

THIRD WALNUT CREEK MUTUAL

REGULAR SESSION MEETING MINUTES OF THE BOARD
MONDAY, DECEMBER 11, 2017 AT 9:00AM
BOARD ROOM, GATEWAY COMPLEX
1001 GOLDEN RAIN RD., WALNUT CREEK, CA 94595

Call to Order

President McDonnell called the Regular Meeting of the Board of Directors of Third Walnut Creek Mutual (TWCM) to order at 9:02AM.

Roll Call

Directors Present:

John McDonnell, President X	Hillery Trippe, Director District VII
Gery Yearout, Vice President XI	Jack Case, Director District V
Judy Bank, Vice President XV	Toby Dicker, Director District VIII
Christine Monsen, Treasurer XIV	Claire Wolfe, Director District X
Kay Barthold, Director District XIII	Arlyss Rothman, Director District IX
Ron Mucovich, Director District IV	

Directors Absent:

Kathy Poling, Secretary III

Also Present: Mutual Operations staff was represented by Paul Donner, Director of Operations; Clayton Clark, Building Maintenance Manager; Kelly Mattison, Board Services Coordinator; Melissa Ward, Esq., Hughes Gill Cochrane Tinetti.

Approval of Meeting Minutes

President McDonnell asked for any corrections and/or additions to the following minutes:

Executive Session Meeting of the BoardOctober 24, 2017

A motion was made to approve the October 24, 2017 executive session minutes as presented.

Moved, Seconded, Carried 11-0

Regular Meeting of the BoardNovember 13, 2017

A motion was made to approve the November 13, 2017 regular minutes as presented.

Moved, Seconded, Carried 11-0

Executive Session Meeting of the BoardNovember 13, 2017

The Board tabled the minutes to be discussed in executive session for possible corrections/edits.

Members' Forum

Residents were afforded the opportunity to express their general concerns and make comments. The topics discussed in members' forum included executive sessions of the Board, Billing Issues and Concerns, Recycle Posters, CC&Rs, Policy 56, and legal issues.

President's Report

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President McDonnell reported that the following topics were discussed in the most recent President's Forum that took place on 12/4/17: rental policies, CC&Rs relative to solar, electric vehicle charging and insurance. President McDonnell also discussed today's agenda and working towards the goals of the governing documents project.

Secretary's Report

A report was not presented.

Treasurer's Report

Treasurer Mosen provided the following report:

The Third Walnut Creek Mutual maintains a checking account at City National Bank.

The beginning balance as of 9/29/2017 was \$18,807.65

The ending balance as of 10/31/2017 was \$25,501.31

The Aging Report reflects amounts owed the projects for overdue coupon payments and late fees.

The amount owed to all projects as of 10/31/2017 amounted to \$16,254.63. This includes a total of 62 accounts, one which is over \$8,000, and 1 account between \$2,000-3,000.

Last month (September 2017) the amount owed was \$18,483.

Last year the amount was \$5,410.57 at the end of October 2016.

The Owner Billable Report reflects the total amounts owed to all of the projects for overdue payments that are billable to owners for work done to their manor for work not covered by the coupon.

The amount owed to all projects as of 10/31/2017 was \$103,270.55, from 55 accounts. Over half (53.5%) of the total is due from 6 accounts owing between \$5,000 and \$17,000 that total \$55,235.37.

Last month (September 2017) the amount was \$101,835.15

Last year the amount was \$101,096.63 at the end of October 2016.

Budget and Finance Committee Report

A report was not presented.

Building and Maintenance Committee

Director Mosen reported that the majority of the November Committee Meeting was spent discussing the maintenance matrix. Walt Braun presented a draft of a proposed policy for hard surface flooring to be discussed at a later date since there was not enough time. An additional committee meeting took place and 3 members of the committee met with Judy Bank, Paul Donner, and Clayton Clark, who took some additional time to review everything on the maintenance matrix and then reach an agreement on what to send to the governing documents committee.

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Landscape Committee

The following report was given:

Lawn Maintenance: As needed.

Entry Maintenance: Entry maintenance crews are working on leaf cleanup, V-ditch clean out. Pre-emergent weed control.

Tree Maintenance: The tree crew will be working on building clearance, tree removal, and yearly trimming for health and safety, in projects 51 & 54.

Landscape Rehabs: Our landscape crew is working in Mutual 70.

Irrigation: All irrigation controllers throughout the valley are watering on a winter program, averaging watering around every 7 to 10 days. Watering may occur as necessary to test/adjust systems or water new plantings.

Please report any irrigation problems noticed in your area.

Governing Documents Committee

Committee Chair, Director Banks reported that the committee had a 3 hour meeting last month with the Task Force. A couple of Directors came to listen and it was a productive meeting. The committee meeting for December has changed from 12/26/17 to 12/19/17 and will take place from 2-4 p.m. in the Gateway Board Room.

Alterations Permit Application Review Committee

A report was not presented.

Audit Committee

A report was not presented.

Communication Committee

A report was not presented.

Emergency Preparedness Committee

A report was not presented.

New Business

Explanation and Approval of Delayed Repayment to Reserves

The Board reported that Project 49's bad rain leaks in early 2017 and Project 53's water main break wiped out the working capital causing a delay in the repayment of reserves. It is projected that they repayment of reserves in both projects will be completed in 2018.

A motion was made to approve the delayed repayment of \$20,000 in Project 49 and repayment of \$80,000 in Project 53 that will be done in 2018.

Moved, Seconded, Carried 10-0-1, Director Case abstained

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Approval of Project Transfers from the Reserve Accounts to the Operating Accounts to Cover the Project's Insurance Premiums

The following Projects have been identified to be underfunded in their operating accounts to cover the yearly insurance premiums due in January of 2018 and require a transfer of funds from their reserve accounts to cover the premium:

Project 41 - \$10,000

Project 44 - \$15,000

Project 45 - \$25,000

Project 49 - \$50,000

Project 51 - \$35,000

A motion was made to approve each of the above Project transfers from the reserve accounts to the operating accounts to cover the annual insurance premiums and to be paid back in 2018.

Moved, Seconded, Carried 11-0

Governing Docs Project/CC&Rs and Bylaws Changes

The Board further discussed necessary changes and clarifications in the governing document rewrites. The changes and clarifications that came out of a meeting held on 11/28/17 with MOD and the Governing Documents Committee regarding the Maintenance/Repair/Replace Matrix were discussed in detail.

Melissa Ward explained how a redline version works, stating that additions are underlined and in red, deletions are a strike through, and shading in yellow or bold are often notes or a section that she needs clarification from the Board. Melissa confirmed some requested changes have been made.

A discussion was had about including a list of the condominium plans as an exhibit G in the CC&Rs instead of as an attachment.

A motion was made to have the condominium plans available to owners for viewing in the Mutual Board Office to supplement the actual documents not being available as an attachment to the CC&Rs.

Moved, Seconded, Carried 9-0 (Directors Trippe and Dicker were not present for the vote at the time of the motion)

Timing for Redline Version Upload to the Rossmoor Website

The Board discussed the timing for uploading the redline version to the Rossmoor website to be viewed by members prior to the voting period. This version will hopefully be ready for uploading in February and is subject to change.

Rescind Motion on Governing Docs Project from 8/14/17 that contradicts Motion from 11/13/17

A motion was made to confirm that hard copies of the redline version will not be physically mailed to all members. The redline version will be posted to the Rossmoor website approximately 30 days prior to the mailing of the voting version. Hard copies of the posted redline version can be requested and picked up at the Mutual Board Office. This motion is to supersede previous contradicting motions.

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Moved, Seconded, Carried 10-0 (Director Trippe was not present for this motion)

Next Board Meeting

The next Regular Meeting of the Board will be held on Monday, January 8, 2018 at 9:00 a.m. in the Board Room at Gateway.

Adjournment

There being no further business, the Regular Meeting of the Board was adjourned at 1:20 p.m. and the Board moved into Executive Session.

Executive Session Summary

An Executive Session was held following the regular meeting. The Board discussed legal matters and homeowner discipline matters.

Secretary's Certificate

I hereby certify that the foregoing is a true and correct copy of the approved minutes of the Board of Director's meeting.



Assistant Secretary

Third Walnut Creek Mutual