

MINUTES
THIRD WALNUT CREEK MUTUAL
REGULAR MEETING OF THE BOARD OF DIRECTORS
MONDAY, APRIL 13, 2015 AT 9:00 A.M.
BOARD ROOM, GATEWAY COMPLEX
1001 GOLDEN RAIN ROAD WALNUT CREEK, CA 94595

President Chuck Sanderson called the Regular Meeting of the Board of Directors of Third Walnut Creek Mutual to order at 9:00 a.m. on Monday, April 13, 2015.

Ms. Bank took the roll call.

PRESENT:

Charles Sanderson, President (VII)	Jack Case, Director, District V
Rob Rothway, Vice President (IX)	Doug Hipsley, Director, District X
Frank Anton, Treasurer (VIII)	Jean Faszholtz, Director, District XII
Judy Bank, Secretary (XV)	Walt Braun, Director, District XIII
Stanley Newman, Director, District IV	Mike Fleck, Director, District XIV

EXCUSED:

Ove Floystrup, Director District III
Gery Yearout, Director, District XI

Mutual Operations staff was represented by Paul Donner, Director of Mutual Operations; Clayton Clarke, TWCM Building Maintenance Manager; and Sharon Fees, Board Services Coordinator.

There were nine additional mutual members present.

APPROVAL OF MINUTES: Chuck Sanderson asked for any additions or corrections to the following set of meeting minutes:

Executive Session of the Board.....January 12, 2015
Executive Session of the Board.....February 9, 2015
Regular Meeting of the Board.....March 9, 2015
Executive Session of the Board.....March 9, 2015

With no corrections noted or made, the minutes to the above stated meetings stand approved.

MEMBERS' FORUM:

Judith Schumacher-Jennings, 870 Terra California Dr. #6: Ms. Schumacher-Jennings, a member of Solar Rossmoor, announced that there will be a Solar Town Hall Meeting

to be held at Creekside on April 20, beginning at 7 p.m.

David Bush, 1812 Stanley Dollar Dr. #4C: Mr. Bush presented a request asking the Mutual to reimburse him for the maintenance that he had done to the roof which is part of an alteration that was done to his home. He cited that policy requires the Mutual to take responsibility for exterior alterations after the first rehab takes place after alterations are performed.

Roxanne Stallings, 3478 Rossmoor Parkway: Ms. Stallings inquired as to what the Third Mutual Board intends to do in regards to the letter from Third Mutual's legal counsel concerning solar installations.

PRESIDENT'S REPORT: Mr. Sanderson

Highlights of the Presidents' Forum include:

Editorial Policy for RM News and Channel 28: Senior Communications Manager Maureen O'Rourke explained the editorial policies that are in place for both the RM News and Channel 28. The policies are available on-line at rossmoor.com, under the GRF Body of Poilicies.

Golf Cart Registration and Tracking: Mutuels may begin having their residents' golf carts registered. Paul Donner stated that this would be a function of Member Services, but Mutuels must first establish a policy regarding required golf cart registration for its members.

Pension Plan: An explanation of the how the Pension Plan is organized and its status as presented to the Presidents.

TARRC: Third Mutual submitted a letter to TARRC declaring that the TWCM Board of Directors voted the presented restated Trust Agreement down.

SECRETARY'S REPORT: Ms. Bank

No report was given.

TREASURER'S REPORT: Mr. Anton

Frank Anton reported that Third Walnut Creek Mutual, overall, is in solid financial health.

The C-DARS program is now implemented throughout the Mutual; currently with approximately \$5.9 million invested. Anton reported that it remains underinvested by about \$3.9 million dollars.

The Board is negotiating with Pro-Solutions to come up with a new contract.

Rob Rothway moved that the Board appoint Frank Anton and Chuck Sanderson to negotiate the new contract with Pro-Solutions. The motion passed unanimously.

Rothway cautioned that the Board needs to be mindful as to how much money the Mutual is spending on legal fees and whether the utilization of legal counsel is necessary for in all the matters that she has been requested to participate in.

COMMITTEE REPORTS:

BUDGET AND FINANCE: Mr. Anton

Coupon Receivables jumped by 18 percent from January 2015 to February 2015. Owner-billable Receivables declined by one and a half percent.

BUILDING MAINTENANCE: Mr. Braun

Walt Braun reported that his prepared report is in the Board Packet. Braun fielded Board Director questions concerning the report.

LANDSCAPE: Mrs. Faszholz

A Mutual-wide Landscape Meeting held on April 9 was a huge success.

Terra Landscaping provided a presentation demonstrating different lawn conversions that took place in Third Mutual.

Jean Faszholz reminded Directors to make the most of their MOD landscape days and have larger projects performed by the crews. Faszholz also reminded Directors that EBMUD is offering rebates for lawn conversions.

Walt Braun submitted a memo to the Board suggesting that one strategy to eliminate excessive watering is to cap hose bibs that exist on the exterior of buildings. No consensus existed amongst Board Directors on this suggestion.

GOVERNING DOCUMENTS: Mr. Sanderson

Chuck Sanderson reported that Building and Maintenance Standards will be reviewed under New Business.

ALTERATION PERMIT REVIEW COMMITTEE: Mr. Case, Chair

Jack Case reported that he has requested Alterations Department Administrator Leslie Lucas to include a floor plan with applications that are requesting flooring alterations in upper level units. Lucas has also been requested to include doctors' notes when

required by the Mutual.

AUDIT COMMITTEE: Mr. Braun

Walt Braun reported that the Committee met with the auditors on April 1 and received the full audit report. The audit was conducted over a two-week period in February. The auditors were complimentary regarding the efforts of the GRF Accounting Department. The auditors are of the opinion that the procedures in place represent adequate financial controls and that staff are appropriately trained in those procedures.

Walt Braun moved that the Audit report submitted by James Ernst Accounting be accepted without comment. Rob Rothway seconded the motion and it passed unanimously.

COMMUNICATIONS COMMITTEE:

Sharon Fees reminded the Board to mark their calendars for the Resident Orientation Meeting to take place April 22.

EMERGENCY PREPAREDNESS: Mr. Hipsley, Chair

The TWCM Emergency Preparedness Committee (EPC) sponsors two meetings per year. The next seminar will take place on April 23. TWCM EPC is going to co-sponsor this event, along with several other emergency preparedness organizations that exist in Rossmoor. The topic will cover what to do to prepare for an earthquake and what should be done immediately following the occurrence of an earthquake.

NEW BUSINESS

Motions to lien: Frank Anton moved and Mike Fleck seconded to place lines on the following properties for the collection of unpaid owner-payable third-party billings and for one to be sent to Superior Court:

File No. 03-038-020 for the amount of \$7,600.00

File No. 03-043-004 for the amount of \$5,715.17

The motion passed unanimously.

Director Resignation Announcement: Doug Hipsley announced his resignation to the Board of Directors and presented to the Board his recommendation for his replacement, John McDonnell. Chuck Sanderson moved to accept Hipsley's resignation effective April 30. Rob Rothway seconded the motion and it passed unanimously.

Chuck Sanderson moved to appoint John McDonnell as Doug Hipsley's replacement effective April 30. Rob Rothway seconded the motion and it passed unanimously.

Maintenance Standards: Walt Braun presented new maintenance standards for TWCM: 1002 Water Shutoff Valve, 1005 Asbestos Abatement, 1010 Replacement Windows and Doors, and 1012 Parking Policy Implementation.

Walt Braun moved to accept the Standards presented. Jean Faszholz seconded the motion and it passed by majority vote with one dissenting vote submitted by Rob Rothway and one abstention submitted by Mike Fleck.

More standards will be developed in the near future and all of the developed standards will be packaged together to act as a management tool for Directors and Staff. They will also be distributed to the membership once all standards are developed.

Braun also suggested modifications to the section in Policy 48 dealing with smoke detectors.

Braun moved to modify Policy 48, Appendix, in order to have it come into compliance with new legislation which would include, effective January 1, 2016, to replace current smoke detectors in units with 10-year-battery life detectors and discontinue the annual battery change-out for CO detectors. Jack Case seconded the motion. The motion failed with dissenting votes submitted by Rob Rothway, Frank Anton, Chuck Sanderson, Doug Hipsley, Mike Fleck and Stan Newman.

Judy Bank moved to modify Policy 48 in order to bring it into compliance with current legislation. Rob Rothway seconded the motion and it passed unanimously.

OLD BUSINESS

There was no Old Business to discuss.

ADJOURNMENT

Having no further business the regular meeting recessed at 11:15 a.m. to an Executive Session.



Sharon Fees, Assistant Secretary
Third Walnut Creek Mutual