

# THIRD WALNUT CREEK MUTUAL

REGULAR SESSION MEETING MINUTES OF THE BOARD  
MONDAY, JULY 10, 2017 AT 9:00 A.M.  
PEACOCK HALL, 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 9:02 a.m.

## **Roll Call**

### **Directors Present:**

John McDonnell, President X	Victor McPhun, Director District VII
Gery Yearout, Vice President XI	Jack Case, Director District V
Judy Bank, Vice President XV	Toby Dicker, Director District VIII
Kathy Poling, Secretary III	Claire Wolfe, Director District XII
Christine Monsen, Treasurer XIV	Kay Barthold, Director District XIII
Arylss Rothman, Director District IX	Vacant, Director District IV

**Also Present:** Mutual Operations staff was represented by Paul Donner, Director of Operations; Will Kim, Board Services Coordinator; Melissa Ward, Hughes Gill Cochrane Tinetti.

## **Approval of Meeting Minutes**

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

Regular Meeting of the Board .....April 10, 2017

The minutes were approved as amended.

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

Regular Meeting of the Board .....May 8, 2017  
Executive Meeting of the Board .....May 8, 2017

The minutes were approved as submitted.

Moved, Seconded, Carried 11-0

## **Members' Forum**

Residents were afforded the opportunity to express their general concerns and make comments. The following topics were expressed by residents: Exclusive Use Common Area Landscaping Areas (private gardens), Policy 56, Policy 51.4, Policy 56.0, and the District VIII election results.

# THIRD WALNUT CREEK MUTUAL

## **President's Report**

President McDonnell presented the following topics that were discussed during the Presidents' Forum:

- The Executive Session Meeting of the Board will be held in the Gateway Board Room following the Regular Session Meeting of the Board
- Molly Ayres is the new Securitas Site Manager who oversees a group of 30-35 Securitas staff at Rossmoor
- Will Kim the Board Service Coordinator is move on. Kelly Mattison will take over as Board Service Coordinator for Third Walnut Creek Mutual on July 12<sup>th</sup>
- Chris Preminger announced that a new phone system has been implemented at the Work Order Desk and has substantially reduced wait times.
- Please visit the Rossmoor website if you would like to sign up for the NIXLE Emergency Notification System.

## **Secretary's Report**

A report was not presented to the membership.

## **Treasurer's Report**

The following Treasurer's Report was presented:

- The Third Walnut Creek Mutual maintains a checking account at City National Bank.
- The beginning balance as of 4/28/2017 was \$18,761.86
- The ending balance as of 5/31/2017 was \$20,382.02
- The Aging Report reflects amounts owed the projects for overdue coupon payments and late fees.
- The amount owed to all projects as of 5/31/2017 amounted to \$16,195.10
- The Owner Billable Report reflects amounts owed all 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 5/31/2017 was \$116,269.70

## **Budget and Finance Committee**

A report was not presented to the membership.

## **Building and Maintenance Committee**

The Board reviewed and discussed the vacant director position in District IV. A motion was made to authorize Director Jack Case as the designated signor for the following directorship duties for District IV, until a replacement director is appointed:

- Third Party Billing
- Resident Reimbursements
- Building Work Orders
- Landscape Work Orders
- Contracts & Change Orders'

Moved, Seconded, Carried 11-0

# THIRD WALNUT CREEK MUTUAL

## **Landscape Committee**

Lawn Maintenance: Weekly mowing with alternating edging at front and rear of manors every other week and Fertilize with Sulphur coated urea.

Entry Maintenance: Once a month we proceed with routine maintenance, ground cover trimming, shrub pruning, weed control, and fire breaks as needed. If a director has a special area they would like trimmed or not trimmed, please notify Steve Ormond.

Tree Maintenance: Waraner Brothers will be starting tree maintenance in Projects 40, 41, 38, and 39.

Landscape Rehabs: Our in-house crew will start on Projects 45, 38, 64, and 34 in the month of July.

## **Governing Documents Committee**

The Governing Documents Committee meetings are open to the membership. On July 25<sup>th</sup>, the meeting will be held at 2 p.m. in the Clubroom at Creekside Complex.

## **Alterations Review Committee**

A report was not presented to the membership.

## **Audit Committee**

A report was not presented to the membership.

## **Communication Committee**

The committee published an article in the Rossmoor News detailing various topics that were discussed by the board during the open session meetings.

## **Emergency Preparedness Committee**

The committee has had two (2) meetings and they are taking on a project with EPO and CERT to start a series of educational forums during the Safety Fair in September.

## **Motion to Lien: Account No. 12918 & 11406**

A motion was made to approve the resolution to authorize a Notice of Delinquent Assessments for the full amount of unpaid assessments on Account No. 12918 and 11406.

Moved, Seconded, Carried 11-0

## **CC&R Revision Task Force Updates**

With the assistance of MOD staff and Hughes Gill Cochrane Tinetti, the CC&R revisions are being implemented to create a unified set of CC&Rs for all members in Third Walnut Creek Mutual.

The task force was broken into sub-groups and each sub-group has a facilitator. The facilitators reported on the ideas and concerns of their sub-groups during the Governing Documents Committee meetings. In order to prevent confusion or misinformation, various

## THIRD WALNUT CREEK MUTUAL

draft copies of the CC&Rs and Bylaws are not to be distributed. However, the proposed final draft copy will be presented and distributed to all members of the mutual.

The following meetings will be held for the membership:

- Saturday, September 9<sup>th</sup> at 10 a.m. in the Diablo Room, Hillside Complex
- Wednesday, September 13<sup>th</sup> at 2 p.m. in the Fireside Room, Gateway Complex
- Tuesday, September 19<sup>th</sup> at 10 a.m. in the Donner Room A/B, Event Center
- Wednesday, October 4<sup>th</sup> at 6 p.m. in the Fireside Room, Gateway Complex

### **Policy 56: Owner-Initiated Alterations/Owner Maintained Gardens**

The board reviewed and discussed Policy 56: Owner-Initiated Alterations/Owner Maintained Gardens. A motion was made to revise the currently proposed Policy 56: Owner-Initiated Alterations/Owner Maintained Gardens to section 56.7.0 to provide that the Project shall pay to restore the garden when it reverts to the Project upon sale.

The motion failed on a vote of 5 to 6

The board continued reviewing and discussing various revisions to Policy 56: Owner-Initiated Alterations/Owner Maintained Gardens. A second motion was made, subject to a further legal opinion, to allow a one-time transfer to a new owner, after which the garden would revert to Project control at Project cost.

The motion passed on a vote of 8 to 3. Counsel was requested to prepare a legal opinion for the Board's review at its next meeting.

### **Policy 51.4.0: Construction in Common Areas**

The board reviewed and discussed Policy 51.4.0: Construction in Common Areas.

Tabled, pending additional review and discussion by the board.

### **Appendix A: 56.0.0 Permit Procedure**

The board reviewed and discussed Appendix A: 56.0.0 Permit Procedure.

Tabled, pending additional review and discussion by the board.

### **Appointment of Vice President**

A motion was made to appoint Gery Yearout as Vice President of Third Walnut Creek Mutual.

Moved, Seconded, Carried 11-0

### **Architectural Standards Revision: Retractable Awnings**

The installation of retractable awnings is not presently permissible in Third Walnut Creek Mutual. Presently in Rossmoor, the retractable awnings are only allowed in Walnut Creek Mutual No. Sixty-One and Walnut Creek Mutual No. Sixty-Eight. A motion was made to approve the permitting of retractable awning installations in Third Walnut Creek Mutual.

## THIRD WALNUT CREEK MUTUAL

Moved, Seconded, Carried 11-0

### **Appointment of Committee Chairmen and Members**

A motion was made to appoint the following committee chairmen and members to a term of one-year:

<b>Directors:</b>	Alt/ Permit	Audit	B&F	Bldg. Maint.	Comm.	Gov. Docs.	Land- scape	Emer. Prep
Judy Bank	X	X				<b>Chair</b>		
Kay Barthold	X		X					
Jack Case	<b>Chair</b>			X				
Toby Dicker		<b>Chair</b>						
Arlyss Rothman								<b>Chair</b>
John McDonnell	X	X	X			X		
Hillery Trippe						X		
Christine Monsen			<b>Chair</b>	<b>Chair</b>				
Kathy Poling					<b>Chair</b>	X		
Claire Wolfe							<b>Chair</b>	
Gery Yearout		X				X		

<b>Members:</b>	Alt/ Permit	Audit	B&F	Bldg. Maint.	Comm.	Gov. Docs.	Land- scape	Emer. Prep
Paula Erickson							X	
Jean Faszholz							X	
Ann Foreman				X				
Mark Forette								X
Harris Greenberg								X
Doug Hipsley								X
John Van Duinen								X
Walt Braun				X		X		
Joe Pehl		X	X					
Stanley Stevens		X	X					
Joe Tracy				X				
Floyd Yearout							X	

Moved, Seconded, Carried 11-0

### **Resignation of Board Member: District VII (Project 51)**

The resignation of Director Victor McPhun of District VII was announced to the membership. Mr. McPhun was thanked for his dedication and service to the Mutual.

### **Appointment of Board Member: District VII (Project 51)**

A motion was made to appoint Hillery Trippe to the Board of Directors as Director of District

## THIRD WALNUT CREEK MUTUAL

VII (Project 51), with a term that expires in 2018.

Moved, Seconded, Carried 11-0

### **Introduction of Kelly Mattison**

On July 12<sup>th</sup>, Kelly Mattison will officially join the team as the new Board Services Coordinator for Third Walnut Creek Mutual. She is a Certified Manager of Community Associations with several years of experience.

### **Next Board Meeting**

The next Regular Meeting of the Board will be held on Monday, August 14, 2017 at 9:00 a.m., in the Gateway Board Room.

### **Adjournment**

There being no further business, the Regular Meeting of the Board was adjourned at approximately 12:00 p.m.

### **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

An Executive Session was held following the open session at 12:15 p.m. Topics included the following:

1. Alteration Hearing: Account No. 13995
2. Noncompliance Hearing: Account No. 7354
3. Late Fee Waiver: Account No. 1168
4. Owner Billable Statement: Account No. 14129
5. Legal Status Report
  - a. Account No. 14890
  - b. Account No. 12730
  - c. Account No. 16677

With no further business to discuss, the board adjourned the Executive Session at 1:05 p.m.