

THIRD WALNUT CREEK MUTUAL

REGULAR MEETING MINUTES OF THE BOARD
MONDAY, AUGUST 8, 2016 AT 9:00 A.M.
GATEWAY BOARD ROOM
1001 GOLDEN RAIN RD., WALNUT CREEK, CA 94595

Call to Order

President Yearout called the Regular Meeting of the Board of Directors of Third Walnut Creek Mutual to order at 9:00 a.m. on Monday, August 8, 2016.

Roll Call

Directors Present:

Gery Yearout, President (XI)	Toby Dicker, Director District VIII
Judy Bank, Vice President (XV)	Jack Case, Director District V
Kathy Poling, Secretary (III)	Jane Norbeck, Director District IV
Jean Faszholz, Director District XII	Victor McPhun, Director District V
Christine Mosen, Director District XIV	

Directors Absent:

John McDonnell, Treasurer (X)	Walt Braun, Director District XIII
Carol Keating, Director District IX	

A large number of Mutual members were also present.

Mutual Operations staff was represented by Paul Donner, Mutual Operations Director; Rick Chakoff, GRF Chief Financial Officer; Clayton Clark, Building Maintenance Manager; Rebecca Pollon, Landscape Manager; Will Kim & Sharon Fees, Board Services Coordinators;

Approval of Meeting Minutes

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

Regular Meeting of the Board	July 11, 2016
Executive Session of the Board	July 11, 2016

There being no further corrections, the minutes were approved as corrected.

Moved, seconded, carried 9-0

Members' Forum

The following Mutual members' made presentations:

Roxanne Stallings, 3478 Rossmoor Parkway #3: Ms. Stallings was accepted to the Governing Documents Committee, but cannot in good conscious continue serving. The Governing Documents Committee required committee members sign a confidentiality agreement that she did not wish to sign. She indicated the Committee is based in secrecy rather than in

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transparency. In the end, she plans to attend committee meeting as a resident observer.

Anne Foreman, 5333 Terra Granada #1A: Ms. Foreman asked if the Mutual will keep their directorships with the current structure they have now or if the directorships will be disbanded and reorganized. She felt establishing the structure of the Mutual is a critical decision and hoped the residents would have a voice.

President's Report

President Yearout reported that the Golden Rain Foundation and the Golf Committee is looking into redoing the landscaping with a focus on water conservation.

For clarification purposes, residents were informed only items found on the agenda are to be discussed by the Board. Also, if a member or non-member obtains legal counsel against the Mutual, then, the Mutual will obtain their own legal representative for assurance.

Lastly, political signs are allowed in the Mutual. However, there are size restrictions and they are only allowed in unit windows, not on common space.

Secretary's Report

No report was presented.

Treasurer's Report

Due to Treasurer McDonnell's absence, President Yearout presented the Mutual's cash balances and aging reports as follows:

As of May 31, 2016, the City National Bank Account showed \$20,465 and the aging report showed payments owed to the Mutual at \$9,934.

As of June 30, 2016, the City National Bank Account showed \$23,222 and the aging report showed payments owed to the Mutual at \$7,791.

Budget and Finance Committee

No report was presented.

Building and Maintenance Committee

No report was presented.

Landscape Committee

Director Faszholz indicated necessary steps were taken to trim the trees and hoped they had all been trimmed. Ms. Faszholz reminded Directors that homeowners can have individual plants replaced, if they take on the responsibility of watering.

Governing Documents Committee

Vice President Bank's requested the remaining Board Members please turn in their Governing Documents Questionnaires. The Governing Documents Committee met on July 27th. Policy 64 has been redone by Stephanie J. Hayes, Esq. with final edits.

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Audit Committee

No report was presented.

Communication Committee

No report was presented.

Emergency Preparedness Committee

Director Norbeck noted some residents believe gas shut off valves are hard to find. Therefore, the Committee will work closely with PG&E and M.O.D. to create a map with the gas shut off valve locations.

CC&R Update

The Board reviewed and discussed concerns with a Committee Charter for the Governing Documents Committee, prepared by Legal Counsel (Stephanie J. Hayes, Esq.). The Committee Charter makes the committee more formal, non-task specific, and includes a confidentiality agreement.

A motion was made to accept the Committee Charter as provided/written.

Moved, seconded, failed 0-9

A motion was made to establishing a task specific sub-committee that reports to Governing Documents Committee.

Moved, seconded, carried 9-0

A motion was made to accept the Committee Charter as is with a change of title.

Moved, seconded, failed 0-9

The charter will be returned to Vice President Bank for revision and resubmission during the October 2016 board meeting.

Encroachment Issue Update

No decisions have been made by the Board at this time. A meeting recently took place regarding the encroachment issue process going forward, the number of building encroachments done without permits and clarifications on when they were completed.

Policy Update

The Board discussed and reviewed the revisions to Policy 64 that have been reviewed by the Board and Legal Counsel (Stephanie J. Hayes, Esq.). All approved policies will be sent out to the full membership and then discussed at the October board meeting. The membership will have 30-days to review the policy and provide feedback.

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Architectural Standard Variance Request

The Board reviewed and discussed the Mutual's current and new proposed standards for front door alterations. The current standard specifies the model of the door that will be approved. However, they are over ten (10) years old and other more desirable products are now on the market. In order to provide for reasonable changes, it was recommended Alterations Committee, that the illustrations in the Alteration Standards be plainly marked as SAMPLES and TWCM adopted the following limitations on front door alterations:

- Wood or fiberglass construction is acceptable
- No change to the builder's size/framing design unless for a medical necessity
- Door may contain up to ¾ glass area
- Color or stained glass is not acceptable
- Sidelights may contain up to 100% glass area
- It is a project director's decision to specify the acceptable range of colors that (only) the door(s) may be painted or stained

Moved, seconded, carried 9-0-1, Director Dicker abstained

Next Board Meeting

The September 12, 2016 Board Meeting has been cancelled and the next meeting will be held on Monday, October 10, 2016 at 9:00 p.m.

Adjournment

There being no further business, the regular meeting of the Board was adjourned at approximately 10:25 a.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 10:35. Topics included the following:

- Lease Extension Request (File No. 03-040-094)

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- Clarify Process of Governing Documents Committee

With no further business to discuss, the Board adjourned the Executive Session at 10:53 a.m.