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## **THIRD WALNUT CREEK MUTUAL POLICIES AND PROCEDURES**

**AS REVISED SEPTEMBER 20, 2007  
AND SUBSEQUENTLY AMENDED**

This manual of policies and procedures is intended to provide the Board of Directors, the committees appointed by the Board, and the managing agent ready access to information they need to carry out their respective responsibilities and assignments. The Board expects this manual will be useful as an orientation guide and a continuing resource to those who take over these responsibilities from time to time, and to owners and residents.

These policies and procedures implement and interpret and expand on a number of applicable legal documents including Federal, State and local laws and regulations generally, and specifically:

1. California Corporations Code
2. California Civil Code - Primarily the Davis-Stirling Act
3. Common Interest Development Case Law
4. City of Walnut Creek Building Codes
5. Covenants, Conditions, & Restrictions (CC&Rs) and Agreements Establishing CC&Rs for Projects in Third Walnut Creek Mutual
6. Third Walnut Creek Mutual Articles of Incorporation
7. Third Walnut Creek Mutual Bylaws

The documents named above establish the parameters within which the Board of Directors of Third Walnut Creek Mutual *manages, operates, and maintains* the properties of the Projects as required by the Articles of Incorporation. The Board has considerable latitude in operating within the established parameters.

The guiding principle of the Board is to make the governance of Third Walnut Creek Mutual as open, as accessible, and as helpful as possible. This requires Board members, managing agents, committee members, owners, and residents to be well informed about the mutual and have ready access to these statements of policy and procedure.

The overall objectives of Third Walnut Creek Mutual are to:

1. Maintain buildings, landscaping, entryway streets, and utilities to high standards as established by experts in the fields involved.
2. Manage finances prudently.
3. Maintain adequate insurance coverage.
4. Avoid exposure of manor owners and Board members to unacceptable liability.
5. Maintain communications with owners as required by the Civil Code and the Corporations Code. This includes providing access to Board minutes and policies, distributing financial information, and making necessary disclosures about such things as lawsuits and building defects.

Abbreviations and Definitions	0.3.0
Calendar of Events	0.4.0

#### POLICIES AND PROCEDURES (Principally Board Interest)

Board Members, Opinions of	12.0.0
Board, Committees	14.0.0
Commercial Presentation Limits	13.0.0
Compensation of Directors Prohibited	11.0.0
Elections	22.0.0
Fiscal Policy	16.0.0
Laws and Legal Documents, Conformity With	10.0.0
Managing Additional Condominium Projects	20.0.0
Managing Agent	90.0.0
Membership Applications and Certificates	15.0.0
Policies, Enforcement of	18.0.0
Record Retention	23.0.0
Reserve and Operating Funds, Authority to Spend	17.0.0
Termination of Membership in TWCM	21.0.0
Work Orders, Contacts and Change Orders	92.0.0
Worksite Rule for Contractors	91.0.0
Written Materials, Distribution	19.0.0

#### POLICIES AND PROCEDURES (Principally owner interest)

Assessments Due Date, Delinquent Payments, and Default	45.0.0
Barbecues, Outdoor	78.0.0
Board Minutes, owner access to	74.0.0
Bird Feeders and Wildlife	72.0.0
Carport, Garage, and Golf Cart Spaces	42.0.0
Commercial Activity Restrictions	44.0.0
Conflicts, Resolution of Local Conflicts	75.0.0
Decks Patios and Roofs, Restrictions on Use	60.0.0
Dispute Resolution	76.0.0
Emergencies - Health and Property	47.0.0
Encroachments	63.0.0
Fees on Owner, Limitation on Imposition	46.0.0
Inspections	49.0.0
Insured and Uninsured Losses	50.0.0
Leasing Manors	41.0.0
Mailing Address, Secondary	79.0.0
Maintenance and Repair Information, General	48.0.0
Manor, Occupancy of	40.0.0

Membership Lists, owner access to	73.0.0
Parking	43.0.0
Pets	71.0.0
Signage	77.0.0
Smoke Alarms	70.0.0
Trees, Owner Requested Removal or Trimming	62.0.0
ALTERATIONS (Owner Initiated) General Information	51.0.0
Air Conditioner and Heat Pumps	52.0.0
Balcony and Entryway Floor Coverings	53.0.0
Enclosures	54.0.0
Gardens, Owner Maintained	56.0.0
Hard Surfaced Flooring	59.0.0
Hose Bibbs	55.0.0
Solar Energy Systems	61.0.0
Spas	57.0.0
Stepping Stones	58.0.0

**APPENDIXES**

Appendix A contains supplementary information identified by the item number of the policy or procedure that is supplemented. A copy of Appendix A accompanies each copy of the policies and procedures manual.

Appendix B contains an archive of superseded policies and procedures identified by the item number of the superseding policy or procedure. A copy of Appendix B does not accompany each copy of the policies and procedures manual. Instead, the Secretary keeps one copy and one copy is kept in the Board Office for reference.

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