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THIRD WALNUT CREEK MUTUAL POLICIES AND PROCEDURES

AS REVISED SEPTEMBER 20, 2007
AMENDED MARCH 27, 2008
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0.1.0 INTRODUCTION

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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.

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Calendar of Events..... 0.4.0

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Laws and Legal Documents, Conformity With 10.0.0
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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.
