

## MINUTES

SECOND WALNUT CREEK MUTUAL  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
December 14, 2023, AT 10:00 A.M.  
ZOOM and PEACOCK HALL

1. **CALL TO ORDER** - President Loran Shlevin called to order the regular meeting of the Board of Directors of Second Walnut Creek Mutual (SWCM) at 10:01 a.m.
2. **ROLL CALL**
  - a. Present: President Loran Shlevin, Vice President Jeanne Steidel, Secretary/Treasurer Marv Ryken, and Director Liz Bradner
  - b. Absent: Director Michael Stotter
  - c. Mutual Operations staff: Director of Mutual Operations Jeroen Wright, Assistant Secretary Linda Schoeffner, Landscape Manager John Tawaststjerna (Zoom), and Maintenance Supervisor Eric Howard
    - A motion was made by President Shlevin to amend the agenda to add the following:**
      - Building Maintenance Report
      - Landscape Maintenance Report
      - Trash Report
      - Governing Document Committee
      - Technology and Communication Committee
      - Welcome Committee
    - Treasurer/Secretary Ryken seconded the motion, and it passed without dissent. 4-0**
3. **CONSENT CALENDAR** – Motion to approval Minutes of regular Meeting on November 16, 2023, by President Shlevin, seconded by Director Steidel, and motion carried unanimously. Motion to approval Executive Session meeting on December 7, 2023, by President Shlevin, seconded by Director Steidel, and motion carried unanimously.
4. **MOD REPORTS**
  - a. Jeroen Wright discussed the fire safety program being coordinated by GRF. Applications have been submitted for Firewise 2024.
  - b. Preventative Maintenance Report – Eric Howard
    1. Building Rehab – M2 Crew working on Tice Creek DR E4 and E5
    2. Roofing Program – Roof replacement program has started on 1177 Leisure LN and 1224 Canyonwood.
    3. Appliance Replacements – \$2,153 and \$43,053 for water heaters is the November total.
    4. Roof & Gutter Cleaning – Leaf removal has started, and any gutter overflow should be reported to the work order desk, 988-7650.
    5. Water-cooled A/C Conversions – Currently at 1167 Leisure LN with 164 completed. The electrical in the water heater area is now being inspected by

Walnut Creek building department and 94% of the installations have been reinspected depending on the member being available.

6. Canyonwood Ground Water E3 – Geotechnical Soils Engineer is evaluating the problem.
- c. Landscape Report: John Tawaststjerna
  1. Plant Replacement – The MOD crew is working on Fairlawn, Stanley Dollar, Ptarmigan, and Canyonwood. Tice Creek, Runing Springs, and Leisure LN are in the process of being approved.
  2. Tree Maintenance – Pruning on all entries on Singingwood, Fairlawn, and Tice Creek E1 to E5 have been completed. Pruning is in progress on Singingwood and Canyonwood, and Tice Creek E6 to E17 finished in January.
  3. Rehab – Lawn conversion on Tice Creek Entry E and 5 in progress.
5. **TREASURER'S REPORT** - Treasurer Marv Ryken
  - a. Financial Statement Report – Since the financial report from MOD is given to me on the 15 month, no new information is available since I will get the information tomorrow. What I have done is take a closer look at the October financial document and found that \$3,215.76 was spent on replacing 41 light bulbs for a cost of approximately \$63/bulb. For replacing 16 smoke detector batteries it cost \$1,596.38 and for 5 smoke detectors it cost \$453.49.
  - b. 15-year Coupon Cost Graph – The graph shows a level funding of the reserve fund, a GRF level probably following inflation, and a increase in MOD due to the large increases in insurance over the past two years.
  - c. A motion was made by Director Ryken to pay Dorothy Elfont a refund of \$129.28 since she has sold her manor, seconded by President Shlevin, and motion carried unanimously.
  - d. As treasurer, Director Ryken presented the SWCM actions on the Davis-Stirling dictated Form 4041 and budget packet. A Form 4041 type form was sent out in August at a cost of \$2,755.82 and was not used. This form did not totally meet the requirements of Davis-Stirling but should have been tabulated to take advantage of emailing versus USPS mail of items to the members. Form 4041 was downloaded from the Davis-Stirling web site and customized for SWCM by Director Ryken and an effort was made to send this form out during most of the year to no avail. A preliminary budget packet was examined in terms of the Davis-Stirling requirements and the preliminary budget packet was like last year's budget packet but did not meet the requirements of Davis-Stirling. Director Ryken prepared a topic outline of what should be in the budget packet and President Shlevin, and he worked all day to fulfill the items in the outline. At the end of the day, it was obvious that all items could not be completed. Form 4041 plus a several other items were completed. Director Ryken wrote an email to MOD critiquing the preliminary budget packet, stating pages that were unnecessary and items that needed to be done. No communications on the email to MOD and only the Form 4041 was included in the budget packet. The cost of the budget packet was \$1,848.38 for mailing and \$5,997.29 for printing for

a total of \$10,600.59. This was very inefficient and hopefully we will have the time to do better next year.

6. **PRESIDENT'S REPORT** – President Shlevin acknowledged the great efforts being put into getting insurance, and the Firewise rating. A special thanks to Eric Howard for volunteering to receive any member's problem on the air conditioner conversion.

## 7. **COMMITTEE REPORTS**

### a. **Landscape** – Chairperson Neva Flaherty

1. Lawn Conversions – The Landscape Department continues to work on large lawn conversions and rehab projects. They have two assigned technicians booked until the end of the year.
2. Plant Replacement – This effort will begin around December 1 and extend into January.
3. Budget – Out of the \$200,000 budget, \$173,000 will be spent on lawn conversions, rehabs, plant replacements and mulching. This money goes for the two technicians and contracts.
4. Committee – Hank Fabian has resigned, and we are looking for volunteers to replace him, call 401-741-5208 or email [nevaflaherty@comcast.net](mailto:nevaflaherty@comcast.net).
5. Board Liaison - President Shlevin made a motion that Director Bradner be the Landscaping Committee's Board Liaison. It was seconded by Director Ryken and unanimously approved.

### b. **Trash** – (Co-Chair Kathleen Epperson)

1. Residents in Singingwood E6 have requested twice-a-week landfill pickup. The overflow has resulted in raccoon problems that leave a mess on the ground that must be cleaned up. The Trash Committee recommends going to a twice-a-week landfill pickup at an additional cost of \$2,706.60 per year.
2. Trash Status – From December 2022 through October 2023, 47 of our 85 trash enclosures have received no extra charges. The extra charges this year are a total of \$789. For reference, in 2021 the extra charges were \$12,700 and \$9,000 billing mistakes that were credited to the account. Contact Kathleen at [SeconMutualTrashCommittee@gmail.com](mailto:SeconMutualTrashCommittee@gmail.com) or at 925-939-7759 for missed pickups or illegal dumping.

### c. **Water** – (report by Ann Stanwood, co-chair Therese Welter)

1. Board Liaison - Motion made by President Shlevin, seconded by Director Ryken, and unanimously approved to appoint Director Steidel as Board Liaison to the Water Conservation Committee.
2. Status – Replacement of about 1/3 of the water-cooled air conditioners has reduced the water usage 13% (9,843,000 gallons saved) in the meters serving the air conditioners. The rest of the meters showed an increase of 10%. The Water Conservation Committee has filed the application forms with EBMUD to start the rebate process. A representative from EBMUD met with co-chairpersons and Eric Howard, Buildings Maintenance Manager, on November 9, 2023, to verify the water-cooled air conditioner replacement installations.

### d. **EPIC** (Dan Davis, Kevin Moore co-chairs) No report given.

- e. **Finance and Insurance Advisory** (Michele Colucci, co-chair was previously the Finance Committee)
  - 1. Co-chair - Motion made by President Shlevin, seconded by Director Steidel, and unanimously approved to appoint Lon Bruce as co-chair to the Finance and Insurance Committee.
  - 2. Board Liaison - Motion made by President Shlevin, seconded by Director Steidel, and unanimously approved to appoint Director Ryken as Board Liaison to the Finance and Insurance Committee.
  - 3. Charter - Motion made by President Shlevin, seconded by Director Ryken, and unanimously approved the amended charter of the Finance and Insurance Advisory Committee.
- 8. **UNFINISHED BUSINESS** – Review committee formation charters
  - a. **Governing Document Committee** – President Shlevin made a motion to make her the Board Liaison, seconded by Director Ryken, and unanimously approved. President Shlevin made a motion to accept the charter, seconded by Director Ryken, and unanimously approved. Chairperson volunteer is Susan Davis.
  - b. **Technology and Communication Committee** - President Shlevin made a motion to make Director Ryken the Board Liaison, seconded by Director Ryken, and unanimously approved. President Shlevin made a motion to accept the charter, seconded by Director Ryken, and unanimously approved. Susan Haigh-Bishop and Mary Smartt are the volunteer co-chairpersons.
  - c. **Welcoming Committee** - President Shlevin made a motion to make Director Steidel the Board Liaison, seconded by Director Ryken, and unanimously approved. President Shlevin made a motion to accept the charter, seconded by Director Ryken, and unanimously approved. Co-chairperson volunteers are Susan Haigh-Bishop and Shelly Kushin.
  - d. **Second Meeting Per Month** - President Shlevin made a motion to have a second Board meeting per month on the first Thursday at 4pm on a 6-month trial period, seconded by Director Ryken, and unanimously approved. Exact logistics will be worked out during the trial period.
- 9. **NEW BUSINESS**
  - a. **Attorney Update** – Collection agency contract has been executed and have asked for our governing documents. The existing attorney has cancelled their contract with SWCM.
  - b. **Trash Enclosure Singingwood CT E9** – Trash overages and animal problems due to overflowing trash enclosure lid not shut with solutions being two pickups or larger trash dumpster. Eric Howard stated that the larger trash dumpster may be too tall for the members to use. President Shlevin made a motion to approve a second pickup, seconded by Director Steidel, and unanimously approved.
  - c. Due to limited time, the rest of the agenda items will be put on the January meeting agenda.
- 10. **RESIDENTS' FORUM**
  - a. Question on why we do not have coupon information yet.

- b. The Finance Committee needs several days to review the financial report before Board meeting.
- c. If second Board meeting is after hours, will this involve overtime charges?
- d. Concern over tree work, building foundation, and drain basins.
- e. Our coupon cost increases are a lot due to inflation.
- f. Would like to know details on how much landscaping is costing us.

11. **ANNOUNCEMENTS**

- a. SWCM Executive Meeting Thursday, January 4, 2024, 10 a.m. Gateway NPR #1.
- b. January SWCM Board Meeting Thursday, Thursday, January 4, 2024, 4:00 p.m. Creekside Club Room and Zoom.
- c. January 18, 2024, Board Meeting Thursday, Thursday, January 18, 2024, 10:00 a.m. Peacock Hall and Zoom.

12. **ADJOURNMENT** – The President adjourned the meeting at 12:07 PM

*Linda Schoeffner*

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Linda Schoeffner, Assistant Secretary  
Second Walnut Creek Mutual