

## MINUTES

SECOND WALNUT CREEK MUTUAL  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
January 18, 2024, 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 10:03 a.m.
2. **ROLL CALL**
  - A. Present: President Loran Shlevin, Vice President Jeanne Steidel, Secretary/Treasurer Marv Ryken, and Director Liz Bradner
  - B. Absent: None
3. **CONSENT CALANDER**
  - A. Minutes of Board of Director's Meeting on January 4, 2024, motion to approve by President Shlevin, seconded by Director Ryken, and unanimously approved.
  - B. Minutes of Executive Board of Director's Meeting on January 4, 2024, motion to approve by President Shlevin, seconded by Director Ryken, and unanimously approved.
  - C. Minutes of Board of Director's Meeting on December 14, 2023, motion to approve by President Shlevin, seconded by Director Ryken, and unanimously approved.
4. **REPORTS**
  - A. Jeroen Wright, Director of Mutual Operations Div. (MOD)
    - 1) Firewise – On 12/22/2023 Rossmoor was given the Firewise recognition.
    - 2) Insurance Update – The insurance will be finalized by the end of next week and the cost looks like \$37K more than what was budgeted for \$1.16 Billion worth of insurance, and this turns out to be an extra \$7/manor/year. The problem is that this is not 100% insured.
  - B. Eric Howard, Building Maintenance Manager
    - 1) Building Rehab – Carpentry and painting crew is currently working on Tice Creek DR, E4 and E5.
    - 2) Roofing – Frank Fiala Roofing has completed 1224 Canyonwood and is working on 1150 Canyonwood.
    - 3) Appliance Replacements – November total of \$6,210 and October water heater total of \$1,677.
    - 4) Roof & Gutter Cleaning – Cleaning is underway, call the work order desk if you see a problem.
    - 5) Water-cooled A/C Conversions – Currently at 1333 Running Springs and has completed 175 installations.
    - 6) Fire rebuild at 1217 Running Springs #5 – the City of Walnut Creek and Flynn Architecture have reviewed Plans is reviewing recommended revisions.

- 7) V-Ditch – Fleece Construction has replaced the V-Ditch behind Stanley Dollar E3 and will schedule more as weather permits.
- 8) Building Movement 1333 & 1349 Running Springs – Geotechnical/Soils and Structural Engineers are in the process of determining the scope of work.
- 9) Smoke Detectors – A problem with a smoke detector led to the determination that smoke detectors have a useful life of 10 years and most smoke detectors at SWCM are older than 10 years. Future manor lubs will replace all smoke detectors that are older than 10 years. A proposal will be looked at to replace the smoke detectors all at once.

10) Proposal Approvals

- a. Laundry Cleaning - A motion was made by President Shlevin, seconded by Director Ryken, and unanimously approved to select Omni Janitorial Services' option #2 proposal for a total of \$3,000 per month.
- b. Canyonwood E3 water seepage Engineering study - A motion was made by President Shlevin, seconded by Director Bradner, and unanimously approved to select Cornerstone Earth Group's proposal for a total of \$19,400.

C. John Tawaststjerna, Landscape Manager

- 1) Plant replacements have been completed.
- 2) Terra is replacing shrubs on Tice Creek DR EE & E5
- 3) Tree pruning is progressing at Tice Creek DR E6
- 4) Tree removal is in the planning stage.

5. **Treasurers Report** - Treasurer Marv Ryken

A. **Financial Condition** – The following is from the 12/31/2023 financial report and gives the December and year to date (YTD) information:

	Operating	Property	Reserve	Total
Dec. Income	\$1.22M	\$878K	\$296K	\$2.39M
Dec. Expense	\$1.27M	\$951K	\$346K	\$2.57M
Dec. (Income – Expense)	-\$49.4K	-\$73.3K	-\$50.7K	-\$173K
YTD Income	\$14.5M	\$5.93M	\$3.62M	\$24.0M
YTD Expense	\$13.9M	\$6.81M	\$3.45M	\$24.1M
YTD (Income – Expense)	\$599K	-\$880K	\$170K	-\$110K
Fund Balance	\$2.48M	\$8.74M	\$6.46M	\$17.7M
Asset Balance	\$3.46M	\$10.3M	\$6.88M	\$20.6M

B. **Delinquencies**

<30 days	>30 days	>60 days	> 90 days	Total
\$36K	\$15K	\$8K	\$22K	\$80K

C. **December interesting charges** – Replacement of light bulbs and repair of lighting cost \$4,721.37. The replacement of smoke detectors and batteries cost \$1,888.18.

6. **Committee Reports**

A. Water Conservation Committee – Therese Welter, Co-chairperson, gave the following report: Water usage 2022 to 2023 was reduced by 8% for a reduction

of 8,210,786 gallons of water. Most of this reduction is due to replacing the water-cooled air conditioners. Although water rates increased by 8% on 7/1/2023, the water cost decreased by 7% for a savings of \$85,000. Another reduction in cost during 2023 was the \$19,500 rebate from EBMUD for replacing the water-cooled air conditioners. The Water Conservation Committee will again apply for this rebate in 2024 for the rest of the water-cooled air conditioner conversions done in 2024.

**7. New Business**

- A. Jenark Replacement – Tom Hand and Shari Bergum-Hayes gave an update on the Jenark computer program replacement. The new system is scheduled to be working by 6/30/2024.
- B. President Shlevin made a motion that the proposal for SWCM attorney representation by Baydaline & Jacobsen LLP be accepted. Director Ryken seconded the motion, and it passed unanimously.

**8. PRESIDENT’S REPORT** – President Shlevin gave a brief report due to lack to time.

**9. RESIDENTS’ FORUM**

- A. Concern over yearly financial review, has not been completed.
- B. Concern over storm water drains
- C. Concern over Trash Committee due to recent resignations of Co-chairpersons.
- D. Concern over lack of adequate lighting that produces a safety hazard.
- E. Compliment on landscaping service request.

**5. ANNOUNCEMENTS**

- A. January SWCM Board Meeting Thursday, February 1, 2024, 10:00 a.m. Creekside Club Room and Zoom.
- B. January SWCM Board Meeting Thursday, February 15, 2024, 10:00 a.m. Peacock Hall and Zoom.

**6. ADJOURNMENT** – The President adjourned the meeting at 12:34 PM

Written by Marv Ryken

*Linda Schoeffner*

Linda Schoeffner, Assistant Secretary  
Second Walnut Creek Mutual