

MINUTES

SECOND WALNUT CREEK MUTUAL REGULAR MEETING OF THE BOARD OF DIRECTORS THURSDAY, APRIL 15, 2021 AT 10:00 A.M. ZOOM MEETING

President Loran Shlevin called to order the regular meeting of the Board of Directors of Second Walnut Creek Mutual at 10:00 a.m. on Thursday, April 15, 2021 via ZOOM.

ROLL CALL: Present: Loran Shlevin, President
Clay Dunning, Vice President
Liz Bradner, Treasurer/Secretary
Barbara El-Baroudi, Director
Michael Stotter, Director

Absent: None

Mutual Operations staff was represented by Paul Donner, Director of Mutual Operations; Joel Lesser, Chief Financial Officer; Mark Marlatte, Building Maintenance Manager; Rebecca Pollon, Landscape Manager, and Anne Paone, Administrative Secretary.

There were 23 residents in attendance.

The consent calendar consisted of:

- a. Approval of Minutes: Regular Meeting: March 18, 2021
Executive Meeting: March 11, 18, and 23, 2021

Ms. Shlevin moved to approve the consent calendar as presented. Mr. Stotter seconded and the motion carried without dissent.

RESIDENTS' FORUM

Resident suggested the Mutual investigate solar power. Resident asked if minutes are confidential. Resident showed carport fire photo. Paul Donner reported this fire was started due to a mal functioning vehicle. Residents should keep carports clean and free of flammables. Resident thanked Board for the painting of the red curb in E1. She asked about the paint palette. Ms. Shlevin said she will have it. Resident reminded membership that the Mutual is charged extra when there is too much trash or in the wrong bin.

LANDSCAPING REPORT – Rebecca Pollon/Michael Stotter

Ms. Pollon reviewed landscape plans with the Landscape Committee. She presented 3 proposals to the Board. (\$11,960, \$5,805, and \$116,775) Ms. Shlevin asked if they go out to bid. Ms. Pollon reported they do not. Proposal #3 took 3 months to put together. Prices are reviewed every year.

The process of getting bids was discussed. Ms. Shlevin wants to look at the contract with Terra Landscaping.

Ms. Shlevin asked that the E6 proposal be tabled to the May 13th meeting.

Ms. Bradner moved to approve the Tice Creek, E6 proposal. Ms. El-Baroudi seconded. The motion failed 2-3. (Shlevin, Dunning, Stotter)

Mr. Stotter moved to approve proposals for Tice Creek E1-5 in the amount of \$11,960 and Tice Creek E13 in the amount of \$5,805. Ms. El-Baroudi seconded and the motion carried 4-1. (Dunning)

BUILDINGS AND FACILITIES REPORT – Mark Marlatte, Bldg. Maintenance Mgr.

Mr. Marlatte reported as follows:

2021 PREVENTITIVE MAINTENANCE AND RESERVE

PROJECTS

1. Carpentry and Painting Maintenance
 - Carpentry PM and Painting is on Leisure Lane.
2. Roofing Program
 - Ten buildings preparing to start.
3. Bridge and stair Replacements
 - None at this time.
4. Deck Coating
 - Scheduling as required in P.M. area and as needed.
5. Appliance Replacements
 - Appliance replacements for the month of March (Not posted yet.)
6. Roof and Gutter Cleaning
 - Please call the order desk for roofs or downspouts that need to be cleaned.
7. Manor Lube
 - Manor Lube program is ongoing throughout the Mutual.

Ms. Bradner reported a complaint that a unit is not occupied and is accumulating trash. Mr. Donner stated it is difficult trying to enter a unit. That unit is occupied and they will work on getting access to it.

Mr. Donner gave an update on the carport fire. The engineer has been out. The cars will be removed today. Eric Howard and Mark Marlatte will work together with the owner responsible for the fire. Their insurance should cover it. If you have any issues, contact the work order desk first. That generally results in a quicker response and a better paper trail.

TREASURER'S REPORT – Joel Lesser

Mr. Lesser reported on the February financials. The ending balance for the operating fund was \$31,069 and the reserve fund was \$4,511,245. Expenses were under budget by

\$67,279 and the YTD expenses were under budget by \$189,033.
Mr. Donner reported that insurance is right on budget.

Ms. Bradner reported on resales. March had 11 resales with a median price of \$319,00 and YTD resales were 29 with a median price of \$327,500.

MOD REPORT – Paul Donner

No report at this time.

PRESIDENT'S REPORT

Ms. Shlevin reported there was a PG&E meeting this morning regarding the fire season. It was at the same time as this meeting. She reminded members to report smoking, car issues, or BBQs using coals. She thanked the members that have volunteered.

UNFINISHED BUSINESS

Ms. Shlevin reported that Kathleen Epperson, Judy Feldman, and Kathleen Kahler have been appointed as co-chairs of the Trash Committee.

Ms. Shlevin moved to confirm Feldman, Epperson, and Kahler as co-chairs of the Trash Committee. Ms. Bradner seconded and the motion carried 4-0. (Mr. Dunning just left the meeting due to computer issues.)

The Trash Committee charter states the committee is to work to educate members and achieve compliance, work with directors, identify enclosures that may need right-sizing, etc. Ms. El-Baroudi is the liaison to the committee.

It is an Ad Hoc Committee and serves in an advisory capacity. They will meet 4 times a year and report to the Board yearly.

Ms. Shlevin moved that the charter be approved as presented to the Board. Ms. Bradner seconded and the motion carried 4-0. (Mr. Dunning was absent from the meeting at this point.)

Ms. Bradner noted that the committee is to pay close attention to trash pick-ups.

NEW BUSINESS

Revision of the BBQ policy was tabled to the May 13 meeting.

ANNOUNCEMENTS

Ms. Paone announced the next meetings are on May 13 and May 20, 2021.

ADJOURNMENT

Having no further business, the Board adjourned the meeting at 12:06 p.m. (Mr. Dunning returned as the meeting was adjourned.)



Anne Paone, Assistant Secretary
Second Walnut Creek Mutual

**The Board of Directors met in executive session on March 11, 2021 at 11:00 a.m. via ZOOM to discuss the following:

Contracts – Management Agreement to be signed.

Having no further business, the executive session adjourned at 11:42 a.m.

**The Board of Directors met in executive session on March 18, 2021 at 11:00 a.m. via ZOOM to discuss the following:

Delinquencies – Intent to terminate letters to be sent
Contracts – Approved State Roofing

Having no further business, the executive session adjourned at 11:42 a.m.

**The Board of Directors met in executive session on March 23, 2021 at 2:00 p.m. via ZOOM to discuss the following:

Member Matter- No fine imposed, warning letter sent

Having no further business, the executive session adjourned at 2:49 p.m.