

MINUTES

SECOND WALNUT CREEK MUTUAL
REGULAR MEETING OF THE BOARD OF DIRECTORS THURSDAY,
APRIL 20, 2023 AT 10:00 A.M.
ZOOM and PEACOCK HALL

President Clay Dunning called to order the regular meeting of the Board of Directors of Second Walnut Creek Mutual at 10:01 a.m. on Thursday, April 20, 2023 via Zoom and Peacock Hall.

1. **ROLL CALL**

- a. Present: Clay Dunning, President; Liz Bradner, Treasurer; Marv Ryken, Secretary; and Loran Shlevin, Director
- b. Absent: Michael Stotter, Vice President (excused by Clay Dunning)
- c. Mutual Operations staff was represented by: Paul Donner, Director of Mutual Operations; John Tawaststjerna, Landscape Manager; Eric Howard, Maintenance Supervisor, and Anne Paone, Administrative Secretary.
- d. There were 24 in person attendance and approximately 20 members/residents attending via Zoom.
- e. President Dunning lectured and chastised the members that attended the Board special meeting on March 31, 2023 broke the rules and commented on the Board's business in a back-and-forth manner. President Dunning reviewed the rules for who can attend the Board meetings and proper behavior at the Board meetings.

2. **CONSENT CALENDAR** - Approval of Minutes: Regular Meeting on March 16, 2023, Special Meeting on March 31, 2023, and Executive Session on March 20, 2023 Ms. Bradner moved to approve the consent calendar minutes as presented. Mr. Ryken seconded and the motion carried 3 to 1, Shlevin- No.

3. **MOD REPORTS**

- a. **Building and Maintenance** (by Paul Donner):
 1. **Carpentry and Painting Maintenance** - Carpentry PM and Painting continues with fire draft stops in attics. The crew is currently working in entry 16A Tice Creek DR. This will complete project. All G11 type buildings (car ports below manors) are now complete.
 2. **Roofing Program** - Bid packages are being prepared for the 2023 roofing program.
 3. **Bridge and stair Replacements** - 1325 Running Springs is being scheduled for replacement in April. Delays are due to COVID and supply chain.
 4. **Deck Coating** - Scheduling as required in P.M. area and as needed. ??
 5. **Appliance Replacements** - Appliance replacements totaled \$49,551 for January and \$47,301 for February.
 6. **Roof and Gutter Cleaning** - Roof and gutter cleaning have concluded. If a gutter is overflowing, please call the work order desk at 925-988-7650.

7. **Manor Lube** - The Manor Lube program has begun. The program consists of checking the smoke detector, replace filter in HVAC system, water heater check, clean refrigerator coils, and replace water filter if equipped with water filter. Mr. Ryken made a motion to add a dye tablet to the toilets to detect water leaks in the toilet. If a leak is detected, the manor resident would be notified that there was a leak and it was their responsibility to correct the leak. Seconded by Ms. Shlevin and passed 4 to 0.
 8. **Water-Cooled Air-Conditioning Conversion** - As of Friday 4/14/23, the team completed 100% of the 4 scheduled installations at 1117 Stanley Dollar Dr. Weather pending. They will be moving on to building 1125 Stanley Dollar Dr. on 4/17/23. The team has installed 55 units in the following locations: 8 units at 2200 Tice Creek Dr. and 4 units each at 2216 Tice Creek Dr., 2224 Tice Creek Dr., 2232 Tice Creek Dr., 2400 Tice Creek Dr., 2408 Tice Creek Dr., 2416 Tice Creek Dr., 2424 Tice Creek Dr., 2500 Tice Creek Dr., 2508 Tice Creek Dr., 2600 Tice Creek Dr., and 1117 Stanley Dollar Dr., 2 units at 2516 Tice Creek Dr. (2 unit installations had to be delayed due to resident's availability) and 1 unit at 2524 Tice Creek Dr. (5 unit unfinished installations due to resident's availability).
- b. **Landscape Report** (by Mr. Tawaststjerna):
1. Singingwood Retaining Wall – 40% complete including change order, to be completed by June 1, 2023
 2. 1300 Canyonwood ground water problem, above entry 3 - Getting quotes on repair. Some of the asphalt needs replacement after ground water problem is solved.
 3. Emergency work due to rain – The only building damage was to a carport on entry 6, a beam was damaged and had to be replaced at a cost of \$2,400.
 4. Seeding areas are now proceeding on Singingwood, Canyonwood, and Tice Creek,
 5. Mulching season starts early June – Estimate of 650 yards of mulch for an estimated total cost of \$32,500.
 6. Irrigation controls are all upgraded except about 5 controllers. Will probably be turned on next week.
 7. Planting season – Projects from Committee to be taken care of during Fall
4. **TREASURER'S REPORT** – (A new CFO, Thomas Hand, will start Monday.) Liz Bradner – Operating fund is \$3,065,000, reserve fund is \$6,891,673, the property tax was paid on April 4, and the insurance check for \$600,000 was received. President Dunning made a motion to take \$500,000 from the insurance check to pay back the \$500,000 loan from the reserve fund loan, Ms. Bradner seconded the motion and it was approved, 4 to 0.
5. **COMMITTEE REPORTS**
- a. **Landscape** – (Neva Flaherty, Chair) Planting seasons extended through end of May. They are installing plant replacements from the October list. They are fixing open areas and planning more lawn conversions. They will discuss lawn conversions enhancement with residents to determine added things such as benches.

- b. **Trash** – (Kathleen Epperson, Chair) \$22.92 added trash charge and a refund of \$112.76 for missed pick-ups for March. Request residents to report trash problems and illegal dumping to Securitas, get their car license number if possible.
 - c. **Water** – (Therese Welter and report by Ann Stanwood, Co-Chairs) From January 1 through March 19, 2023 we had a reduction in water usage of 23.4% for a savings of \$29,290.
 - d. **EPIC** (Kevin Moore and Dan Davis, co-chair) Evaluation of the infrastructure has been completed and a report will be submitted.
 - e. **Finance** (Members: Michele Colucci, Eric Norman, Wini Daniel) – No report.
6. **PRESIDENT'S REPORT** - No report.
7. **UNFINISHED BUSINESS** – Committee to manage the election process was discussed and Ms. Shlevin and Mr. Ryken volunteered to be on the committee. It was moved by Ms. Bradner that the committee get quotes from inspectors of elections and report back to the Board for selection and ratification of the inspector of elections for the upcoming Board election. The motion was seconded by Ms. Shlevin and passed 4 to 0.
8. **NEW BUSINESS**
- a. Civility Pledge – President Dunning read a civility pledge and made a motion for the Board to sign the pledge. The motion was seconded by Ms. Bradner and the motion failed 2 to 2 (yes Bradner, Dunning; no Shlevin, Ryken).
 - b. Rest of new business items on agenda moved to next month's Board meeting.
9. **RESIDENTS' FORUM**
- a. New A/C problem from before Easter. Some circuit breakers are defective and have a high failure rate and should be replaced.
 - b. Would like to see laundry room study. Concerned on tradeoffs.
 - c. Does need laundry room.
 - d. We need to be civil.
 - e. Would like a second meeting each month because some items are not discussed because of limited time.
 - f. Don't like resident's forum at the end of the meeting.
 - g. Question on storage in front of cars in carports. Has a problem with one carport that is unsightly and unsafe.
 - h. Does need laundry room but the washing machines need to be cleaned before they can be used.
 - i. Thank you for all the staff and Directors.
10. **ANNOUNCEMENTS** – Not addressed due to lack of time.
11. **ADJOURNMENT** – The President adjourned the meeting at 11:57 a.m.



Anne Paone, Assistant Secretary
Second Walnut Creek Mutual