

MINUTES

SECOND WALNUT CREEK MUTUAL
REGULAR MEETING OF THE BOARD OF DIRECTORS
THURSDAY, AUGUST 17, 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 10:09 a.m. on Thursday, August 17, 2023, via Zoom and Peacock Hall.

1. **ROLL CALL**

- a. Present: Treasurer Liz Bradner, Secretary Marv Ryken, and Director Loran Shlevin and on ZOOM President Clay Dunning, Vice President Michael Stotter
- b. Absent: None
- c. Mutual Operations Staff: Director of Mutual Operations Jeroen Wright, Assistant Secretary Linda Schoeffner, Landscape Manager John Tawaststjerna, Maintenance Supervisor Eric Howard, and CFO Thomas Hand (Zoom).

2. **CONSENT CALENDAR** - Approval of Minutes: Regular Meeting on July 20, 2023 motion by Director Bradner and seconded by Director Stotter. The motion carried unanimously. Approval of Executive Session on August 3 2023 motion by Director Bradner and seconded by Director Stotter. The motion carried unanimously.

3. **MOD REPORTS** - Jeroen Wright – Discussed the fire safety program being coordinated by MOD.

- a. Preventative Maintenance Report – Eric Howard
 1. Carpentry & Painting – Working on Tice Creek DR E1
 2. Roofing Program – Roof replacement program for 8 roofs will start mid-September
 3. Bridge & Stairs – Bids pending on 2 bridges, Tice Creek DR, E1, 2724 & 2740
 4. Deck Coating – Scheduled as required
 5. Appliance Replacement – June total of \$43,124, mostly water heaters and A/C repairs
 6. Roof & Gutter Cleaning – Will resume in winter
 7. Manor Lube – Approximately 95% complete
 8. Water-Cooled AC Conversion – Completed 124 units as of 8/8/23 and currently working at 1168 Leisure LN
 9. Paving – Tice Creek DR E6 & E8 and Canyonwood E2 to start 8/28/23 to 8/30/23
- b. Major Projects – Eric Howard
 1. Replace V-Ditches – Acquiring bids for hillsides above 1137 & 1309 Stanley Dolar and behind new retaining wall on the end of Singingwood CT.
 2. 1300 Canyonwood Drainage System – 5-Star Construction has begun construction of the new drainage system.

3. New Doors on garbage enclosure – Approval is required for M2 Carpentry Crew to remove old doors and part of the wall to accommodate 2 new larger doors for \$5,500 to be taken from the reserve fund. A motion for this effort was made by Director Dunning, seconded by Director Stotter, and passed unanimously.
- c. Landscape Report: John Tawaststjerna
 1. Plant replacement – 9/1/2023 deadline for email requests to plantreplacemnet@rossmoor.com
 2. Landscape Rehab Projects Updates
 - a. Phase 1 Mulching effort is complete
 - b. Retaining wall at 1325 Stanley Dollar E4 is in progress
 - c. Repairing Lodi and DG pathways
 - 1) Canyonwood E3
 - 2) Singingwood E6
 - 3) Singingwood E19
 - 4) Fairlawn E6
 - 5) Tice Creek
 3. Tree Maintenance – The Aleppo pine tree at 1160 Singingwood CT E1 was removed on 8/14/2023 for \$11,900 by Hamilton Tree.
4. TREASURER'S REPORT - Treasurer Liz Bradner
 - a. Financial Statement Report – The GRF computer program is on schedule for replacement. A collection company, Altera, was interviewed for possible usage by SWCM.
 - b. Resales – 62 manors sold last month
5. **COMMITTEE REPORTS**
 - a. **Landscape** – (Chairperson Neva Flaherty) – A meeting was held to look at other possible areas for lawn conversions. Requirements for plant replacement for plants that have died must be input before September 1.
 - b. **Trash** – (Chairperson Kathleen Epperson) – For June the added charges were \$52 and \$40 for special pickups and \$56 for overflow. Republic will resume charges for unclosed recycle barrels. There was a \$846 credit for missed pickups. Republic will add more time for Rossmoor. Please note that plastic bags are not allowed in recycle, only landfill bin.
 - c. **Water** – (report by Therese Welter, Ann Stanwood co-chair) From June 20 through July 20, 2023 billing data we had a year-to-date reduction in water usage of 17% for a savings of 11.8%. In 2022 water was 54M gallons for a cost of \$612k and for the same period in 2023 the water was 45M gallons for a cost of \$542k. June month for 2023 as compared to 2022 water usage is reduced by 3% and cost reduction of 0% due to rate increase. The small decrease in July usage was due to hot weather and water leaks so do your part and report water leaks.
 - d. **EPIC** (report by Dan Davis, Kevin Moore co-chair) – A summary of the Laundry Rooms is as follows:
 - 1) 220 Washers and Dryers in 53 laundry rooms
 - 2) \$40,000 in yearly collections in 2022

- 3) \$93,000 cost to Mutual plus approximately \$15,000 for water and electricity
 - 4) 25,000 Washer/Dryer cycles assuming one dryer cycle per wash
 - 5) Fewer than 500 out of 1387 manors use the laundry rooms assuming an average of 1 wash per week
 - 6) The majority of laundry rooms are used less than once a day.
 - 7) Laundry Room Status
 - a) A sampling of usage was 2 to 60 loads for August 2023
 - b) MOD purchased 29 new Speed Queen washers since 2019
 - c) If 2 washers are acceptable, we have 22 extras to be used as replacements
 - d) Coin receptacles appear to be less than half full when collected monthly
 - 8) Laundry Room Cleaning
 - a) Frequency of cleaning should be adjusted to reflect usage
 - b) The 8 heaviest usage rooms should be cleaned twice a month
 - c) The 14 lightest usage rooms should be cleaned once every 2 months
 - d) Clean the remaining 31 rooms once a month
 - e) Allow 5 on-requests a month
 - f) Supply basic cleaning materials and a larger trash can in each room
 - 9) Laundry Room Coin Collection
 - a) Change from collecting once a month to every 2 months
 - b) If required, add an additional collection for heavily used rooms
 - 10) Machine Repair and Replacement
 - a) If a machine replacement is required, use a machine from a laundry room that has more than 2 washers or dryers. New purchases is not required until we run out of replacements.
 - b) Initiate a pilot program using lower cost, energy star, and water efficient residential machines as the future replacement for the current commercial machines. The installed cost of a top Consumer Rated wash machine, LG ST7150CW is about \$800 versus over \$2000 for a commercial machine.
 - 11) Recommendations
 - a) EPIC Committee to work with MOD to generate the statement of work for the new Laundry Room cleaning contract to reflect recommended schedule.
 - b) Have MOD alter their coin collection schedule from every month to every other month and report if there is a problem.
 - c) Approve up to \$800 for purchase of a washing machine to be used as a pilot program in a high usage laundry room.
 - e. **Finance** (report by Wini Daniel) – SWCM financial reports have been brought up to date with receipt of the April, May, June, and July reports. The treasurer's meeting showed that insurance will again be the biggest problem for next years budget.
6. **PRESIDENT'S REPORT** - No report.
 7. **UNFINISHED BUSINESS** – No report.
 8. **NEW BUSINESS**

- a. Loran Shlevin made a motion to approve the Charter of the new EPICS Committee. The new EPICS Committee will include a consolidation of the following committees: EPIC, Carport and Parking (Policies 6.1-6,4) and Solar (future planning for level 2 charging, 240 volts). Current Level 1 charging, 120 volts, will not be included. Seconded by Marv Ryken and approved unanimously.
- b. Director Election Status – Director Ryken - The deadline for nomination for the single Director position is past and two have been nominated, Clay Dunning and Jeanne Steidel. The preballot notices were sent out on August 16, 2023, the ballots will be mailed on September 15, 2023, and the ballots are due any time up to 9:30AM on October 17, 2023. The ballots will be counted at the Annual Meeting on October 17, 2023, starting at 9:30AM, the results will be announced to the Residents, and a new Director will be elected for a three (3) year term. An Organization Meeting will be held following the Annual Members Meeting to appoint Officers and approve minutes.

9. RESIDENTS' FORUM

- a. Concern over air conditioner conversion installation problems
- b. Concern over Board notices in Rossmoor News
- c. Jeanne Steidel gave her ideas for an improved Board if she is elected a director.
- d. Request the tree at Singingwood and Dollar be removed.
- e. Concern over costs of work orders
- f. Concern over transparency
- g. Would like information via email

10. ANNOUNCEMENTS

- a. Second Mutual Meeting Thursday, September 21, 2023, 10:00 a.m. Peacock Hall and Zoom
- b. GRF Regular Board Meeting Thursday, August 28, 2023, 9:00 a.m. Peacock Hall and Zoom

11. ADJOURNMENT – The President adjourned the meeting at 11:51AM

Linda Schoeffner

Linda Schoeffner, Assistant Secretary
Second Walnut Creek Mutual

An Executive Session was held by the Board of Directors on August 3, 2023, in the MPR #1-Gateway to discuss Member Matters.

Items Discussed:

Contract Formation

- Policy Review & Revisions - EPICS – No Action Taken – Any Changes will take place in Open Session
- Acct #16718 - Insurance Claim
- Acct #20555 - Insurance Claim

Disciplinary Hearing

- Acct #22840 Continued Violations Discussed
- Delinquent Accounts
- Send Delinquent Accounts to New Collection Agency – More Information is Needed

An Executive Session was held by the Board of Directors on August 17, 2023, in the MPR #3-Gateway to discuss Member Matters. Call to Order: 12:17 p.m.

Items Discussed:

Contract Formation: No Action

Disciplinary Hearings:

- Acct #18117 - Courtesy Violation Notice
- Acct #22840 - Further Discussion

Delinquent Accounts

- Acct #16683 - Request Payment Plan
- Acct #16718 - Insurance Claim
- Acct #20555 - Insurance Claim
- Collections - Send to Legal

Late Fees

- Acct #18669 - Late Fee Request
- Acct #21916 - Late Fee Request