

MINUTES

SECOND WALNUT CREEK MUTUAL REGULAR MEETING OF THE BOARD OF DIRECTORS THURSDAY, FEBRUARY 16, 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 10:00 a.m. on Thursday, February 16, 2023 via Zoom and Peacock Hall.

ROLL CALL: Present: Clay Dunning, President
Michael Stotter, Vice President (Via Zoom)
Marv Ryken, Secretary
Loran Shlevin, Director

Absent: Liz Bradner, Treasurer

Mutual Operations staff was represented by: Paul Donner, Director of Mutual Operations; John Tawaststjerna, Landscape Manager; Eric Howard, Maintenance, and Anne Paone, Administrative Secretary.

Mark Marlatte, Building Maintenance Manager - Excused

Joel Lesser, Chief Financial Officer – No Show

There were 21 residents in attendance and 23 residents attending via Zoom.

The consent calendar consisted of:

- a. Approval of Minutes: Regular Meeting: January 19, 2023
Mr. Stotter moved to approve the consent calendar as presented. Mr. Dunning seconded and the motion failed 2-2. (Ryken, Shlevin)

A voice vote was taken. Dunning-y, Stotter-y, Ryken-n, Shlevin-n

MOD REPORTS

Building and Maintenance:

2023 PREVENTITIVE MAINTENANCE AND RESERVE PROJECTS

1. Carpentry and Painting Maintenance

- Carpentry PM and Painting continues with fire draft stops in attics. The crew is currently working in entry 9 TCK.

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.

5. Deck Coating

- Scheduling as required in P.M. area and as needed.

6. Appliance Replacements – No info available

7. Roof and Gutter Cleaning

- Roof and gutter cleaning have concluded. If a gutter is overflowing, please call the work order desk at 988-7650.

8. Manor Lube

- The Manor Lube program will resume in spring.

9. Water-Cooled Air-Conditioning Conversion

- As of Friday, 2.10.23, the team has completed 2 A/C installation at 2232 Tice Creek Dr. They were scheduled to have a third A/C completed by this time, but the team had to delay the installation due to the resident's availability. The resident informed us that they will reach out to reschedule when they can.

The crew will be moving on to building 2224 Tice Creek Dr for the week of 2.13.23, we plan to give a status update on our progress next week.

As of Friday, 2.10.23, the team has installed 14 A/C units in the following locations.

- . 2200 Tice Creek Dr : 8 units
- . 2216 Tice Creek Dr : 4 units
- . 2232 Tice Creek Dr : 2 (1 Installation waiting to be rescheduled)

The Singingwood wall is in progress.

LANDSCAPE REPORT

Mr. Tawaststjerna gave the following report:

SWCM Landscape Report

Maintenance Report

- Hard pruning of shrubs and grasses
- Detail pruning on perennials
- Pre-emergent weed control

Rehab Projects

- Plant replacements are about half complete
 - o Crew is making minor irrigation adjustments when needed
 - o Will be completed by the end of February
- MOD completed rehabs
 - o CW E1/2 hillside planting
 - o 1156-1180 RS hillside planting
 - o 3204 TC turf reduction
 - o 3208 TC E8 small rehab
 - o 1217 LL small rehab

Tree Maintenance

- Storm Cleanup
 - o \$9,690.00 in total
- Giant Sequoia removed along Fairlawn
- Running Springs Entry 8 & 9 general pruning completed

Proposals for Approval

- 1115 Running Springs Rd Entry 2
 - o \$6,175.00 (Operating)
- 3317 Tice Creek Dr Entry 12A
 - o \$6,750.00 (Operating)

Mr. Tawaststjerna presented 2 proposals to the Board for approval.

Mr. Dunning moved to approve the proposals from Terra Landscape in the amount of \$6,175 for work on 1115 Running Springs Rd., Entry 2 and work to be done on 3317 Tice Creek Dr., Entry 12A in the amount of \$6,570.00. Mr. Stotter seconded and the motion carried without dissent.

A voice vote was taken. Dunning-y, Stotter-y, Ryken-y, Shlevin-y

TREASURER'S REPORT – Joel Lesser/Liz Bradner

Mr. Donner reported the financials should be out shortly. SWCM will be coming in on budget.

COMMITTEE REPORTS

Landscape – Neva Flaherty

They are installing plant replacements from the October list. They have completed 6 rehab projects and 4 more are ready to go. The lawn conversions have been completed. They have submitted 12 more sites. They will meet with John T on February 27 to discuss plans for the year. They will discuss lawn conversions. They are looking for more volunteers.

Trash – Kathleen Epperson, Chair

Nothing to report.

Water – Therese Welter and Ann Stanwood, Co-Chairs

Ms. Welter stated there is nothing to report.

EPIC

Kevin Moore and Dan Davis gave a presentation.

Mr. Moore reported that there are a lot of leaves in the electrical boxes. They need to be cleaned. The columns at 1209 Running Springs (G-11 Building) have several cracks. They need to be checked. If using the self-cleaning feature on an original oven, be careful and remember to remove the racks first. They can start to melt and release fumes. Even new ovens need the racks removed.

Mr. Davis reported that there is concern among residents that the study they are doing is to get rid of the laundry rooms. This is not true. They are looking for ways to improve service and possibly save some money. Eric Howard will help them to determine the usage in each room. Maybe they can update those machines and possibly be able to use credit cards.

Mr. Donner reported that no one may have access to the MOD database, but he can run a report for all of the work orders that had to do with laundry room repairs. He can have paper copies.

Finance Report

Members: Michele Colucci, Eric Norman, Wini Daniel

Ms. Colucci reported that Liz provided some insight as to how the interfund account on the consolidated financial statements works and what it consists of.

After reviewing the monthly financial statement, the committee would like to know if it is possible to have the insurance costs be on a separate line from property taxes for clarification.

Committee members asked Liz Bradner for a copy of the late letter that is sent for coupon delinquencies. Tina Merino-Evans in Accounting provided a copy and advised the letter is sent about a week after the due date. Tina also advised they send the same letter each month the coupon is delinquent.

Discussed beginning ideas on how to assist on the "Delinquent Coupon Project". Liz Bradner suggested Loran Shlevin represent the Board since she expressed an interest. Loran can work with anyone from the Finance Committee also interested in the Project. The Project Group will be formed in February.

Wini Daniel has a meeting scheduled with Paul Donner at the end of February to discuss "Aged Receivable Report" for work performed by MOD

Interviewed Lon Bruce, who has agreed to join the finance committee.

Waiting for year-end financials to review (we currently have financials ending November, 2022).

Cash balances in both operating fund and reserve fund are favorable.

The Finance Committee Members attended MOD Treasurer's Meeting on Monday, February 13th.

PRESIDENT'S REPORT

No report.

UNFINISHED BUSINESS

None

NEW BUSINESS

None

RESIDENTS' FORUM

Resident stated she appreciates the time the Board puts in. She thought someone should have the accounting numbers to give at a meeting. She would like 2 meetings per month. She asked that someone look at the wall heaters in the laundry rooms.

Resident reported that the company that is handling the A/C replacements is great. They are super clean and neat. Everyone will have new evaporator coils. Residents will benefit greatly.

Resident asked how to get a copy of the financials. Mr. Donner responded that the Board gets a copy and the Board can give some of it to members. There is some private information in them that is not for the other members to see.

Resident reported that she was without a washing machine in her unit for 6 months. All of the laundry rooms she visited had timers. She moved items that she felt were too close to the heaters.

ANNOUNCEMENTS

Mr. Dunning read the announcements listed on the agenda.

ADJOURNMENT

Having no further business, the Board adjourned the meeting at 11:12 a.m.



Anne Paone, Assistant Secretary
Second Walnut Creek Mutual