

## MINUTES

SECOND WALNUT CREEK MUTUAL  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
THURSDAY, JUNE 15, 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, June 15, 2023 via Zoom and Peacock Hall.

### 1. **ROLL CALL**

- a. Present: President Clay Dunning, Vice President Michael Stotter, Treasurer Liz Bradner, Secretary Marv Ryken, and Director Loran Shlevin
- b. Absent: None
- c. Mutual Operations staff: Director of Mutual Operations Paul Donner, Assistant Secretary Linda Schoeffner, Landscape Manager John Tawaststjerna, Maintenance Supervisor Eric Howard, retiring Assistant Secretary Anne Paone, and Jeroen Wright, the person that will become the Director of Mutual Operations when Paul Donner retires. It was recognized that it was Anne Paone's last Board Meeting.
- d. There were ? members in attendance and ? members/residents attending via Zoom.

2. **CONSENT CALENDAR** - Approval of Minutes: Regular Meeting on May 18, 2023 and Executive Sessions on May 18, 2023 and June 7, 2023. Ms. Bradner moved to approve the consent calendar minutes as presented. Mr. Stotter seconded and the motion carried unanimously.

### 3. **MOD REPORTS**

- a. **Building and Maintenance** (by Eric Howard):
  1. **Carpentry and Painting Maintenance** - Carpentry PM and Painting continues. The crew is currently working in entry 1 Tice Creek DR.
  2. **Roofing Program** - Bid packages have been received and awaiting Board approval for the 2023 roofing program.
  3. **Bridge and stair Replacements** – Replacement is currently in process at 1325 Running Springs. Two more bridges are awaiting bids for replacement at 2708 and 2724 Tice Creek entry 1.
  4. **Deck Coating** - Scheduling as required in P.M. area and as needed.
  5. **Appliance Replacements** – Appliance replacements totaled \$170,246 in the first quarter, mostly water heaters.
  6. **Roof and Gutter Cleaning** - Roof and gutter cleaning has concluded. If a gutter is overflowing, please call the work order desk at 925-988-7650.
  7. **Manor Lube** - The Manor Lube program is approximately 30% complete and includes inspecting toilets for leaks with blue dye.

8. **Water-Cooled Air-Conditioning Conversion** - As of 6/2/2023, the team completed 83 units and are currently working at 1317 Leisure LN. Mr. Ryken reported a problem with his installation and after speaking to the Walnut Creek Building Inspector, it was determined that the building permit was only to replace an external heat exchanger and not anything internal to the manor. The internal installation includes a power cable to the external heat exchanger and two copper pipes that deliver the coolant to and from the heat exchanger. A screened vent was used to run the power cable and copper pipes into the attic and the screen vent cover was left off and next to the water heater. The power cable must be attached to the wall at a maximum of every 3 feet and the screened vent cover should be modified to cover the vent. The vent connects the attic area to the manor and the screen protects the manor from undesirable things going from the attic to the manor. After these problems are corrected, the internal installation must be inspected by the Walnut Creek inspector.
  9. **Retaining Wall** – The retaining wall at 1364 Singingwood CT is 95% complete and is on schedule to be completed by the end of this month.
  10. **Ground Water** – The ground water problem affecting Entry 3 and 1300 on Canyonwood CT is still active and a third proposal has been requested to correct the problem.
  11. **Re-roofing** – Proposals have been received for re-roofing 11 buildings and approval is recommended for the lowest bid, Frank Fiala Roofing. The money will come from the Reserve account and is over the budgeted amount. There are two options: (1) Do all 11 buildings and go over the budget by \$125,102 or (2) Do the number of buildings to stay within the \$300,000 budget and complete the remaining buildings in 2024. Frank Fiala Roofing agreed to lock in the bid price for the second option. Ms. Bradner made a motion for the second option, Mr. Dunning seconded the motion, and it was unanimously approved.
- b. **Landscape Report** (by Mr. Tawaststjerna):
1. Maintenance by Terra
    - a. Weed abatement has been completed.
    - b. Edge ivy for areas where it is growing over the edges of curbs or overgrown.
  2. Landscape Rehab Projects Updates
    - a. Mulching effort is in process.
    - b. Wrapping up spring planting effort
    - c. Tree Maintenance – City permits and estimates have been requested to remove two trees, one at 1160 Singingwood CT and the other at 1200 Leisure LN
4. **TREASURER’S REPORT**
- a. Financial Statement Report (Treasurer Liz Bradner) – None
  - b. Resales (Treasurer Liz Bradner) – None

## 5. COMMITTEE REPORTS

- a. **Landscape** – (Chairperson Neva Flaherty) - None
- b. **Trash** – (Chairperson Kathleen Epperson) – Missed trash pickups were reported in May and \$733 was credited back to our account. This shows the importance of reporting missed pickups and if reported early enough, the pickup can be rescheduled for that day. In April we were billed \$84 extra for one overflowing container and one extra pickup. In May we were billed \$120 extra for five overflowing containers. Help reduce extra costs by breaking down cardboard boxes and if you see illegal dumping, call MOD or Securitas.
- c. **Water** – (report by Therese Welter, Ann Stanwood, Co-Chairs) From April 22 through May 19, 2023, billing data we had a year-to-date reduction in water usage of 23% for a savings of 17.7%. In 2022 water was 27,938,202 gallons for a cost of \$327,213 and for the same period in 2023 the water was 21,461,618 gallons for a cost of \$269,532. The irrigation meter on Tice Creek DR at Ptarmigan (Fairway Park) has been transferred from SWCM account to GRF account and they are working on an adjustment.
- d. **EPIC** (Kevin Moore and Dan Davis, co-chair) - None
- e. **Finance** (report by Michele Colucci) – None

## 6. PRESIDENT'S REPORT - No report.

7. **UNFINISHED BUSINESS** – Secretary Ryken presented the status of the planning for the 2023 Election schedule. Two inspector of elections proposals have been received and two other requests for proposals have not been answered. If any other possible candidates for inspector of elections is known, please let Secretary Ryken know and he will contact them for a proposal.

## 8. NEW BUSINESS

- a. Consolidate Carport and Parking Committee, inclusive of Policies 6.1-6.4, and Solar Committees with EPIC. If approved, amended charter to be provided at July 2023 meeting. (Shlevin) Motion made by Director Shlevin, seconded by Secretary Ryken, and was unanimously approved.
- b. Motion, Secretary of the Board (Ryken) to Prepare and Submit a Monthly Article Summarizing the Board Business Conducted at Each Monthly Open Board Meeting for Approval and Submittal to Rossmoor News by Ms. Bradner, Seconded by Mr. Stotter, and approved 4 to 1 (Shlevin – no)
- c. Reconciliation of Subleasing Policy and Sublease Agreement (Dunning) President Dunning made a motion that the Board's attorney make the agreement reflect the policy, Ms. Bradner seconded, Secretary Ryken amended the motion to modify sublease agreement that will be submitted to the attorney for review. Approved 4 to 1 (Shlevin - no)
- d. Discuss fire and Securitas protocol – Mr. Donner recommends calling 911 first and then Securitas second in case of a fire. If possible, all the circuit breakers should be switched off.

## 9. RESIDENTS' FORUM

- a. The Echo club would like to get SWCM members' emails so that monthly information including newsletter could be distributed to them.

- b. Concern for changing the non-profit GRF management to a for profit contractor, was tried before and went back to GRF.
  - c. Would like to stay on the agenda and limit the questions.
  - d. Would like a better way to inform SWCM members and repeat questions for members on Zoom.
10. **ANNOUNCEMENTS** – Not addressed due to lack of time.
- a. Second Mutual Meeting Thursday, July 20, 2023, 10:00 a.m. Peacock Hall and Zoom
  - b. GRF Regular Board Meeting Thursday, June 29, 2023, 9:00 a.m. Peacock Hall and Zoom
11. **ADJOURNMENT** – The President adjourned the meeting at 12:05 p.m.

Submitted by Board Secretary Marv Rayken

*Linda Schoeffner*

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Linda Schoeffner, Assistant Secretary  
Second Walnut Creek Mutual