

## MINUTES

### SECOND WALNUT CREEK MUTUAL REGULAR MEETING OF THE BOARD OF DIRECTORS THURSDAY, JUNE 16, 2022 AT 10:00 A.M. ZOOM

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 16, 2022 via Zoom.

ROLL CALL: Present: Clay Dunning, President  
Michael Stotter, Vice President  
Liz Bradner, Treasurer  
Brendan Schmidt, Secretary  
Loran Shlevin, Director

Absent: None

Mutual Operations staff was represented by: Paul Donner, Director of Mutual Operations and Anne Paone, Administrative Secretary.

Mark Marlatte, Building Maintenance Manager - Excused

John Tawaststjerna, Landscape Manager - Excused

Joel Lesser, Chief Financial Officer - Excused

The consent calendar consisted of:

- a. Approval of Minutes: Regular Meeting: May 19, 2022

*Mr. Stotter moved to approve the consent calendar as presented. Ms. Bradner seconded and the motion carried 4-1. (Shlevin)*

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

## MOD REPORTS

Paul Donner gave the following report:

Building and Maintenance:

### **2022 PREVENTITIVE MAINTENANCE AND RESERVE PROJECTS**

#### **1. Carpentry and Painting Maintenance**

- Carpentry PM and Painting is on Leisure Lane working in entry 3 and 5.

#### **2. Roofing Program**

- State Roofing Systems is scheduling eight roofs. Tentatively scheduled for July.

#### **3. Bridge and stair Replacements**

- 1325 Running Springs is being scheduled for replacement.

#### **4. Deck Coating**

- Scheduling as required in P.M. area and as needed. Last deck completed was 1201 Leisure Lane.

### **5. Appliance Replacements**

- Appliance replacements for April are \$41,900. Primarily water heaters, HVAC and refrigerators.

### **6. Roof and Gutter Cleaning**

- Roof and gutter cleaning have concluded and will resume in the winter months.

### **7. Manor Lube**

- The Manor Lube program is underway. As requested, the techs are checking for Zinsco panels and non-low flow toilets. Inspections continue to indicate Zinsco panels and standard toilets are not common. Most of the toilets have 1.6-gallon tanks.

### **8. Water-Cooled Air-Conditioning Conversion**

- The contract has been awarded to Freeman Heating and Air. He is currently working with suppliers to ensure adequate supplies are available. The preliminary schedule is to start in late September. This will free time to service existing units during the hotter months. Barring any unforeseen circumstance, the work should take 30 months to complete.

## LANDSCAPE

Paul Donner gave John Tawaststjerna's report as follows:

### **SWCM Landscape Report**

#### MOD Landscaping Plan for March - June

- Mulching approximately 500 yards in total
- All Tice Creek Entries will be completed
- Entries AA – 9, 11, 13 - 15 have been completed as of 6/13/22
  - o Entries on West side of street will be completed last (Entries 10, 12, & 16)

#### MOD Landscaping Plan for July – August

- Phase II of Juniper Removals
- Some lawn removals
- Irrigation Projects

#### Landscape Maintenance from Terra

- Fire abatement work has been completed
- Edging of ivy for areas where it is growing over the edges of curbs or overgrown
- Deadheading of perennials and annuals
- Turf is being mowed weekly

### Future Landscape Plans

- 1349 Running Springs Entry 10 Lawn areas
- 3341 Tice Creek Entry 12B Lawn Removal
- 1109 Fairlawn Laundry Lawn Removal
- Tice Creek Entry E Bus Stop Lawn Removal

### Drought Restrictions

- Mandatory 10 percent water use reduction District-wide as compared to 2020 with a plan to review progress towards achieving this goal in November.
- Updated outdoor water restrictions, including limiting outdoor watering to three times per week, prohibiting washing down sidewalks and driveways.
- 8% drought surcharge to be applied to all water use starting July 1<sup>st</sup>.

### Budget

- Landscape Rehab
  - o Total Budget - \$200,000.00
  - o YTD = \$3,505.15
  - o Remaining = \$196,494.85
- Tree Maintenance
  - o Total Budget - \$160,000.00
  - o YTD = \$72,410.00
  - o Remaining = \$87,590.00

Mr. Stotter will take a look at how the ivy is being watered.

Ms. Shlevin asked if MOD fees have increased. Mr. Donner reported that the agreement goes into perpetuity unless a 30-day notice is given. Any increase would happen in January.

Ms. Shlevin stated that water is a large issue. Insurance won't cover water damage due to deferred maintenance. Mr. Donner reported that SWCM doesn't have damage from sprinklers. Damien looks for dry rot.

### TREASURER'S REPORT – Joel Lesser/Liz Bradner

Ms. Bradner reported there is \$415,000 in the operating fund and \$6,000,000 in the reserve fund. She is pursuing \$161,000 in delinquent coupon payments and \$320,000 in 3<sup>rd</sup>-party billings. The property tax fines have been forgiven by the city. Mr. Donner reported there is \$3,800,000 cash in the reserve fund.

Mr. Donner reported that any MOD surplus will come back to SWCM on a door-by-door basis. GRF surplus may come back to the Mutuals. That is for GRF to decide.

Ms. Bradner reported there is no resale report. She will check with Sophia Genove for next month's report

### COMMITTEE REPORTS

#### Landscape – Marilyn Schuyler

Neva Flaherty gave the following report:

Landscape representatives have been busy responding to residents' requests.

Landscape representatives have completed landscape maintenance reviews, including walking each zone with Terra's landscape manager to discuss omissions and problems.

Landscape representatives have identified potential lawn reduction sites throughout SWCM and are in the process of reviewing them with MOD's landscape manager.

The committee co-chairs are contacting several landscape architects and designers to discuss developing prototype low-water-use landscape designs that can be replicated, with adjustments, throughout the Mutual.

The Landscape Committee is developing landscape standards for lawn reductions in SWCM.

The committee co-chairs met with the Water Conservation Committee to update the committee on our lawn conversion efforts.

The committee met with the MOD landscape manager to develop an implementation plan for lawn conversions. One conversion is completed and a second is in its early stages.

**Trash** – Kathleen Epperson, Chair

The Trash Committee is pleased to announce that Second Mutual was not charged for any overages in May! We are grateful to all the Second Mutual residents who helped make this happen!

We are currently exploring ways to decrease illegal dumping, especially by families of residents who have died or have moved out and by contractors.

**Water** – Nathan Roundy, Chair

Ms. Welter gave the following report:

Our Water Conservation Committee would first like to recognize Elizabeth Bradner, who served as our WCC Liaison to the Board for the last 12 months. She has been tireless, educating herself about water usage within our mutual and meeting with us every 2 weeks since June of 2021. She was quick to see projects that could save the Mutual money and save water at the same time. She helped us contact experts within Rossmoor for information and to provide information with water related issues. She also helped us to make recommendations to the Board based on the multi-year usage facts we were able to uncover. She truly did an excellent job, thank you Liz. We look forward to working with our new Liaison Michael Stotter who has already attended our meetings and offered great suggestions with our complex assignment.

The WCC is currently working on the following projects:

- Toilet replacement project to replace toilets that use more than 3 gallons per flush with toilets that use 1.28 Gallons Per Flush (GPF) We currently have a trial and are starting the replacement one by one, with Mod installing. The purpose of the trial is to identify any issues such as flooring or special problems that may be encountered. The benefit of this project is the ongoing saving in water usage from 15 gallon + a day **per resident** to about 6.5 gallons per day (over 50%) Susan Steele has been heading up this project for WCC for several months.
- We have a Resident Education Program in the final stages of rollout. Since residents are not aware of their water usage and bills, we are planning an article in the Rossmoor News about simple things residents can do to be more conscious of their water use with the idea that we can reduce inside water usage about 10% without much effort. We are also creating a flier that we will be distributing to every SWCM resident, that they can hopefully post inside the units to **remind** them of what is possible. **Reminding** is the key, at some level we all know not to waste water but

many of us have developed habits that we are not aware of, so we are going to try to quantify what we can save.

- Our entire WCC team had a meeting with John Tawastjerna, GRF Landscape Manager and 2 guests from the Landscape Committee, on May 28<sup>th</sup> to discuss the EBMUD upcoming 8% surcharge on water usage that begins July 1<sup>st</sup> and how that will impact landscape watering, usage and costs. John explained that each sprinkler has been reduced to 3 times a week. He is very aware of EBMUD restrictions. We shared SWCM usage reports for the last few years and John passed out an article to all of us “How much water does your garden need” which discusses how much water is needed for grass v/s other plantings that require much less water. The article estimates that by gradually replacing turf areas with low water climate appropriate Mediterranean plants, a minimum of 50% annually could be saved on water usage and costs. Many of us commented on the area right in front of Liz’s co-op which was converted a few years ago and how attractive and inviting it was.
- We have been coordinating with EBMUD and GRF to provide our committee on-going, on-line access to EBMUD billing on a monthly basis for our 11 residential EBMUD water meters. The benefit of this access directly to EBMUD for our Mutual will allow us to analyze water usage, identify any irregularities, compare usage between meters for the 11 residential water meters that serve the SWCM and measure our water saving strategies going forward. GRF’s Amanda Davis has supported this project and is assisting us in providing the access.
- On June 8<sup>th</sup> a meeting was held with EBMUD with an Analyst in Water Conservation Dept. and a Manager in Rebate Dept. and WCC Co-Chairs Ann Stanwood and Therese Welter. Among many things discussed were sub meters and the potential rebate programs that may be available to SWCM due to our conversion from water-cooled air units. EBMUD was very involved with our analysis of water-cooled usage as well as the water estimates for landscaping and domestic use. We are currently clarifying what we would have to provide to move forward.

**Solar** – Eric Cox

Marv Ryken reported they are still looking at issues.

**EPIC**

Ms. Shlevin reported that EPIC members continue to do visual inspections and are welcoming new volunteers. The chair, Marv Ryken is continuing with the laundry room investigation.

**PRESIDENT’S REPORT**

Mr. Dunning reported that the accounting department at MOD is being rebuilt.

**UNFINISHED BUSINESS**

Mr. Schmidt did not have anything to report at this time on the electric sub panels. Prices will change in January regarding the A/C contract. The contract will be adjusted.

Technology and Communications-Ms. Shlevin stated that other Mutuels have this type of committee. If there was a website, it could be password protected. Mr. Dunning asked that this be placed on the July agenda.

## NEW BUSINESS

### Water Committee Liaison:

*Mr. Dunning moved to approve Michael Stotter as the liaison for the Water Committee. Ms. Bradner seconded and the motion carried without dissent.*

A voice vote was taken: Dunning-yes, Stotter-yes, Bradner-yes, Schmidt-yes, Shlevin-yes

### Removal of Nathan Roundy:

*Mr. Stotter moved to remove Nathan Roundy as chair of the Water Committee and appoint Ann Stanwood as co-chair with Therese Welter. Mr. Dunning seconded and the motion carried without dissent.*

A voice vote was taken: Dunning-yes, Stotter-yes, Bradner-yes, Schmidt-yes, Shlevin-yes

### 3-Minute Resident Forum:

*Mr. Dunning moved to return to a 3 minute Resident Forum. Mr. Stotter seconded and the motion carried 3-2.*

A voice vote was taken: Dunning-yes, Stotter-yes, Bradner-no, Schmidt-yes, Shlevin-no

### Term Limits for Board:

Mr. Dunning stated that he is just putting out the idea of term limits. He thinks a director should serve 2 full consecutive terms and any portion of a term a director might be appointed to complete.

No second. No discussion.

### Censure:

*Mr. Dunning moved to censure Director Loran Shlevin for unprofessional conduct. Ms. Bradner seconded. The motion carried 3-2.*

A voice vote was taken: Dunning-yes, Stotter-yes, Bradner-yes, Schmidt-no, Shlevin-no

Appoint Liaison to EPIC: Tabled to possibly address in the future.

### Authorization to Engage Legal Services:

*Mr. Stotter moved that in order to increase efficiency and economy of operations, the President of the Board of Directors is the sole Mutual Officer with authority to engage and assign tasks to Counsel for the Mutual. Counsel may also be engaged and assigned tasks by a vote of the Board. Mr. Dunning seconded. The motion failed 2-3.*

A voice vote was taken: Dunning-yes, Stotter-yes, Bradner-no, Schmidt-no, Shlevin-no

## RESIDENTS' FORUM

Resident wondered what the costs were to support the washer/dryers.

Resident stated there is no observable solicitation of member comments.

Resident on the Finance Committee thanked Liz and Loran. Asked if the shared deductible has been signed. Mr. Donner replied that it has been signed.

Resident stated that she really likes Damien. She also said Kathleen Epperson has done a great job. She would like to see the Residents Forum moved back to the beginning of the meeting.

Resident would also like Residents Forum moved to the beginning of the meeting.

Resident reported finding some dry rot. He was advised to call the work order desk.

ANNOUNCEMENTS

Mr. Dunning read the announcements as listed on the agenda.

ADJOURNMENT

Having no further business, the Board adjourned the meeting at 12:03 p.m.



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Anne Paone, Assistant Secretary  
Second Walnut Creek Mutual