

## MINUTES

### SECOND WALNUT CREEK MUTUAL REGULAR MEETING OF THE BOARD OF DIRECTORS THURSDAY, MARCH 18, 2021 AT 10:00 A.M. ZOOM MEETING

President Loran Shlevin called to order the regular meeting of the Board of Directors of Second Walnut Creek Mutual at 10:00 a.m. on Thursday, March 18, 2021 via ZOOM.

ROLL CALL: Present: Loran Shlevin, President  
Clay Dunning, Vice President  
Liz Bradner, Treasurer/Secretary  
Barbara El-Baroudi, Director  
Michael Stotter, Director

Absent: None

Mutual Operations staff was represented by Paul Donner, Director of Mutual Operations; Rick Chakoff, Chief Financial Officer; Joel Lesser; Tess Haskett, Assistant Controller; Mark Marlatte, Building Maintenance Manager; Rebecca Pollon, Landscape Manager, and Anne Paone, Administrative Secretary.

There were 15 residents in attendance.

The consent calendar consisted of:

- a. Approval of Minutes: Regular Meeting: February 18, 2021  
Executive Meeting: February 18, 2021

*Mr. Stotter moved to approve the consent calendar as presented. Ms. Bradner seconded and the motion carried without dissent.*

### RESIDENTS' FORUM

Resident asked about having curbs painted red; open parking space needs a sign to make it clear that it is guest parking.

Two residents reported that cars are being blocked, so curb needs to be red.

Resident from Entry 3 stated they have similar problems.

Mr. Donner reported that Eric Howard will take a look at the situation.

### BUILDINGS AND FACILITIES REPORT – Mark Marlatte, Bldg. Maintenance Mgr.

Mr. Marlatte reported as follows:

#### 2021 PREVENTITIVE MAINTENANCE AND RESERVE PROJECTS

1. Carpentry and Painting Maintenance
  - Carpentry PM and Painting is on Leisure Lane.
2. Roofing Program
  - Ten building - bid was won by State Roofing Systems at \$217,859.00.

3. Bridge and stair Replacements
  - None at this time.
4. Deck Coating
  - Scheduling as required in P.M. area and as needed.
5. Appliance Replacements
  - Appliance replacements for the month of January was \$20,477.00.
6. Roof and Gutter Cleaning
  - Please call the order desk for roofs or downspouts that need to be cleaned. This is on-going.
7. Manor Lube
  - Manor Lube program is starting for the new year.

Ms. Bradner asked if residents may select paint colors. She was advised that Frank Mansfield selected the palette of colors to choose from and they are still being used.

#### TREASURER'S REPORT – Rick Chakoff

Mr. Chakoff reported he will be retiring as the Assistant Treasurer and will be retired before SWCM's next meeting. Joel Lesser, the new Chief Financial Officer for GRF, will be able to sign.

The January financials ended with \$988,734 in the Operating fund. Building Maintenance is on budget. The insurance is better than budget. Some of the commission money will be credited back to the Mutual. Landscape has not had many projects started yet. Utilities are great, but the Mutual has not used much water yet.

*Ms. Bradner moved to approve the January financials to be in compliance with civil code #5500. Mr. Stotter seconded and the motion carried 3-2*

Ms. Bradner reported she has not received a resale report.

Mr. Chakoff officially resigned. Joel Lesser introduced himself giving everyone some of his previous experience. He was a CFO for 7.5 years at his previous job and was also in charge of H/R. He has been VP of Finances at a company that earned \$0 million per year. He has been working closely with Mr. Chakoff.

*Ms. Bradner moved to appoint Joel Lesser as Assistant Treasurer. Mr. Stotter seconded and the motion carried 3-1. (Ms. El-Baroudi could not attend the meeting, but she had computer issues and we could not hear her.)*

#### MOD REPORT – Paul Donner

Mr. Donner reported the manor lube will be started next week. They will knock on doors. He noted that the Board received a compliment in the Rossmoor News regarding the fire stops in the attics.

#### UNFINISHED BUSINESS

Landscape Committee Charter: Ms. Shlevin reported that Bob Hass and James "Doc" King are co-chairs of the committee.

*Ms. Shlevin moved that the charter be approved as presented to the Board. Mr. Dunning seconded and the motion carried 4-0. (Ms. El-Baroudi's vote could not be heard.)*

LANDSCAPING REPORT – Rebecca Pollon/Michael Stotter

Now that the Charter has been approved, Ms. Pollon gave her report. Juniper replacement is being addressed. The MOD crew is doing plant replacements at Tice Creek, Entries 1-5. Restoration is being done on Tice Creek Entry 13 where Magnolias were removed. Rehab is being done on Tice Creek Entry 6.

The landscapers will move on to Singingwood, Canyonwood and Ptarmigan to do mulching.

PRESIDENT'S REPORT

Ms. Shlevin introduced herself. She thanked Michael Stotter for serving the Mutual tirelessly. She also thanked Paul Donner and members of the MOD crew.

Ms. Shlevin reported that trash is an issue. It needs to be sorted correctly. It cost the Mutual \$200 for extra pick-ups.

You can always bring items up to MOD to their recycling center.

NEW BUSINESS

None

ANNOUNCEMENTS

Ms. Paone announced the next regular meeting is on April 15, 2021.

ADJOURNMENT

Having no further business, the Board adjourned the meeting at 10:58 a.m.



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Anne Paone, Assistant Secretary  
Second Walnut Creek Mutual