

## MINUTES

### SECOND WALNUT CREEK MUTUAL REGULAR MEETING OF THE BOARD OF DIRECTORS THURSDAY, MAY 13, 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, May 13, 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: Joel Lesser, Chief Financial Officer; Mark Marlatte, Building Maintenance Manager; Rebecca Pollon, Landscape Manager, and Anne Paone, Administrative Secretary.  
Paul Donner, Director of Mutual Operations-excused

There were 15 residents in attendance.

The consent calendar consisted of:

- a. Approval of Minutes: Regular Meeting: April 8, 2021  
Executive Meeting: April 18, 2021

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

## RESIDENTS' FORUM

No comments or questions.

## LANDSCAPING REPORT – Rebecca Pollon/Michael Stotter

Ms. Pollon reported that Tice Creek, E13 is completed. They are working on E2-5. The MOD crew is still mulching.

The Committee is still reviewing the proposal for Tice Creek, E6.

Mr. Dunning asked about the watering schedules. There is water running down the sidewalk. Ms. Pollon reported there was no rain in March, so they have to extend the watering to keep the plants wet. She can adjust the schedule.

EBMUD is asking people to cut water usage by 10%. This is not mandated yet. Ms. Pollon will cut by 5%. The Garden Club uses well water.

EBMUD will raise rates in July approximately 4.5%.

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

Mr. Marlatte reported as follows:

Carpentry and Painting Maintenance is on Leisure Lane. Deck Coating is ongoing. State Roofing will start soon and residents will be notified. The Manor Lube is underway.

Ms. Shlevin asked how they handle a manor that does not respond. Mr. Marlatte reported that they knock on the door. The 3<sup>rd</sup> time they will send a letter to contact MOD. If they are not communicating, they will tell the Board and they can bring them in for a hearing.

Mr. Preminger will have a list toward the end of the year.

Mr. Marlatte is waiting get the paint palette and will get it to Loran as soon as he receives it.

TREASURER'S REPORT – Joel Lesser

Mr. Lesser reported on the March financials. The ending balance for the operating fund was \$125,833 and the reserve fund was \$4,673,897. Expenses were under budget by \$27,052 and the YTD expenses were under budget by \$216,336.

Water was under budget, but there has not been much usage yet. This will change as it gets hotter.

Mr. Lesser recommended various investments that will preserve the principle amounts.

Ms. Bradner stated investments should be in insured funds and liquid funds.

Recommended investments are as follows: CNS Sweeps - \$250,000.

\$2,150,000 to Liberty Mutual as well as the \$1,000 presently in T-Bills as soon as they can be liquidated. In addition, \$1,7000,000 of the Property Fund goes from CNS Sweep to Liberty Mutual.

*Ms. Bradner moved to approve Mr. Lesser's recommendations to invest the funds as presented. Mr. Stotter seconded and the motion carried 4-0*

(Mr. Dunning was not on Zoom at this time.)

MOD REPORT – Paul Donner-Excused

No report.

PRESIDENT'S REPORT

Ms. Shlevin reported the committees are hard working and successful. We will continue to propose more committees. She reminded the members not to us propane closer than 5 feet if they have an overhang. Use water carefully.

UNFINISHED BUSINESS

None

NEW BUSINESS

Formation of Water Conservation Committee – Ms. Shlevin read the first paragraph of the Charter. Issues are identified in the 2<sup>nd</sup> paragraph.

*Ms. Shlevin moved to approve the formation of the Water Conservation Committee.  
Ms. Bradner seconded and the motion carried without dissent.*

Mr. Dunning addressed the fact that the domestic water is not separated for each unit. He wants it to be part of the committee objectives.

Ms. Bradner would like to have information regarding the installation of individual water meters for each unit.

*Ms. Shlevin moved to approve Nathan Roundy as chair of the Water Conservation Committee. Mr. Stotter seconded and the motion carried without dissent.*

Liz Bradner will be the Board liaison to the Water Conservation Committee.

*Ms. Shlevin moved to approve the Charter for the Water Conservation Committee.  
Mr. Stotter seconded and the motion carried without dissent.*

Nathan Roundy reported that their first priority it to use meters to measure flow. He gave his contact information as: nathan.roundy@gmail.com or 925-705-0714

#### ANNOUNCEMENTS

Ms. Paone announced the next meetings are on June 10<sup>th</sup> and June 17<sup>th</sup>, 2021.

#### ADJOURNMENT

Having no further business, the Board adjourned the meeting at 11:05 a.m.



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Anne Paone, Assistant Secretary  
Second Walnut Creek Mutual