

MINUTES

SECOND WALNUT CREEK MUTUAL
REGULAR MEETING OF THE BOARD OF DIRECTORS
THURSDAY, MAY 18, 2023 AT 10:00 A.M.
HYBRID and PEACOCK HALL

President Clay Dunning called to order the regular meeting of the Board of Directors of Second Walnut Creek Mutual at 10:01 a.m. on Thursday, May 18, 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: After being introduced by Anne Paone, it was moved, seconded, and unanimously approved by the Board that Linda Schoeffner be appointed the Assistant Secretary. Landscape Manager John Tawaststjerna, Maintenance Supervisor Eric Howard, retiring Assistant Secretary Anne Paone, and newly appointed Assistant Secretary Linda Schoeffner.
- d. There were 50 in person attendance and 23 members/residents attending via Zoom.

2. **CONSENT CALENDAR** - Approval of Minutes: Regular Meeting on April 20, 2023 and March 16, 2023, Special Meeting on March 31, 2023, and Executive Session on March 31, 2023 and February 1, 2023 Mr. Stotter moved to approve the consent calendar minutes as presented. Mr. Ryken seconded and the motion carried 3 to 1, Shlevin- No.

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 are out to bid for the 2023 roofing program.
 3. **Bridge and stair Replacements** - 1325 Running Springs is being scheduled for replacement in June. Delays are due to COVID and supply chain. Two more bridges are being evaluated for replacement in Tice Creek entry 1.
 4. **Deck Coating** - Scheduling as required in P.M. area and as needed.
 5. **Appliance Replacements** – Appliance replacements totaled \$49,551 for January and \$47,301 for February.
 6. **Roof and Gutter Cleaning** - Roof and gutter cleaning have concluded. If a gutter is overflowing, please call the work order desk at 925-988-7650.
 7. **Manor Lube** - The Manor Lube program has begun.
 8. **Water-Cooled Air-Conditioning Conversion** - As of Friday 5/5/2023, the team completed 100% of the 4 scheduled installations at 1349 Leisure LN.

Stanley Dollar Dr. Weather permitting, they will be moving on to building 1301 Leisure LN on 5/8/2023. The team has installed 57 units in the following locations: 8 units at 2200 Tice Creek DR and 4 units each at 2216, 2224, 2232, 2400, 2408, 2416, 2424, 2500, 2508, 2600 and Tice Creek DR and 4 units each at 1117 and 1125 Stanley Dollar DR and 4 units each at 1341 and 1349 Leisure Lane and 2 units at 2516 Tice Creek DR (2 unit installations had to be delayed due to resident's availability) and 1 unit at 2524 Tice Creek DR (5 unit unfinished installations due to resident's availability).

9. **Repaving Entries 6 and 8 Tice Creek DR and Entry 2 Canyonwood CT -** Bid were presented from TARC Construction, Silicon Valley Paving, and Black Diamond Paving. A motion was made by Mr. Stotter and seconded by Ms. Bradner to accept the low bid of \$125,090 from Black Diamond Paving.

b. **Landscape Report** (by Mr. Tawaststjerna):

1. Maintenance by Terra
 - a. Fire abatement work
 1. Provide 100-foot defensible space from buildings
 2. Prune low hanging limbs so there is 6 feet vertical clearance from the ground to the lowest limbs.
 - b. Edge ivy for areas where it is growing over the edges of curbs or overgrown
 2. Landscape Rehab Projects Updates
 - a. Ivy removal and hillside planting at 3265 Tice Creek Entry 10 completed by MOD crew
 - b. Ivy removal and hillside planting at 1301 Running springs Entry 8 in progress by MOD crew
 - c. Juniper removal and hillside planting at Tice Creek Entry 7 Laundry Room in progress by MOD crew
 3. Tree Maintenance – Emergency removal of an Italian stone Pine in Canyonwood Entry 10 by Hamilton Tree Service. Tree was beginning to uproot and was identified as a danger and was removed before it fell down.
 4. Proposal for Approval – Work Order 669069 for Spring Mulching by MOD Crew to all Running Springs entries, all Leisure LN entries. Estimated 650 yards of mulch for a cost of \$32,500 to be taken from the operating fund.
4. **TREASURER’S REPORT** (Treasurer Liz Bradner) - The new GRF CFO, Thomas Hand, was introduced. President Dunning made a motion that Mr. Hand be appointed the new SWCM Assistant Treasurer, seconded by Treasurer Bradner, and unanimously approved by the Board. No report was available for review and Ms. Bradner gave a verbal report. The balances for February 28, 2023 were \$3,066,084 in the Operating Fund and \$6,891,673 in the Reserve Fund. The air conditioning project does not seem to be eligible for rebates under the Inflation Reduction Act. The Reserve Study is underway. The budget process for 2023-24 will begin with receipt of the June financial report in July and will have public hearings in August.

5. COMMITTEE REPORTS

- a. **Landscape** – (Chairperson Neva Flaherty) - Planting seasons ends on 5/31/2023. The summer will be used to plan for fall plantings and plant replacements will begin on 9/1/2023. MOD will be doing sheet mulching that is mulch over cardboard..
- b. **Trash** – (Chairperson Kathleen Epperson) - None
- c. **Water** – (report by Therese Welter, Ann Stanwood, Co-Chairs) From January 1 through April, 2023 we had a reduction in water usage of 28% for a savings of 29%. In 2022 water was 20,500,000 gallons for a cost of \$243,900 and for the same period in 2023 the water was 14,800,000 gallons for a cost of \$192,000.
- d. **EPIC** (Kevin Moore and Dan Davis, co-chair) - None
- e. **Finance** (report by Michele Colucci) – Meeting was held but due to lack of financial information, no recommendations were made.

6. PRESIDENT'S REPORT - No report.

7. **UNFINISHED BUSINESS** – Secretary Ryken presented the status of the planning for the 2023 Election schedule. Liberty and Bellwether were contacted and they provided proposals to be SWCM Inspector of Elections for our 2023 election of one Director. Their proposals, depending on options, looks like the cost for Liberty is \$9,302.31 and for Bellwether is \$8,051.22. We used Liberty last year and GRF used Bellwether this year. (Note in the election schedule below that the Inspector of Elections should be selected before or up to this time frame 8/(15 to 24)/2023. This allows for no Inspector of Elections if there is only one candidate.) The Early Notice of Nomination Letter was sent out and was received by most member on 5/15/2023. Davis-Stirling Election Timeline Calculator was run given the Nomination Deadline of 8/10/2023 and the results are summarized below.

5/12/2023 Early Notice of Nomination Letter Deadline

7/11/2023 Notice of Delivery Date for Nomination, Procedures and Deadline

8/10/2023 Nomination Deadline Varies Continue to Respond to Nominations

8/(15 to 24)/2023 Selection of Inspector of Elections

8/30/2023 Pre-Ballot Notice Date 9/29 to

10/4/2023 Ballot Mailing

11/3/2023 (resulting) Voting Deadline/Ballot counting

8. NEW BUSINESS

- a. **Censure** – President Dunning presented the Board with a two-sheet list of accusations of Director Shlevin's actions in the past and made a motion to censure Director Shlevin due to these actions. The motion was seconded by Vice President Stotter. Due to a lack of time and foreknowledge by the rest of the Board of Directors to properly address the accusations the discussion was cut short by President Dunning and the motion was affirmed 3 to 2 (yes: Dunning, Stotter, Bradner; no: Shlevin, Ryken).
- b. **Resolution regarding Communication with Counsel** - President Dunning presented a legal agreement to authorize communications between the Board and the Board's legal counsel be through the President, specified Director, or

Community Manager. The motion was seconded and passed by a vote of 3 to 2 (yes: Dunning, Stotter, Bradner; no: Shlevin, Ryken).

- c. Due of a lack of time, new business items e, f, and g on the agenda will be moved to next month's Board meeting agenda.

9. **RESIDENTS' FORUM**

- a. It was requested that the SWCM News be distributed to all of the members. The mailing list due to privacy issues is limited to those that request to receive the news.
- b. Concern for an open meeting.
- c. Would like more transparency.
- d. Would like a second meeting each month because some items are not discussed because of limited time.

10. **ANNOUNCEMENTS** – Not addressed due to lack of time.

11. **ADJOURNMENT** – The President adjourned the meeting at 12:08 p.m.

Submitted by Marv Ryken

Linda Schoeffner

Linda Schoeffner, Assistant Secretary
Second Walnut Creek Mutual