

MINUTES

SECOND WALNUT CREEK MUTUAL
REGULAR MEETING OF THE BOARD OF DIRECTORS
THURSDAY, MAY 19, 2022 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, May 19, 2022 via Zoom and Peacock Hall.

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: Mark Marlatte, Building Maintenance Manager; John Tawaststjerna, Landscape Manager; Joel Lesser, Chief Financial Officer; and Anne Paone, Administrative Secretary.
Paul Donner, Director of Mutual Operations - Excused

The consent calendar consisted of:

- a. Approval of Minutes: Regular Meeting: April 21, 2022
Executive Meeting: April 21, 2022

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

MOD REPORTS

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. Staff is working on pricing with contractors.
4. **Deck Coating**

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

6. Appliance Replacements

- Appliance replacements for February are \$51,092. Primarily water heaters, HVAC and refrigerators.

7. Roof and Gutter Cleaning

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

8. Manor Lube

- The Manor Lube program has started. As requested, the techs are checking for Zinsco panels and non-low flow toilets. We are just getting started but early indications are showing that Zinsco panels and standard toilets are not common. Most of the toilets have 1.6-gallon tanks.

9. 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

John Tawaststjerna gave his 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
- Entry AA to Entry 12 have been completed as of 5/19/22

MOD Landscaping Plan for July – August

- Phase II of Juniper Removals
- Irrigation Projects

Landscape Maintenance from Terra

- Fire abatement work
 - 100 ft of defensible space from buildings
 - Pruning of low hanging limbs on trees so there is 6 ft of vertical clearance from the ground to the lowest limbs
- Edging of ivy for areas where it is growing over the edges of curbs or overgrown
- Removal of dead or dying plants

Future Landscape Plans

- Lawn Removal behind Laundry Room at Tice Creek Entry A
- 1349 Running Springs Entry 10 Lawn areas
- 3341 Tice Creek Entry 12B Lawn Removal

-1109 Fairlawn Laundry 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, and requiring restaurants and cafes to only provide water upon request, among other provisions.

Budget

- Landscape Rehab
 - Total Budget - \$200,000.00
 - YTD = \$1,036.52
 - Remaining = \$198,963.48
- Tree Maintenance
 - Total Budget - \$160,000.00
 - YTD = \$64,360
 - Remaining = \$95,640.00

TREASURER'S REPORT – Joel Lesser/Liz Bradner

Mr. Lesser reported that the ending balance in the operating fund per the March 2022 financials was \$993,908 and the reserve ending balance was \$5,708,194. Insurance is over budget. The budgeted amount was only an estimate.

Ms. Bradner reported there is no resale report. The Board is working to collect aged receivables and delinquencies.

COMMITTEE REPORTS

Landscape – Marilyn Schuyler

Ms. Schuyler reported that they met with Kevin Jackson of Terra. They are doing walk-throughs. They can point out any issues or concerns. They are looking at lawn reductions and water conservation. They would like the conversions to be aesthetically pleasing. They are talking to John Tawaststjerna about trees and planting some trees where they have been removed. They will identify the removal of Juniper.

Trash – Kathleen Epperson, Chair

No report.

Water – Nathan Roundy, Chair

Ms. Bradner reported that the committee met. They will meet with John Tawaststjerna. There are not too many low-flow toilets.

Solar – Eric Cox

Dan Davis stated that the Bylaws and the current policy for shared solar would need to be changed. He received another bid for common area solar. The PPA (Power Purchase Agreement) is for 20 years. PG&E would stop after 15 years. Mr. Dunning reported that City National Bank is not lending.

EPIC

Ms. Shlevin reported that the committee met twice. They have done a walk around inspecting building, walkways, and drain spouts. They are still identifying projects. They want to obtain data from MOD regarding responsibilities for residents and MOD. They also want to identify water issues, such as leaks. Laundry machines are aging. Water and EPIC Committees declined to take this on right now. Maybe the Board can have a larger conversation on laundry rooms at another time.

PRESIDENT'S REPORT

No report.

UNFINISHED BUSINESS

BBQ Policy:

Ms. Bradner moved to adopt the BBQ policy as presented. No second. The Board will keep the current policy.

NEW BUSINESS

Correct Policy 1.1: Counsel to review.

Formation of Finance Committee:

Ms. Shlevin moved to form a Finance Committee. Mr. Schmidt seconded and the motion carried 5-0.

Mr. Schmidt reviewed some of the changes to the Charter for the Committee.

Ms. Schmidt moved to amend the Charter with the changes proposed by Mr. Schmidt. Mr. Schmidt seconded and the motion carried 5-0.

Ms. Shlevin moved to appoint Michele Colucci and Eric Norman as Co-Chairs. Mr. Dunning seconded and the motion carried 5-0.

Mr. Stotter moved to appoint Ms. Bradner as the sole Board liaison to the Finance Committee. Mr. Dunning seconded and the motion carried 5-0.

Approval of Retaining Wall/Repair:

Mr. Schmidt reported that the retaining wall on Singingwood is failing. They received a proposal in the amount of \$100,000 for 100 feet. They required a second bid because it is actually 233 feet that need repair. The bid came back at \$179,434.

Mr. Schmidt moved to approve the proposal from Acustruct for 233 feet in the amount of \$179,434. Ms. Shlevin seconded and the motion carried 5-0.

Replacement of Electrical Sub Panels:

This item was tabled.

Technology, Communications Committee with Website Development-Discussion:

Ms. Shlevin reported that the Board receives many requests. She believes there should be second website. The membership would benefit from a Technology and a Communications Committee. If members opt in, various documents and information could be emailed to members. Mr. Dunning stated that he endorses the concept and the adoption of electronic transmission of documents, etc.

Mr. Schmidt stated that a website usually fails when done outside of the management company.

Approve Michael Stotter as Liaison to Trash Committee:

Mr. Dunning moved to appoint Michael Stotter as the liaison to the Trash Committee.

Ms. Bradner seconded and the motion carried 5-0.

RESIDENTS' FORUM

Resident suggested that the Water Committee communicate with the Landscape Committee.

Resident asked when audits are done for the Mutual. Mr. Dunning reported there was a complete audit 2 years ago.

Resident wrote solutions for the laundry rooms. The website should be secure.

Resident volunteered to take on laundry problems. He is happy to do an analysis.

Resident would like a website just for SWCM. It should be password protected.

ANNOUNCEMENTS

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

ADJOURNMENT

Having no further business, the Board adjourned the meeting at 12:00 p.m.



Anne Paone, Assistant Secretary
Second Walnut Creek Mutual