

## MINUTES

### SECOND WALNUT CREEK MUTUAL REGULAR MEETING OF THE BOARD OF DIRECTORS THURSDAY, MAY 20, 2021 AT 10:00 A.M. ZOOM MEETING

Acting 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 20, 2021 via ZOOM.

ROLL CALL: Present: Vacant, President  
Clay Dunning, Vice President (Acting 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 was excused.

There were 31 residents in attendance.

The consent calendar consisted of:

- a. Approval of Minutes: Regular Meeting: April 15, 2021  
Executive Meeting: April 26, 2021

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

### RESIDENTS' FORUM

Resident spoke about formerly serving on the Board and her resignation. Residents thanked Loran Shlevin for her service. Resident asked for clarification on Ms. Shlevin's remarks.

### LANDSCAPING REPORT – Rebecca Pollon/Michael Stotter

Doc King, Bob Hass, and Ms. Pollon walked Tice Creek to look at the areas. Proposals are being revised. The cost will be brought down about \$9,000. Ms. Pollon would like them approved in a NTE amount. Mulching has been completed in some areas. Mr. Dunning wants 3 bids on every landscape project. Doc King commented that it works in theory, but not for entry 6. It makes sense to consider bids for the future. Mr. Dunning said that for E6, no additional bids would be required.

*Mr. Dunning moved to approve the Tice Creek, E6 renovation proposal by Terra Landscape for a NTE amount of \$108,225.00 Mr. Stotter seconded. The motion carried without dissent.*

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. The fire rebuild on Leisure Lane is ongoing. The expected completion date is the middle of November, but is subject to change.

TREASURER'S REPORT – Joel Lesser/Liz Bradner

Ms. Bradner reported that revenue is greater than the expenses. There is \$126,000 in the operating fund and \$4,674,000 in the reserve fund. The Board approved the investment of funds at their last meeting. We are proceeding on collecting from delinquent accounts.

Mr. Lesser reported the April financials will be available by early next week.

Mr. Lesser asked for a motion to create accounts at City National Bank for the Liberty Mutual investment program.

*Mr. Dunning moved to create the necessary accounts. Mr. Stotter seconded and the motion carried without dissent.*

Ms. Bradner stated there is no resales report.

MOD REPORT – Paul Donner

No report at this time.

PRESIDENT'S REPORT

Mr. Dunning reported that the Trash Committee has made great strides. He commended Kathleen Epperson.

Ms. Epperson stated the committee is very busy and they are monitoring 22 trash enclosures. The biggest overflow issue is from residents moving in and moving out. The Mutual may have to go back to using 2-yard containers. Running Springs, E1 and E5 have a 1 yard landfill dumpster. A motion will be added to the May 27<sup>th</sup> agenda to address.

Mr. Dunning reported on a personal note that he has been contacted by solar companies, but his usage is too low that he never qualifies.

The Mutual really needs to consider whether it wants to try to go solar Mutual-wide.

Mr. Dunning reported it is best to have individual meters to control water and electrical use.

## UNFINISHED BUSINESS

None

## NEW BUSINESS

Director Elections Inspector Proposal:

*Mr. Dunning moved to approve the proposal from Andrea O'Toole for Inspector of Elections for the 2021 director election. Mr. Stotter seconded and the motion carried without dissent.*

Expense Allotments to Committees:

Mr. Dunning reported that he can support small allotments to committees, but larger proposals need to be presented to the Board.

*Ms. Bradner moved for each and every committee (water, trash, and landscape) to be granted up to \$500. The Board liaison must approve. Any higher amounts must be presented to the Board. Ms. El-Baroudi seconded and the motion carried without dissent.*

Mr. Stotter made the following comment:

Mr. Stotter reported that the Board should unanimously agree that they need to take action regarding authorization to sign documents on behalf of the Mutual while Mr. Dunning is unavailable and there is a need to take action.

*Mr. Stotter moved that the Board authorize Michal Stotter to sign documents on behalf of the Mutual until such time as a President is appointed and available or until the VP is available to sign documents. Mr. Dunning seconded and the motion carried without dissent.*

## ANNOUNCEMENTS

Ms. Paone announced the next meetings are on June 10 and June 17, 2021.

## ADJOURNMENT

Having no further business, the Board adjourned the meeting at 11:10 a.m.



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Anne Paone, Assistant Secretary  
Second Walnut Creek Mutual

\*\*The Board of Directors met in executive session on March 11, 2021 at 11:00 a.m. via ZOOM to discuss the following:

Contracts – Management Agreement to be signed.

Having no further business, the executive session adjourned at 11:42 a.m.

\*\*The Board of Directors met in executive session on March 18, 2021 at 11:00 a.m. via ZOOM to discuss the following:

Delinquencies – Intent to terminate letters to be sent  
Contracts – Approved State Roofing

Having no further business, the executive session adjourned at 11:42 a.m.

\*\*The Board of Directors met in executive session on March 23, 2021 at 2:00 p.m. via ZOOM to discuss the following:

Member Matter- No fine imposed, warning letter sent

Having no further business, the executive session adjourned at 2:49 p.m.