



FIRST WALNUT CREEK MUTUAL

ANNUAL MEMBERS' MEETING

Tuesday, October 1, 2024 at 10:00 a.m.

Meeting was Conducted In-Person and Virtually

Event Center – Donner Room
1021 Stanley Dollar Drive, Walnut Creek, CA 94595

MINUTES

1. **Certification of Notice of Meeting** – Victoria Thomas

I, Victoria Thomas, Assistant Secretary to First Walnut Creek Mutual, certify that a Call for Candidates notice was published in the Rossmoor newspaper on June 12th, 19th, and 26th of 2024 and was posted on the Mutuals' Board.

In accordance with Corporations Code § 7511(b), a notice of the Annual Members' Meeting was mailed to the membership on September 10, 2024.

Peggy Kaiser and Peter Catalano will be seated on the Board at the Board of Directors Organizational meeting.

2. **Tabulation Results for Director Election**

A secret ballot in the matter of a Director Election was mailed on August 30, 2024, for a vote of the membership. Ballots were opened at the Tabulation Meeting on Monday, September 30, 2024 at 10:00 a.m.

The results of the Director Election are as follows:

Listed Candidate: Valid Votes Received:

Peggy Kaiser 269

Peter Catalano 226

Peggy and Peter will be seated on the Board at the Organizational Meeting that follows the Annual Members' Meeting.

3. **Annual Reports**

a. Presidents Report

No report from Mary A. England as she resigned from her position on the Board.

Chung spoke on some accomplishments and project in process in 2024.

- Established a Community Social Engagement Committee
- GRF and the Mutuals are negotiating the GRF Agreement
- Policy review on Building Maintenance, Bylaws, and Alterations
- Initiated Flood Control Projects
- Fire Stops on GII Buildings
- Con Fire Drill
- Carport Inspection
- Electric Vehicle Charging Inspection
- Settled a Lawsuit
- Zinsco Subpanels Installation

FIRST WALNUT CREEK MUTUAL

- b. 1st Vice President's Report – Peter Catalano
No Report

- c. Treasurer's Report – Jean Autrey

As treasurer, I have focused on cleaning up the accounts receivable and the financial records of the organization. Since December 31, a total of \$107,620 of past due amounts have been collected. A monthly email is sent to the accounting department flagging entries that need research or correction. It's a slow process but ongoing.

It is disappointing that the 2022 audit was not finished until June 2024 and has not yet been mailed to the membership. (That mailer should go out in October.) The 2023 audit is underway and the 2023 tax return is on schedule to be filed by the 10/31/24 deadline.

I have been involved in 2 Town Hall meetings during my term and look forward to more of them.

As other directors, I have responded to resident complaints and held meetings with members when required. I encourage District 1 members to email me with any comments or questions. I can't read minds and need to hear from you.

I look forward to another year of serving the community I've called home for 24 years.

- d. Secretary's Report – Jen Moreau
No Report

- e. Budget and Finance Committee Report – Paul Moderacki
??? – Waiting for Paul to email me

- f. Landscape Committee Report – Pat Power

This previous year, the FWCM Landscape Committee has:

- 1) Worked to determine systemic issues regarding landscape management in First Mutual. Areas that have been identified for Board action include contract review and management, resales inspection, and emphasis on developing additional sources for landscape inputs.
- 2) Begun to address ways to cost effectively address the need to alter the landscape to reflect current government mandates for water reduction, insurance industry parameters aimed at decreasing catastrophic loss from wildfires, and the need to provide an outdoor environment that provides for the needs of an aging population as well as promotes community awareness and social interaction.
- 3) Developed communication methods to inform members of landscape policies in FWCM, refined the procedures used for initiating landscape rehabs and plant replacements, reviewed those contracts that FWCM holds with BV for compliance and improved performance, identified irrigation system issues, identified discrepancies between FWCM landscape policies and MOD/LD practices, initiated Landscape Department review and subsequent billing for applicable Alterations permit requests, and begun identifying hardscape replacement needs within the Mutual.

Work will continue to develop on any issues still open in the next year.

FIRST WALNUT CREEK MUTUAL

g. Capital Projects Committee Report – Mike Sund

EV Charging

The engineering evaluations and cost estimates for all thirteen of First Mutual's building designs have been completed by CleaResult (MCE) and submitted to us for review. Their evaluations call for entirely new equipment and wire between the transformers and the buildings. This includes the replacement of the Zinsco main panel and installing "smart" outlets in each carport. There are some details that need to be worked out. The next step is to select a building and just do the work...we will learn and our contractor will learn.

Electrification

The purpose of this initiative is to upgrade the electrical system in each manor to eliminate fossil fuel appliances. We are currently limited to a 90amp breaker box in each manor but probably will need 125-150amps. We hope to have this evaluation completed in the next 30-45 days. This is important in sizing both the main panel and transformers. We continue to get zero cooperation from PG&E in terms of where our transformers are located and their capacities.

Strategic Energy Management (SEM)

CleaResult (MCE) has paid us \$3000.00 to date for the progress we have made with our energy management program. We continue to meet monthly via Zoom. As a complaint, we received the check and took pictures of the presentation in early August. We immediately submitted the picture along with a write up to the Rossmoor News. It was finally published on September 18th without the picture and Jen Moreau listed as the author. If we are going to get publicity for our accomplishments, we need to do better than this.

Drainage

The full scope of the drainage problems in First Mutual is daunting. As a result, we are going to work on one problem area at a time. We will have more info with the next report.

h. Social Engagement Committee Report – Marcia Keating

Community Social Engagement Committee

Marcia Keating, Chair

Jean Autrey, Board Liaison

Kathy Riley

Jack Appleman

Betsy Albert (Resigned August 2024)

Brenda Wilson

The Community Social Engagement Committee (CSEC) has been working over the last year (2024) to develop and encourage residents to participate in the day-to-day issues of their entry, neighborhood and community. Since September, the Committee has been meeting biweekly and holding events to strengthen the awareness and community spirit within the First Mutual. Below is a listing of the meetings/events that were held in 2024. Total expenses for 2024 are \$634.05 (includes pending Town Hall).

FIRST WALNUT CREEK MUTUAL

Event	Date	Attendance	Comments	Expenses
Ice Cream Social	5/31/24	180	Introduction of CSEC to Mutual 1 community	\$420.26
District Town Hall	6/24/24	40	Opportunity for residents to meet the directors for District 1 & 3	\$0.00
Create Your Neighborhood	7/29/24	48	Panel of residents shared activities in their neighborhoods to help residents of M1 develop ideas to build neighborhood community relationships.	\$63.79
Meet & Greet Your Candidates	8/27/24	22	Peter Catalano and Peggy Kaiser, candidates for M1 board, met with residents.	\$0.00
Create Your Neighborhood II	9/24/24	19	Gathered with residents to continue discussion and sharing of ideas about how to foster neighborhood community.	\$0.00
CSEC Planning Meeting	9/26/24	6	CSEC Planning Meeting for 2025	\$0.00
First Mutual Town Hall	Nov-2024	TBD	Opportunity for residents to meet the First Mutual Board with a Q&A session.	\$150.00

6. Manager's Report
a. Director of Mutual Operations

Wright reported GRF is currently in negotiations with the Mutual's on the GRF Management Agreement. Each Mutual will have their own separate management agreement. Staff is currently preparing budgets for all Mutuals.

The Valley experienced a loss in 2024. Staff continue to wait for estimate on the cost of damage to the manor when a tree fell on it during a rainstorm. It is known that the cost to repair will not be large enough to utilize the shared deductible.

Landscaping Department plans to remove 10-15 Monterey Pines in 2025.

It was asked who made the decision to start charging Clubs a fee to reserve a room. Wright directed the resident to Ann Matola, Director of Community Services.

FIRST WALNUT CREEK MUTUAL

It was asked who members can find information on what MOD Staff does. Wright directed the resident to Rossmoor's website under Resident Services.

Staff is currently conducting weed abatement clearing under power electricity poles, and five foot clearing from buildings.

b. Chief Financial Officer

GRF has taken on a new enterprise resource planning software program NetSuite. Staff has been using its current program since 1996, which does not allow for full transparency, accuracy, data reporting, management of treasury, and budget forecasting.

The Accounting Department experienced a significant turnover in past years. The department is now fully staffed with 18 employees. Arterburn has redistributed responsibilities to employees that have more experience to provide more efficiency and to ensure that tasks are executed with greater expertise.

It was asked what the department is doing to prevent future tasks being missed as was in the past. Arterburn replied that he conducted an reorganization of the department. Hired an additional Senior Accountant, now bringing it to three Senior Accountants that have been cross trained. He also added additional staff for financial analysis.

It was asked if there was a plan in place to better the response time and customer service from the Accounting Department. Arterburn announced that a number of staff members have been specifically designated to First Walnut Creek Mutual, which will allow for better response time.

c. Building Maintenance Manager

Carpentry/Rehab Work

One of our carpentry crews has finished up on 2001 Oakmont Way and is heading on to 2201 Golden Rain Rd., then over to 2209 Golden Rain Rd. Painters are following behind and are currently working on 1163 Oakmont Drive before heading to 1533 and 1549 Oakmont Dr. The other carpentry crew has finished 1624 Golden Rain Rd. and has started on 1700 Golden Rain Rd. Deck coaters and painters are following behind.

Asphalt

TARC was awarded the contract for this year's asphalt program, and they have provided me with the following schedule: Asphalt work is scheduled for Monday, October 21st, Tuesday, October 22nd and Wednesday, October 23rd. Day 1: Entry 3 Pine Knoll, Day 2: Entry 2 Pine Knoll, Day 3: Entry 5 Fairlawn

Drainage

The drainage project has been implemented at the top of Entry 5 Fairlawn. It was discovered that ground drains that were thought to be depositing into the storm drain system, were actually routed back to the catch basin at the bottom of the hill. This is counter productive and only serves the purpose of directing more water to a system that is already overflowed. I have asked the vendor to lay pipe that would direct the water out of the parking lot toward the storm drain and street. He will have to do this work when the asphalt is torn up. I have spoken to both TARC and ABC to coordinate this effort. ABC will send an addendum for the additional work that needs to be done.

Roofing

The roofing program is under way, all roofing vendors are in the process of obtaining permits from the City of Walnut Creek.

FIRST WALNUT CREEK MUTUAL

- d. Landscape Manager
No Report

7. Members' Forum

All members were invited to address the Board with questions, comments, and suggestions. Comments were:

- MOD was asked to provide legal justification as to why HVAC systems are not their financial responsibility for maintenance, repairs, and upgrades.
- Appreciation was given to Staff and Board Members for all their work.
- Questioned why minutes have not been posted on the Mutual's webpage since August 9, 2024. Adding that Davis Stirling Act requires minutes be posted within 30 days. Thomas replied that the meeting minutes since August have not been posted on the Mutual's webpage due to there being no quorum at the last meeting, where approval of the minutes would have occurred. Thomas offered to post the draft minutes on the Mutual's webpage if that is the desire of the Board.
- Near misses on the roads from drivers being reckless.
- Appreciation was given about the clear markings on the roads.

8. Announcement

The next scheduled meeting will be the Organization Meeting following this meeting.

9. Adjourned

There being no further business the Annual Members' Meeting adjourned at 11:38 a.m.

Board Assistant Secretary's Certificate

I hereby certify that the foregoing is a true and correct copy of the minutes.

Victoria Thomas