

BOARD OF DIRECTORS REGULAR MEETING**Friday, January 24, 2025 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. Call to Order**

Thomas called the meeting to order at 10:02 a.m.

2. Roll Call of DirectorsYoung Chung – President – Absent
Peter Catalano – 1st Vice President – Absent
Kevin Dowling – 2nd Vice President
Peggy Kaiser – Treasurer
Jean Autrey – Secretary**Mutual Operations Staff**Todd Arterburn – Chief Financial Officer
Dave Peakes – Building Maintenance Manager
John Tawaststjerna – Landscape Manager – Virtually
Victoria Thomas – Board Services Coordinator**3. Members' Forum**

Members were afforded the opportunity to express their concerns, make comments, or have questions for the Board. Comments included:

- Members received property tax forms from MOD Staff that were incorrect causing a security breach. Per California Civil Code Section 1798.82 a notification of the security breach needs to be mailed to residents.
- Neighbors are using other neighbors electricity.
- Thanks were given for the annual inspection by Gauthier.
- Lots of debris in carports.

4. Consent Calendar

- a. Board of Directors Regular Meeting Minutes – December 27, 2024
- b. Board of Directors Executive Session Meeting Minutes – December 27, 2024
- c. Architectural Control Committee Meeting Minutes – January 7, 2025

*Motion made by Dowling, seconded by Kaiser, to approve the Consent Calendar.
Approved by unanimous. (3-0)*

FIRST WALNUT CREEK MUTUAL
5. Report Out from Executive Session Meeting

- a. Report out from Executive Session on December 27, 2024. The Board met to discuss Occupancy Agreement Procedures.

6. Treasurer's Report – Kaiser/Arterburn

OPERATING - Cash in Bank & Sweep Accts **\$9,627,902**
 May include varying sums collected for property taxes

YTD Operating Revenue: Under/(over) Budget

Member Assessments -	(\$7,536)
Interest - favorable to budget	\$164,843
Rental - negative to budget	(\$3,280)
Other Income - favorable to budget	<u>\$20,447</u>
Total Revenue - YTD favorable to budget	\$174,474

YTD Operating Expenses: Under/(Over) Budget

MOD Management Fee	(\$50,578)
Building Maintenance & Public. Works	\$ 98,737
Landscape Maintenance	\$37,551
Custodial Services	(\$6,294)
Insurance [\$395,795 is commission rebate]	\$449,931
Utilities	\$39,071
Professional Services	\$40,771
Other General & Administration	(\$5,990)
Income Taxes [Pd on 2023 interest income]	<u>(\$52,540)</u>
Total Expenses - favorable to budget	\$550,659

YTD Revenue over Expenses favorable by **\$725,133**

Accounts Receivable

Assessments	\$158,494
AR - 3rd party billing & Other*	<u>\$1,049,189*</u>
Total Receivables:	\$1,207,683

*Per Aged Receivables Report: **\$124,147** [Remainder to be Identified]

\$124,147 includes deductibles of \$61,748 owed by other Mutuals for tree claim

Reserve Fund - Cash in Bank and Sweep Accts **\$10,838,617**

Note: Sweep level is \$50,000

Total Year Reserve Budget	\$5,271,000
NOV 2024 - Reserve Expenditures	\$631,103
YTD - Reserve Expenditures	\$5,562,636

Motion made by Kaiser, seconded by Dowling, to approve certification of compliance with Civil Code §5500 for the December financials. Approved by unanimous vote. (3-0)

FIRST WALNUT CREEK MUTUAL**7. Mutual Operations Reports – *Wright/Peakes***

Peakes reported

Carpentry/Rehab Work

Painting has been completed at 2321 Tice Creek concluding the 2024 Rehab program. Weather permitting, work will commence on the 2025 schedule sometime in the coming month of February. I have attached the buildings scheduled to have work done.

1901 Golden Rain Rd.

Earlier this week, the car from which the fire is believed to have emanated from, was towed from its spot under the building. This will now give access to be able to start removing sheetrock and being able to determine how much damage was done to the framing and supporting structure. I had the owners of the (4) affected carport stalls sign a Disposal Authorization Form, indicating that all debris and personal property not pulled out of the area will be thrown away.

2132 Golden Rain Rd.

The warranty roofing work has been completed and I'm waiting on a final inspection. Thank you to the Board for making the allowances to get this done expeditiously.

2100 Pine Knoll Dr. #3

I have met with both residents (Lisa and Christine Courington) the following week after our last Board Meeting. We discussed the policies and procedures regarding follow up to a rain leak. To date, a check request has been processed toward the replacement of their flooring with a Mutual Standard product. Their insurance vendor has been in touch with our insurance coordinator regarding inquiries of waivers of subrogation. At this point, we have an open line of communication and I'm addressing any inquiries that come my way.

Green Waste Bins

I have taken an inventory of the green waste bins and have come up with a count of 98 in total. Through initial contact with the Vendor "Nice Cans", I have gotten estimates as follows: Monthly rate @ \$12 ea.= \$1,176 / Quarterly rate@ \$18 ea.= \$1,764. Annual cost would be \$14,112 for the monthly service and \$7,056 for the quarterly service. Some coordination would need to be made to ensure that Republics service and their service work in harmony with each other.

Carpentry FWCM 2025 (28 Bldgs.) (194 Units)

Monterey/Carmel (40)

1516 Golden Rain (4)
1841 Golden Rain (4)
1857 Golden Rain (8)
1865 Golden Rain (4)
1873 Golden Rain (4)
3217 Golden Rain (8)
3233 Golden Rain (4)
3441 Golden Rain (4)

Sonoma/Sequoia (104)

1108 Fairlawn Ct. (8)
1109 Rockledge Ln. (12)
1208 Rockledge Ln. (8)
1426 Rockledge Ln. (8)
1500 Rockledge Ln. (8)
1601 Oakmont Dr. (8)
2200 Golden Rain (16)
2232 Golden Rain (12)
2501 Golden Rain (12)
2525 Golden Rain (12)

FIRST WALNUT CREEK MUTUAL

Golden Gate (0)

San Franciscan (22)

2025 Golden Rain (8)

2041 Golden Rain (8)

2301 Golden Rain (6)

Mendocino/ Yosemite (28)

1133 Rockledge Ln. (4)

1501 Rockledge Ln. (4)

1509 Rockledge Ln. (4)

1517 Rockledge Ln. (4)

1525 Rockledge Ln. (4)

3201 Golden Rain (4)

3209 Golden Rain (4)

Chief Financial Officer's Report – *Todd Arterburn*

- Due to a staff error, 324 residents received incorrect 1098 forms. Staff will send out notices to inform those affected.
- The new system was not able to process automatic coupon payments for all members as there was a glitch due to it not recognizing owners with multiple manors.
- Arterburn intends to provide regular updates on the status of the new system in the monthly edition of the Rossmoor News, ensuring members stay informed about progress and developments.
- The 2025 insurance premium has been reported at \$5,380,000, which is lower than the initially budgeted amount.
- The 2023 audit is nearing completion and is expected soon.

Landscape Manager's Report – *John Tawaststjerna*

Landscape Maintenance

- Winter pruning underway
- Pre-emergent weed control
- Irrigation is still off currently
 - o If dry spell continues, irrigation will be turned on in February for supplemental watering until rains begin
 - o Currently soil cores are showing that the soil is damp

Tree Maintenance

- Pruning
 - o Golden Rain Entries
 - Will begin in February
- Removal Permits
 - o 1140 Fairlawn E3 Liquidambar
 - In Progress
 - o Oakmont Entry 10 Slope (3) Pine
 - In Progress
 - o Oakmont Entry 9 Slope (4) Monterey Pine
 - In Progress

FIRST WALNUT CREEK MUTUAL

Proposals for Approval

- 2100 Pine Knoll Entry 1 Building Rehab and Lawn Removal
 - o Calvin Craig Landscaping
 - o \$29,624 (Reserves)Topic Deferred

- 1316 Oakmont Entry 7 Building Rehab
 - o Brightview
 - o \$5,183.12 (Reserves)

Motion made by Kaiser, seconded by Dowling, to approve the Brightview proposal for the building rehab in the amount of \$5,183.12 from the reserve account. Approved by unanimous vote. (3-0)

8. **2nd Vice-President's Report**

No Report

9. **Committee Reports**

a. Budget and Finance – *Paul Moderacki*

East Bay Mud is proposing a series of rate increases for water services, starting with an initial 17% hike, followed by additional increments that will together total a 30% increase.

Fire walls on all G11 buildings have been completed at a cost of \$841,004.

There are 200 water-cooled air conditioning units that require conversions at a cost of \$13,500 each, the total expenditure amounts to \$2.7 million. There will be a \$125 rebate once each replaced conversion is inspected.

b. Landscape Committee – *Vacant*
No Report

c. Capital Projects Committee – *Mike Sund*
EV Chargers

During various conversations I had in the last few weeks about rebates for EV Chargers, I set up a meeting with Megan Schmiesing, Program Manager of Communities In Charge (CIC). This program is offering rebates for EV Chargers. On Wednesday, January 15, 2025, I spoke with Megan for about an hour. The following is a recap of our conversation.

Megan feels that it is virtually impossible to get an application together, submitted and reviewed by the end of January. This is a state-run program. The Implementation Manual is 37 pages. Megan's advice is to prepare for the fourth wave of funding which should come in early May. I have requested all of the necessary application information.

With respect to the rebate program on EV chargers, CIC does offer up to an \$8500 rebate per port on shared use chargers. This means that they would have to be located in common area parking spaces and not in carports.

The funding for this program is from the state. We are currently in the third wave of funding, with the fourth wave anticipated in May. The state is broken into four regions with Contra Costa County in the Central Region. In the third wave, the Central Region was funded at \$9M and was fully subscribed. The other regions were not fully subscribed.

FIRST WALNUT CREEK MUTUAL

CIC also requires that the project be completed 270 days after approval. There may be some “wiggle” room but not much. This will be difficult for us because of all of the approvals needed for multiple locations.

The Implementation Manual states that “incentive” stacking is not allowed. Megan said that rule has changed and now is allowed.

I will put us in a position to make an application in a timely manner. However, the Board will have to decide which direction to take. There are pluses and minuses to both.

d. Social Engagement Committee – *Marcia Keating*

The Board was notified on January 6, 2025:

Due to family, medical issues, and manner renovations the First Mutual Community Social Engagement Committee will not be able to meet until mid March 2025. Therefore, I have notified Room Reservations and cancelled the room requests for January and February.

We are hoping to plan the 2025 Director Town Halls scheduled for April, July, and October at the CSEC March meeting. The rooms requested for April, July, and October are pending Room Reservations scheduling them later this year

10. New Resident Orientation

Next Orientation Meeting is scheduled for January 14, 2025 at 10:00 a.m. in the Bunker Room at the Creekside Clubhouse.

11. Unfinished Business

Action Item

a. Voting and Election Rules – *Autrey*

Motion made by Autrey, seconded by Dowling, to approve the Voting and Election Rules.

Approved by unanimous vote. (3-0)

b. Pound Management Agreement – *Peakes*

Motion made by Autrey, seconded by Dowling, to approve the Pound Management Agreement and authorize Kevin Dowling to sign the agreement on the Board’s behalf.

Approved by unanimous vote. (3-0)

12. New Business

Action Items

a. 2025 Shared Deductible Agreement – *Dowling*

Motion made by Dowling, seconded by Autrey, to approve the 2025 Shared Deductible Agreement. Approved by unanimous vote. (3-0)

b. Resolution to Approve Checks over \$10,000 – *Kaiser*

Motion made by Autrey, seconded by Dowling, to approve the Resolution for transfers over \$10,000. Approved by unanimous vote. (3-0)

FIRST WALNUT CREEK MUTUAL

13. Informational/Discussion Items

There were none.

14. Announcements

The next scheduled meeting is the Board of Directors Regular Meeting on February 28, 2025 at 10:00 a.m. in the Club Room at the Creekside Clubhouse as well as virtually.

15. Adjournment to Executive Session

There being no further business, the Board of Directors Regular Meeting was adjourned at 11:32a.m. and the Board moved into Executive Session.

16. Executive Session Summary

The Board met in Executive Session from 12:00 to 1:49 p.m. to discuss reimbursement assessments, policy violations, and membership transfer late fees.

Board Assistant Secretary's Certificate

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

Victoria Thomas