

BOARD OF DIRECTORS REGULAR MEETING**Friday, May 23, 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**

Chung called the meeting to order at 10:01 a.m.

2. Roll Call of Directors

Young Chung – President
Peter Catalano – 1st Vice President
Kevin Dowling – 2nd Vice President
Peggy Kaiser – Treasurer
Jean Autrey – Secretary

Mutual Operations Staff

Jeroen Wright – Director of Mutual Operations
Todd Arterburn – Chief Financial Officer – Virtually
Dave Peakes – Building Maintenance Manager
John Tawaststjerna – Landscape Manager
Victoria Thomas – Board Services Coordinator

3. Members' Forum

Members are afforded an opportunity to address the board for up to 3 minutes. Comments were:

- Asked when tree saplings will be planted after a tree is removed.
- Requested a Board meeting location change to Hillside.
- Requested that the lilac bushes be trimmed more frequently between Entries 3 and 4 on Golden Rain Road.
- Thanks given to the Board for replacing landscaping.
- Alterations not allowing stain glass and kick doors. Alterations Department is giving out misinformation.

4. Consent Calendar

- a. Board of Directors Regular Meeting Minutes – April 25, 2025
- b. Board of Directors Executive Session Meeting Minutes – April 25, 2025
- c. Architectural Control Committee Meeting Minutes – May 6, 2025

Motion made by Kaiser, seconded by Autrey to approve the Consent Calendar. Approved by unanimous vote. (5-0)

5. Report Out from Executive Session Meeting

- Report out from Executive Session on April 18, 2025: The Board met to discuss:
 - Private garden – Board seeking legal advice
 - EV charging without a permit from common outlet in carport – Fined \$150

FIRST WALNUT CREEK MUTUAL**6. President's Report – Young Chung**

During Presidents' Forum the GRF Taskforce stated they are reviewing the GRF Management Agreement and have been concentrating on building maintenance services. It has been recommended that the Mutual should take advantage of RPM prepaid workdays as they may provide savings on certain projects vs. contracting outside services. The Task Force expressed their collective concerns about RPM's performance vis-à-vis: contract management, landscape issues, change orders, and adequacy of inspections during the alterations process.

The Board currently has concerns about consistent policy enforcement issues, such as maintaining common areas and preventing members from placing personal items there, which could potentially lead to legal issues. Young proposed establishing Executive Committees to address policy enforcement.

7. Treasurer's Report – Peggy Kaiser

The Treasurer reported that the Board received the January – April financial statements and has reviewed them. Director Autrey noted that the financials were not complete, and made a reference to the Accounts Receivables and General Ledger.

Motion made by Catalano to reduce payment to GRF by \$5,000. There was no second; therefore, motion did not pass.

Motion made by Catalano to hire an outside accounting company to provide the Mutual with the missing information and bill the amount to GRF. There was no second; therefore, motion did not pass.

Motion made by Autrey, seconded by Dowling, not to certify the 5500, as the financial statements for January through April had an incomplete general ledger. Approved by vote. (3-2 Kaiser and Chung abstained)

8. Mutual Operations Reports – Jeroen Wright/Dave Peakes

Wright

- GRF Management Agreement negotiations continue.
- Firewise Program continues to do well.
- AB 3074 is a Bill that has to do with defensible space and wild land fires.
- AB 1572 is a Bill that has to do with prohibition of irrigating non-functional turf with potable water.
- Contra Costa County Fire no longer requires monthly fire extinguisher inspections. Cintas will continue with their annual inspections.
- Golden Rain Foundation has changed its Doing Business As (DBA) name to Rossmoor Walnut Creek (RWC) and Mutual Operation Division (MOD) has changed to Rossmoor Property Management (RPM). There are plans underway to update the entry and freeway signage. Additionally, changes are planned for uniforms, business cards, and other branding elements. These updates will involve associated costs.

Motion made by Catalano to indemnify volunteer fire extinguisher inspectors. There was no second motion. Motion did not pass.

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Peakes

Carpentry/Paint Rehab Work

One of our carpentry crews has finished this years San Franciscan buildings and has now started on the G-11 buildings. They have completed work at 1108 Fairlawn, 1109 Rockledge and are currently working at 1208 Rockledge Ln. before heading to 1426 Rockledge. Painters are following behind and are currently working at 1108 Fairlawn.

The other crew has initiated work on the Monterey/Carmel buildings and is finishing up at 1516 Golden Rain before moving on to 1841 Golden Rain

1901 Golden Rain Rd.

City permits have been approved, and the Board has received the contract proposal to review for the put back of the fire damage at 1901 Golden Rain. Once the work begins, plans have been outlined for the reconstruction to take approximately 4 months.

Motion made by Autrey, seconded by Dowling, to approve the Restoration Management Co. contract in the amount of \$259,889.90 from the operating account, which will be reimbursed by the insurance company and authorize the Board President to sign the contract on the Board's behalf. Approved by unanimous vote. (5-0)

FWCM Roofing Program

New protocols being enforced by the City of Walnut Creek to achieve elevated insulation requirements could potentially double this year's roofing budget. After taking core samples of the 13 roofs scheduled for this year's program, it was discovered that they all currently have 3 existing layers of roofing. These layers should be removed down to the plywood (which can be inspected at that time) and the new roofing which would satisfy current standards can be applied. As of this writing, a meeting with a vendor regarding alternative roofing options has been scheduled for Wed. 5/21.

The product to be used is Enduris, a silicone-based coating. Staff was directed to apply and test it on two roofs initially. If the results are satisfactory, the plan is to proceed with completing the remaining 11 roofs.

1501 Rockledge Lane #2

The slab in the living room area of this unit has a significant crown that was called out during a resale inspection. It is suspected to be the result of roots from a nearby tree. This property is currently in contract and due to close by the end of the month. I have obtained two bids for the work which outline removal of most of the slab, compacting the sub grade, installing new rebar and concrete.

Motion made by Autrey, seconded by Dowling, to approve the Five Star contract to repair the 1501 Rockledge Lane, #2 concrete slab in the amount of \$13,582 from the operating account. Approved by vote. (4-1 Kaiser voted no as she preferred a different proposal)

9. **Chief Financial Officer's Report** – Todd Arterburn

- Waiting for the auditor to complete the 2024 audit.
- Moving into the next phase with NetSuite by implementing the finance budgeting tool. Training will commence during budget season in July.

FIRST WALNUT CREEK MUTUAL**10. Landscape Manager's Report – John Tawaststjerna**

Landscape Maintenance

- Weed abatement
 - o CONFire has deadline set at June 1st
- Weed removal in shrub beds
- Edging of ivy

Tree Maintenance

- Pruning
 - o Pine Knoll
 - Scheduled for June
- Removal Permits
 - o Oakmont Entry 16
 - (2) Italian Stone Pine
 - Eucalyptus Blue Gum
 - Sequioa
 - In progress

Rehab Projects

- 2101 GR E14 Carport Small Rehab (5/8/25)
 - o \$4,851.00 (Reserves)
- 2841 GR Cobble Under Stairs (5/1/25)
 - o \$699.00 (Operating)

Proposals for Approval

- Rockledge Entry 8 Lawn Conversion
 - o \$7,075.44 (Reserves)
 - o EBMUD Rebate of ~\$1,150

Motion made by Autrey, seconded by Dowling, to approve Rockledge Entry 8 conversion in the amount of \$7,075.44 from the reserves account accepting the EBMUD rebate of \$1,150. Approved by unanimous vote. (5-0)

- FWCM Mulching Estimate
 - o Phase II – GR E26-29, PK E1-9 & OM E9-16
 - o Operating
 - o Brightview - \$54,225.02
 - o Terra - \$54,900.00
 - o Cagwin & Dorward - \$78,750.00

Motion made by Autrey, seconded by Dowling, to approve Brightview contract in the amount of \$54,225.02 from the operating account. Approved by unanimous vote. (5-0)

11. Committee Reports**a. Budget and Finance Committee Report – Paul Moderacki**

Meeting highlights:

- A new resident, James Menard attended. Mr. Menard has a finance background and is interested in joining the Committee.
- Melanie Rose attended and noted the 2024 Audit should have been completed by April 30th.
- Committee member Carol Sund has been monitoring the Mutual's common area

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- PG&E invoices and identified two laundry rooms with excessive bills this month:
- 2801 Golden Rain laundry room wall heater appears to be malfunctioning. She called PG&E. They will come to inspect. There are four washers and dryers. She found trash/dumping in the water heater closet that needs to be inspected. Dave will go up and inspect.
 - 1140 Fairlawn Court laundry room has two electric water heaters and one might need to be inspected, Dave will inspect that as well.
 - The Committee reviewed first quarter Budget to Actual Report. Numbers appeared to be in line with expectations. Jean suggested a deep dive when we get the monthly reports.
 - A number of items were deferred pending Todd Arterburn's availability.
 - The Committee will be working with Gary Porter in advance of the 2026 budget process to improve the Reserve Study and develop other recommendations
 - Dave reported Contra Costa Fire came in and exempted us from the monthly fire extinguisher inspection regulations. Given the monthly inspections are required by State Statute, the Committee requested Dave ask Jeroen Wright to obtain confirmation of the exemption in writing from CC Fire and referred the matter back to the Board for further follow up.
- b. Landscape Committee – *Committee Chair Vacant*
No Report
- c. Capital Projects Committee – *Mike Sund*
Electrification/EV Charging
The review meetings on both topics are being held late this week, on May 20th & 21st. I will verbally update the board at the Board meeting on May 23rd.
- SEM-Motion Detector
We have run into a hiccup with the Motion Detector application to save energy. The current light is a bipin fluorescent with the transformer(ballast) wired directly to the line voltage. It doesn't have the ceramic base that is common in garages and basements for type A bulbs. As a result, we would need to tear out the old fixture and install a new one. This would be expensive and time consuming.
- As an alternative, a new "hybrid" bipin LED bulb has been developed that would be a direct replacement for the 13-watt fluorescent. The result is a 75% energy savings. The LED bulb cost is about \$17 each, while the 13-watt fluorescent cost is between \$9-\$10 each.
- "TING"
"The Ting Sensor is a Wi-Fi enabled device that continuously and silently monitors your home electrical system for potential electrical fire hazards." This is what Ting says about itself. If true, we need to install these in every manor that has aluminum wiring. I got my Ting free from State Farm Insurance through our condo insurance. What does the Mutual's Insurance Company say? Are they aware of it? Can we save money?
- d. Social Engagement Committee – *March Keating and Brenda Wilson*
Community Social Engagement Committee (CSEC) is reorganizing and has held several meetings in May to recruit new members for the committee and to organize a First Mutual gathering and potluck. This event will take place on Friday, May 30, 2025, from 5:30 p.m. to 8:00 p.m. at the Hillside, Diablo Room.

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On Monday, June 2, 2025 at 1:00pm at 2432 Pine Knoll #2 Entry 6 the CSEC will meet to follow up on the First Mutual Potluck, establish roles of the new members of the committee, and start organizing a Landscaping Town Hall meeting to be held at the end of June or beginning of July 2025.

All new members of the CSEC committee will be submitted to the First Mutual Board for final approval. Approval will be requested for the Landscaping Town Hall meeting.

12. New Resident Orientation – Jerry Priebat

Next Orientation Meeting: The next meeting scheduled is on June 10, 2025 at 10:00 a.m. in the Bunker Room at the Creekside Clubhouse.

13. Unfinished Business**Action Items**

- a. Proposed Amended Bylaws – *Young Chung*
Topic Deferred

14. New Business**Action Items**

- a. HVAC Duct Cleaning – *Young Chung*
Extensive inspection of a specific manor's ducts were conducted with no indication of any contamination (mold, asbestos) issues. The current policies, which have been active for decades and are consistent with the other coops in Rossmoor, stipulate that the Members are responsible for having their ducts cleaned. The board will discuss this matter further as part of the maintenance policy review.
- b. Update Collection Policy to conform to current law (Attorney authorization) – *Jean Autrey*
Changes have been made to the law. Board is waiting for legal counsel to advise.

15. Informational/Discussion Items

- a. Procedures for follow up on Manor Transfer Issues – *Young Chung*
Waiting for response from legal counsel. Topic Deferred
- b. Landscape Committee Policy/Procedures – *Young Chung*
Topic Deferred
- c. Establish Executive Committees for:
 - Alterations Policy
Chung and Kaiser volunteered to review the Alteration Policy.
 - Maintenance Policy
Autrey and Dowling volunteered to review the Maintenance Policy.

16. Announcements

The next scheduled meeting is the Board of Directors Regular Meeting on June 27, 2025 at 10:00am at the Event Center in the Donner Room and virtually.

FIRST WALNUT CREEK MUTUAL**17. Adjournment to Executive Session**

There being no further business, the Board of Directors Regular Meeting was adjourned at 11:58a.m. and the Board moved into Executive Session.

18. Executive Session Summary

The Board met in Executive Session from 12:06 to 1:23 p.m. to discuss disciplinary hearings and formation of contracts.

Board Assistant Secretary's Certificate

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

Victoria Thomas