

SECOND WALNUT CREEK MUTUAL**BOARD OF DIRECTORS REGULAR MEETING**

Thursday, April 17, 2025, at 10:00 a.m.

Meeting is Conducted In-Person and Virtually

Peacock Hall / Gateway Plaza
1001 Golden Rain Road, Walnut Creek, CA 94595

MINUTES**Call to Order**

President Bruce called the meeting to order at 10:01 am

Roll Call of Directors

Lon Bruce – President
Michele Colucci – Vice President
Vona Scott – Treasurer
Marv Ryken – Director
Open – Director

Mutual Operations Staff

Jeroen Wright – Director of Mutual Operations
Todd Arterburn – Chief Financial Officer
Eric Howard – Building Maintenance Manager
John Tawaststjerna – Landscape Manager
Anna Rocha – Board Services Coordinator

Approval of Minutes

- a. Regular Session Board Meeting Minutes – March 20, 2025
President Bruce motioned to approve the March 20 regular meeting minutes with two corrections; Colucci seconded. Motion passes unanimously. (4-0)
- b. Executive Session Board Meeting Minutes – March 20, 2025
President Bruce motioned; Colucci seconded. Motion passes unanimously. (4-0)
- c. Executive Session Board Meeting Minutes – March 25, 2025
President Bruce motioned; Colucci seconded. Motion passes unanimously. (4-0)
- d. Executive Session Board Meeting Minutes – April 11, 2025
President Bruce motioned; Colucci seconded. Motion passes unanimously. (4-0)

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President's Report – *Lon Bruce*

Lon expressed gratitude for the audience and discussed the resignation of Jeanne Steidel, effective March 21, 2025. The Board extends their warmest thanks to Jeannie for her fine service to the community. The Board acknowledged the hard work and commitment of the task force working on a new and comprehensive management agreement.

Operations Manager's Report – *Jeroen Wright*

Wright thanked everyone for their warm words. Lon being on the task force is a great contribution to SWCM. The Management Agreement Task Force, which is nearing completion, and should be finished at the end of June/early July in time for the 2026 budget. For insurance, Kroll is doing an evaluation of the units to get accurate square footage. The Fireside Townhall was great. Bob Kelso was a wonderful addition to the committee as was Loran Shlevin. The questions asked at the town hall were boiled down to 30 questions with answers. They will be edited to be finalized and be put on the Rossmoor.com website. The Firewise Committee is looking for grants and funding opportunities. Great work coming out of Firewise. Wright also mentioned the ongoing work and the creation of a SharePoint site for all mutuals which will include access to financials, audits, governing documents, motion tracker, fire extinguisher reports, etc.. Wright expressed excitement about the new financial tools and models being implemented, which will provide better transparency and resources for managing the business.

Chief Financial Officer – *Todd Arterburn*

Netsuite financials will be distributed this week. Q1 financials will be sent. We appreciate everyone's patience. We have a fiduciary duty to provide financials and are hoping to have audits done this month. Phase 1, bills paid/financials; Phase 2: field service, work order desk. Workday forecasts can provide seasonally adjusted planning reports for next year's budget. At next week's presentation with accounting, I will be presenting my staff. Share Point will provide transparency to the mutuals. This will provide transparency and spread information. It will also provide working documents, such as the Motion Tracker.

Treasurer's Reports – *Vona Scott*

Very excited about the direction we are going in. Audits are moving along. 2022 is online and will be mailed out to the mutual with 2023 and 2024 should be done by April 30. Great work by MOD staff. Thank you, Todd.

Building Maintenance Manager's Report – *Eric Howard*

2025 PREVENTITIVE MAINTENANCE AND RESERVE PROJECTS

Building Rehab Work-Our Mutual 2 Carpentry Crew is on Entry 6 Singingwood and will notify residents prior to starting work on their building.

Water-Cooled Air-Conditioning Conversion- Freemans Heating and Air continues to convert 483 water-cooled A/Cs to air cooled units. They are currently working on 1131 Leisure Lane and have completed 343 installations as of April 4th.

1217 #5 Running Springs Fire Update- The rebuild of 1217 #5 is 95% completed and the project and is on track to complete the rebuild at the end of this month.

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1349 Running Springs Foundation Repairs- The 2nd phase to repair the interior walls, doors and windows due to the foundation repairs is underway and 6 of the 8 manors interior work has been completed.

1333 Running Springs Foundation Repairs-The 2nd phase to repair the interior walls, doors and windows due to the foundation repairs is scheduled to begin in June.

Re-piping 3441 Tice Creek - Gauthier's Construction has completed work on 6 of the 12 manors patching and painting holes created on interior walls during the re-piping of the building.

Annual Lube- Our annual inspections are scheduled to begin in May. Technicians will be knocking on doors to do the inspections and will leave a door hanger if you are not home. The door hanger will have instructions to call the work order desk and make an appointment.

During the annual inspections the technician will check the smoke and carbon monoxide detectors, inspect the HVAC system and change the filter, check the water heater for leaks, check toilets for leaks, clean the refrigerator coils on older refrigerator's, change under sink filters on manors as needed, and inspect for Zinsco electrical panels.

PROPOSALS FOR APPROVAL

Re-roof 2856 Tice Creek

We have received 3 bids to install a new membrane roof at 2856 Tice Creek. State Roofing has provided the most competitive pricing for this project at \$46,517 for Dark Gray roofing membrane with R-24 insulation.

All 3 contractors that supplied bids have experience working within Rossmoor. This will be paid for out of reserves and is within the budget set for 2025.

President Bruce motioned: Ryken seconded. Motion passes unanimously for State Roofing to do the job (5-0)

Landscape Manager's Report – *John Tawaststjerna* - MOD Mulching Estimate

Landscape Maintenance

- Irrigation turned on April 9th
- Grub control
- Shrub pruning
- Fertilization of shrubs
- Tree Maintenance

Tree Permits

- Canyonwood Entry 10 (Approved)
 - 2 Aleppo Pines
 - 2 Eucalyptus Blue Gum

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- Fairlawn Entry 2
 - 1 Redwood
- Canyonwood Entry 8
 - Canary Island Pine & Monterey Pine
- Leisure Lane Entry 3
 - Sequoia

Ptarmigan Entries

- Scheduled for May

Landscape Rehab

- Mulching to begin in early May
 - Tice Creek entries 6-17 (Zone 5)
 - Tice Creek entries AA, D, E, 1-5 (Zone 6)

Estimates for Approval

- MOD Mulching Estimate (WO 728292)
 - \$24,680 (Operating)

President Bruce motioned: Scott seconded. Motion passes unanimously for mulching estimate (4-0)

Committee Reports

- a. Architectural Review Committee – *Marv Ryken*
Reviewed storage cabinet for Kramer carport. Items stolen/bicycle. Reviewed, it's similar to the one next to his carport. Owner has permit just in case.
- b. Contracts, Grants, and Rebates Committee – *Vona Scott*
Loretta Merris, potential application to help pay for replacement of galvanized pipe. Check the scope of work to see if it fits. Continuing to look for grants for galvanized piping and Zinsco panel replacement.
- c. Finance & Insurance Committee – *Vona Scott*
No report
- d. Infrastructure Committee – *Marv Ryken*
Kevin Moore, co-chair, in the process of walking SWCM for issues with exterior items; drain, carports, storage, rooms. Running springs/Leisure lane – disconnect labels are not there or are worn out. Labels are on the outside.
- e. Landscape Committee – *Tieka Romanoff*
No Report
- f. Neighbors for Safer Streets Committee – *Lynn Carruthers*
- g. Trash Committee – *Kathleen Eperson*
No report
- h. Water and Conservation Committee – *Therese Welter*
No report
- i. Welcome Committee – *Susan Haigh-Bishop*

Old Business

None

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New Business

a. Nomination of Bob Kelso as Board Secretary

President Bruce motioned: Colucci seconded. Motion passes unanimously (4-0)

b. Board Landscape Committee Nomination

c. Electronic Voting Rules – To adopt there would need to be a 28 day Member comment period. Concern with the 4041 form and needing accuracy. Will need to do snail mail this election. Should start the 28-day review period for comments. Need to see what kind of revision will need to be made to governing documents. Opt in/Opt out option, would need to commit soon. Not sure of the savings from electronic voting- will have the number by end of next week. We would need to see who signed up for email only to see if there are savings.

Kelso made a motion for voting by mail only for this election, Colucci seconded. Motion passes unanimously. (5-0)

d. Bids for Zinsco panel replacement

The board also discusses the need for a power analysis and a plan for replacing Zinsco panels, with 40 interior panel replacements budgeted for this year. Need to also consider the potential requirement to switch to electric water heaters by 2029 and the need to accommodate additional circuits in panel replacements. The board agrees to further discuss who pays for panel replacements at the committee level.

e. Discussion of potential requirements to pay (at sale) for replacement of interior Zinsco panel replacements. Discussion of potential requirement to pay for replacement interior Zinsco Electrical panels: Tabled

f. BBQ Policy discussion

The board discusses a proposed barbecue policy for Mutual 2. Bob presents draft language that includes restrictions on barbecue use, such as a 10-foot clearance requirement from wood structures and prohibition on wooden decks. Some members express concerns that these rules would prevent many residents from barbecuing. The board decides to gather more feedback from insurance companies and residents before finalizing the policy. They also consider creating community barbecue areas as an alternative.

Members' Forum

Lighting is a concern on Running Springs, entry 8. Very tall light and illuminates the whole room

Painting – does not like the way it looks. Colors are too tan.

Announcements –

The next scheduled Board Meeting will be held on Thursday, May 15, 2025, at 10:00 a.m. in the Peacock Hall at the Gateway Plaza.

Adjournment

President Bruce adjourned the meeting at 11:39 a.m.

Board Services Coordinator

I hereby certify that the foregoing is a true and correct copy of the minutes of the Board of Director's meeting.

Lisa Kam