

## BOARD OF DIRECTORS REGULAR MEETING

Thursday, July 18, 2024 at 10:00 a.m.

Meeting was Conducted In Person and Virtually

**Peacock Hall – Gateway Clubhouse**  
1001 Golden Rain Road, Walnut Creek, CA 94595

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### MINUTES

1. **Call to Order**  
President Steidel called the meeting to order at 10:00 a.m.
2. **Roll Call of Directors**  
Loran Shlevin – President – *Absent*  
Jeanne Steidel – Vice President  
Marv Ryken – Treasurer  
Dan Davis – Director – *Virtually*  
Vacant – Secretary
3. **Mutual Operations Staff**  
Jeroen Wright – Mutual Operations Director  
Todd Arterburn – Chief Financial Officer  
Eric Howard – Building Maintenance Manger  
Jesus Morales – Landscape Supervisor – *Virtually*  
Victoria Thomas – Board Services Coordinator  
Lisa Kam – Interim Board Services Coordinator
4. **Approval of Minutes**
  - a. Board of Directors Regular Meeting Minutes – June 20, 2024  
The minutes were not approved as all Board Directors did not review them. Approval of the minutes was deferred to the next meeting.
5. **Mutual Operations** – *Wright/Howard*  
Wright emphasized that in light of the forthcoming changes with the Board Staff is committed to collaborating closely with the Directors to guarantee productive and successful meetings.

Projects Staff will be preparing soon are budget, election of Directors in October, Bylaws and policy amendments.

SECOND WALNUT CREEK MUTUAL

Howard reported:

**2024 PREVENTITIVE MAINTENANCE AND RESERVE PROJECTS**

**Building Rehab Work-** Our Mutual 2 Carpentry Crew is currently working on Entry 4 Singingwood, and the painters are on Entry 3 Singingwood.

**Appliance/Water Heater Replacements-** Appliance replacements costs for May Total \$6,728

Water heater replacements costs for April Total \$22,823

**Water-Cooled Air-Conditioning Conversion-** Freemans Heating and Air continues to convert the water-cooled A/C to air cooled units. They are currently working on 1132 Running Springs and have completed 264 installations as of July 6<sup>th</sup>.

**2024 Roofing Program-** State Roofing will be re-roofing 13 buildings in SWCM and has tentatively scheduled the work to begin the first week of August. Residents will be notified prior to the work beginning on their building.

**1217 #5 Running Springs Fire Update-** Permits from the City of W.C. have been issued and drawings for the resident's chosen alterations are almost complete.

**Hillside V-Ditch Repairs-** Fleece construction has completed the project to repair the hillside drainage V-Ditch's located behind 1309 Stanley Dollar, 1137 Stanley Dollar and at the end of Singingwood Court.

**Entry 3 Canyonwood-** Contractors are preparing proposals to add additional drainage to the Entry, stabilize the soggy soil and repave.

**1333 and 1349 Running Springs Foundation Repairs-** Acustruct has submitted applications for Building Permits for both buildings and is waiting for approval prior to scheduling.

Silicon Valley Paving won the bid to remove and replace asphalt on Tice Creek Drive Entry A in the amount of \$8,150.

*Motion made by Steidel, seconded by Ryken, to approve \$8,150 from the Reserve Fund for the paving project. Approved by unanimous vote. (3-0)*

Five Star Painting won the bid to repair damaged drains in the amount of \$8,880.

*Motion made by Steidel, seconded by Ryken, to approve \$8,880 from the Reserve Fund for the repair project. Approved by unanimous vote. (3-0)*

6. **Treasurer's Report** – Ryken/Arterburn

Arterburn reported that budgets going forward will include seasonality. The Mutual experienced a cost increase for water.

Standard Treasurer Reports will be generated from the financials. Going forward the Accounting Department will provide quarterly financial reports that will include tax flow, balance sheets, and a budgeted cashflow. Members will have access to the financial reports once the new system is in place. The budget will operate off the 3 year business plan.

Ryken reported:

7. **Landscape Manager's Report**

Plant replacements will begin in the fall. Requests must be made by August 15<sup>th</sup>. Email requests to [plantreplacement@rossmoor.com](mailto:plantreplacement@rossmoor.com). Requirements to replace a plant are the area must be 4x4, area is currently irrigated, and no pots in the area.

Mulching project should be completed by next week. No mulch is placed within five feet of buildings for fire prevention.

8. **Committee Reports**

- a. Water and Conservation Committee Report  
No Report

9. **Unfinished Business**

Write reported that a Special Meeting is scheduled for July 22<sup>nd</sup> at 10:00am in Peacock Hall wherein membership qualifications and upcoming elections will be discussed.

10. **New Business**

- a. Appointment Margaret "Margie" Bartelt as a Board Director  
The Board received a resignation of a Director prior to the term expiring. Margie Bartelt has volunteered to fill the open Director position.

*Motion made by Steidel, seconded by Ryken, to appoint Margie Bartelt as a Director to fill the open Director position till the term expires in October. Approved by unanimous vote. (3-0)*

- b. Reorganization of the Board

*Motion made by Ryken, seconded by Steidel, to approve the reorganization of the Board. Approved by unanimous vote. (3-0)*

*Ryken made a slate nomination of the Board: Jeanne Steidel as Board President, Dan Davis as Board Vice President, Margie Bartelt as Board Secretary, Marv Ryken as Board Treasurer, and Loran Shlevin as Board Director. Seconded by Davis. Approved by unanimous vote. (4-0)*

- c. Appoint Lisa Kam as Assistant Secretary

*Motion made by Steidel, seconded by Ryken, to approve Lisa Kam as the Assistant Secretary. Approved by unanimous vote. (4-0)*

9. **President's Report**

Susan Davis was thanked for her work on the Board.

SWCM is currently in year two of a five year contract with Gallagher.

Freddie Mae and Freddie Mac are not offering mortgages to anyone that cannot provide 100% insurance coverage, preventing people from getting a mortgage to purchase a home. Membership requirement is a member must have a cash income of three times the annual coupon and have \$50,000 cash in the bank.

Reserve study is conducted annually. Every three years the inspector will do an on-site inspection. A contract has been signed with FAI to do the inspection.

**SECOND WALNUT CREEK MUTUAL**

**10. Members' Forum**

- There are increasing incidents of pedestrians and cyclists being struck by vehicles, which not only endangers lives but also highlights the need for improved road safety measures.
- Requested the Board embrace civility and take the civility pledge.
- Coupon increases are causing financial struggles to the members. It was requested that the Board conduct an analysis of operating expenses to identify areas where a cost reduction can be implemented.
- Reducing qualifications for membership in Rossmoor could potentially increase accessibility to buy. Allowing a guarantor to pay the coupon could be the solution.
- A Townhall was suggested to meet the Directors to ensure leadership skills.
- ECHO is conducting a seminar on leadership, civility, conflict resolution, and how a Board should function on September 15<sup>th</sup> at 9:00am in the Fireside Room.
- Governance of Board.
- Proposals should be on the agenda.
- Use 2<sup>nd</sup> meeting in the month as a study session instead of a Board Meeting.
- 2022 audit was completed and will be printed and mailed to members soon.
- 2023 audit is near completion.
- The ballot to amend the Bylaws was unclear. Wright indicated that the Mutual is presently not in compliance with the Bylaw due to its inability to secure 100% insurance coverage, which is a requirement outlined in the governing documents
- A resident was appalled by lack of leadership of new Board and holds them accountable for all the problems being made. If changes are not made it was requested the Directors resign.
- Appliance replacement – if the original is not working have a repairman provide a quote and present the quote to MOD. If the quote meets certain guidelines, Rossmoor will reimburse the member with a standard grade appliance. Standard grade for an oven is approximately \$1,600.
- White coating roofs can reduce the cost to cool homes, reduce strain on AC units, and is fire retardant.
- Board Directors are volunteers and should not be badgered.
- MOD Staff's salary is paid by the members and the members are unhappy with the customer services that is provided.

11. **Announcements** – The next scheduled meeting is the Board of Directors Special Meeting. The meeting will be held on July 22, 2024 at 10:00 a.m. in the Peacock Room at the Gateway Plaza as well as virtually.

12. **Adjournment** – There being no further business, the Board of Directors Regular Meeting was adjourned at 11:21 a.m.

**Board Services Coordinator**

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

*Victoria Thomas*