

BOARD OF DIRECTORS REGULAR MEETING

Thursday, September 19, 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

MINUTES

1. **Call to Order**

President Steidel called the meeting to order at 10:05 a.m.

2. **Roll Call of Directors**

Jeanne Steidel – President
Dan Davis – Vice President
Marv Ryken – Treasurer
Margie Bartlett – Secretary
Loran Shlevin – Director

3. **Mutual Operations Staff**

Jeroen Wright – Mutual Operations Director
Todd Arterburn – Chief Financial Officer
Eric Howard – Building Maintenance Manger
John Tawaststjerna – Landscape Manager – *Virtually*
Jesus Morales – Landscape Supervisor – *Virtually*
Anna Rocha – Board Services Coordinator
Lisa Kam – Interim Board Services Coordinator

4. **Announcement of Ballot Count**

Pro Elections announced that they were going to be tabulating the ballots via Zoom teleconference. They are processing the ballots using a machine that counts, and Opens the ballots. There are 4 Pro Election staff that are present during the meeting.

5. **Approval of Minutes**

a. Board of Directors Regular Meeting Minutes – July 22, 2024

*Motion was made by Davis, seconded by Ryken, to approve the minutes. Motion passed.
Shlevin voted no. (3-1)*

6. **Treasurer's Report** – Arterburn

Arterburn reported that the new system, Net Suite, will create more robust reporting that will improve some of the old processes that MOD was using. It will provide more integrity and transparency into the financials so that the mutuals and MOD staff are on the same page. In light of the forthcoming changes to the new system. GRF 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**7. Operations Manager's Report– *Wright***

Wright reported that MOD staff is now moving into the budget cycle and will be scheduling the first budget meeting after Bud Baxter prepares the first draft for the 2025 Annual Budget. Information regarding the Fire Extinguisher inspection was brought up and that the Contra Costa County Fire Protection District is now requiring that mutuals adhere to a state fire code that involves a mandatory inspection of all fire extinguishers that the mutual owns monthly.

The Contra Costa County Fire Protection District does not want the inspections to be an added expense for the community so forming a committee of volunteers to conduct the inspections is allowed. The inspection is visual only and the committee would need to check for the following:

- Damage
- Pin is in place
- Gauge needs should be in the green so that it is fully charged
- Accessibility

MOD has reached out to Cintas for a bid for the fire inspection.

8. Building Maintenance Manager's Report

The plant replacements will begin in the fall. Requests must be made by August 15th. Email requests to plantreplacement@rossmoor.com. Requirements to replace a plant are the area must be 4x4, area is currently irrigated, and no pots in the area.

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

West reported that they are working on replacing the Zinsko electrical panels, both internal and External. They are working on getting pricing for both the interiors and exterior panels. West reports that they are still in the process of finding replacement breakers.



SECOND WALNUT CREEK MUTUAL

DATE August 15th, 2024
TO: SWCM Board
FROM: MOD Staff
SUBJECT: MONTHLY BUILDING MAINTENANCE REPORT – SWCM
2024 PREVENTITIVE MAINTENANCE AND RESERVE PROJECTS

Building Rehab Work- Our Mutual 2 Carpentry Crew is currently working on Entry 5 Singingwood, and the painters are on Entry 4 Singingwood.

Appliance/Water Heater Replacements- Appliance replacements costs for June Total \$4,029
Water heater replacements costs for June Total \$36,996

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 2516 Tice Creek and have completed 275 installations as of August 2nd.

2024 Roofing Program- State Roofing has started the 2024 re-roofing program and has completed 2 out of 13 Scheduled roof replacements. They are currently working on 1356 Singingwood Court.

1217 #5 Running Springs Fire Update- Permits from the City of W.C. have been issued and Contractors are in the process of submitting proposals to rebuild.

Entry 3 Canyonwood- Contractors are in the process of submitting proposals to add additional drainage underneath 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 we are waiting for approval from the Walnut Creek Building Department.

Re-piping Galvanized Water Lines- Proposals are being prepared by Contractors to re-pipe the galvanized water lines at 3341 Tice Creek.

Annual Inspections- Annual manor inspections are in progress and technicians

9. Landscape Manager's Report

a. Landscape Maintenance Report

Tawaststjerna reported that today is the deadline for residents to submit their plant replacement request. You can email those requests to plantreplacement@rossmoor.com. Rehab crew has completed the mulching during the last week of July - phase 2 is now complete. Hardscaping is next on the list of tasks.

Tree pruning was performed for all of Fairlawn, Tice Creek entries D & E. Running Springs is next on the list for pruning.

10. Committee Reports
Water Conservation Report –

SWCM AUGUST BOARD MEETING AUGUST 15, 2024
WATER CONSERVATION REPORT

SWCM Water usage has increased considerably during the last few months due to the high temperatures and the increase of landscape water needed to keep our plants and trees healthy. Since I track usage each month for each meter, I can compare both monthly year over year as well as YTD and compare the last few years to get a perspective of what is happening.

Since 2022, we have had multiple issues that are affecting our water usage and costs

- 2022 Winter was a very dry winter
- 2022 a statewide drought was declared, we significantly reduced water starting in June 2022
- July 1, 2022 EBMUD 8% surcharge goes into effect
- April 2023 EBMUD moves out of drought restrictions
- In early 2023 SWCM started implementation to replacement water-cooled air units for 1/3 of SWCM units because of excessive water use

To provide the comparison I have listed 2022, 2023 and 2024

I use 2022 as a benchmark year to show how much water we were using prior to the drought.

YTD Gallons used for the following years thru the month of **May**.

2022	2023	2024
28mm gal	21.5mm gal	20.8mm gal

Our water usage is highest in the late Spring and Summer months due to landscaping needs. Usage comparison between 2022 and 2023 showed a significant reduction of -26% because we reduced our landscaping water and by 2023, we had started implementing the new air conditioners which also reduced water usage. Between 2023 and 2024 thru May we still have a -3% reduction.



SECOND WALNUT CREEK MUTUAL

Forwarding to July of 2022, 2023 and 2024:

YTD gallons usage through the month of **July**

2022	2023	2024
54 mm gal	45.7 mm gal	47.7 mm gal

Usage is still reduced between 2022 and 2023 by **11%**. But in 2024 we are showing **an increase of 5%** over 2023. Reviewing the usage by month I noticed that June and July usage increased significantly due to the very high temperatures during these two months and the need to increase water for our landscaping and trees. Taking the months of **June and July taken alone, the increase is 10%**.

Hopefully, if, and when the high temperatures drop, we will return to more normal water usage of earlier this year.

SWCM water bills accordingly are increasing as the usage increases. We also have had 8% water rate increases each year for the last few years, an increase over prior years

This is where we are for the same period **thru July YTD** for water billing

2022	2023	2024
\$612,232	\$542,686	\$583,686

Comparing 2024 to 2023 we are **+8%** higher.

The reason that the billing is not even higher is that we received a rebate in the month of January for over \$8,000 from EBMUD for installing water saving devices, along with the \$19,750 in December of 2023. We are applying for another rebate in December for the Air Conditioning units we installed this year.

At this point it still looks like we will be within the SWCM water budget for 2024 of \$1,252,317. But to be safe, let's start doing the rain dance.

Therese Welter
SWCM
Water Conservation Committee

11. Unfinished Business

None.

SECOND WALNUT CREEK MUTUAL

12. New Business

b. Amend SWCM Election Rules

The Board Election is an election of three (3) slots. Two of those slots have a three (3) Year Term while the last slot has a one (1) year term. The discussion is that if you have Three (3) candidates that have won the election, what is the determining factor for who gets which term. The attorney suggests that the candidate with the lowest number of votes, would be the director to have the shortest term, while the other two winning candidates with a higher number of votes would be seated to the three (3) terms.

c. Authorize \$200 In Refreshments for Townhall Meeting

Davis Motion; Ryken Seconded. Discussion was had regarding the Townhall Meeting And that the Townhall would replace and cancel the Board Meeting scheduled for Thursday, September 5, 2024. Motion carried with a (3-1) vote.

13. President's Report

- No Report.

14. Results of Ballot Count – Bylaw Amendment Results

474 voted Yes

59 voted No

2 votes were sent in as No Response

3 overvoted and could not be counted

The Bylaw amendment has been approved.

Pro Election announced they will retain election results for once year and will also send 2WCM the results. The Bylaw amendments are effective upon notice to the membership. Unlike CC&R amendments, Bylaw amendments do not need to be recorded to be effective nor do they need to be filed with the Secretary of State. Notice can be given by mail on it's Own, billing statement, newsletter or notice can be posted in a prominent location that is accessible to all owners, such as a bulletin board.

15. Members' Forum –

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

Residents complimented the Board's civility during the board meeting and expressed concern regarding the galvanized pipes. Residents commented that it was hard to see the Zoom screen during the board meeting and that they would like to be able to see how many participants are in the meeting. A Resident reported that there are rodents living in home. She stated that she would like to speak with MOD staff regarding the rat that has been living in her home for six weeks. The same resident speaking about the rat, made a comment that the staff of Rossmoor provide respect and civility to the residents. There was discussion regarding receiving copies of the 2022 Audit. Arterburn reported that getting people copies of reports could be streamlined if all residents filled out the 4041 forms with their email information.

16. Announcements – There being no further business, the board of Directors Regular Meeting was adjourned at 11:45 a.m.



SECOND WALNUT CREEK MUTUAL

Board Services Coordinator

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

Anna Rocha