



Walnut Creek Mutual No. Twenty Two

**WALNUT CREEK MUTUAL NO. TWENTY TWO  
BOARD OF DIRECTORS MEETING MINUTES  
TUESDAY, SEPTEMBER 24, 2024, AT 1:00 P.M.  
CLUB 22 – 4033 TERRA GRANADA DR.  
WALNUT CREEK, CA 94595**

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**MINUTES**

**1. Call to Order**

President Gormley called the meeting to order at 1:01 p.m.

**2. Directors Present**

Meg Gormley - President  
Al Webster - Vice President (*arrived at 1:15 p.m.*)  
Nancy Peshon - Secretary/Treasurer

**Staff Present**

Todd Arterburn – Chief Financial Officer  
Rick West – Sr. Building Maintenance Manager  
Charice Jimenez- Interim Board Services Coordinator

**3. Members Forum**

Residents were afforded the opportunity to express their general concerns and make comments to the Board. No residents spoke.

**4. Approval of Minutes**

Board Motion to approve Meeting Minutes of:

- a. Regular Board Meeting Minute of December 1, 2023
- b. Regular Board Meeting Minutes of February 16, 2024
- c. Special Board Meeting Minutes of April 12, 2024
- d. Special Board Meeting Minutes of April 26, 2024
- e. Special Board Meeting Minutes of May 28, 2024

Nancy Peshon made a motion, seconded by Meg Gormley, to approve the aforementioned meeting minutes.

**Moved, Seconded, Carried 2-0**

- f. Annual Meeting of the Members Minutes of June 14, 2024
- g. Organizational Meeting Minutes of June 14, 2024

Nancy Peshon made a motion, seconded by Meg Gormley, to approve the aforementioned meeting minutes.

**Moved, Seconded, Carried 2-0**



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### 5. **Treasures Report** – Nancy Peshon/Todd Arterburn

*(Report combines Agenda items 5 & 6)*

Todd Arterburn reported on the financial status of the Mutual. He informed them they are in a favorable position on the profit and losses.

Todd went on to speak on the 2025 budget. The budget going forward will be projected seasonally, rather than the linear method that has been used in the past. NetSuite will support this method of budgeting as well. NetSuite will bring several functions to help improve the budgeting as well as cash flow statements.

Meg directed a comment to the members that as they began working on the 2025 budget, the directors of Mutual 22 are all committed to focusing on the health of the Mutuals financials, especially a healthy reserve fund balance.

Todd updated the Board with the current rounded balances:

Operating Fund: \$102k      Reserve Fund: \$368k

### 6. **Landscape Report**

Maureen Lawson, chairperson of the Landscape Committee, provided the following report:

There are possibly 3 trees that will need replacement in the coming replanting. It was suggested that the committee use silk trees as the replacement. Meridian was planted and once the rain comes the plant should spread over the area. The Mutual does not hire outside companies to plant in the entry.

There was a comment from the members regarding the current landscape. They suggested that although the landscape is just as beautiful as ever, it is lacking color. They went on to suggest that when selecting the plants for the plant replacement project they hope the chairperson will pay attention to color and try to add some to each season.

There was concern expressed regarding trees planted near the carports and the safety of having a tree in such close proximity to a structure. The Landscape chairperson responded by explaining the steps required to have a tree removed; a permit must be obtained from the city of Walnut Creek. The city has strict regulations when it comes to tree removal. The only acceptable reasons to remove a tree are if the tree is diseased or if it poses a safety concern. President Gormley noted that there are new California Regulations coming regarding how close a tree can be to a dwelling.

### 7. **Building Maintenance**

Rick West provided the following report:

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### ***MUTUAL TWENTY-TWO***

Regular Board Meeting

Sept. 24<sup>th</sup>, 2024.

Building Maintenance Report

Rick West

### INFORMATION ITEMS: Work Scheduled in Progress or Completed

1. **Balcony Deck recoating Project. Phase II will include 4033 Villa Barcelona, Valencia, Seville, and Casita units. Phase II will complete all of the Balconies with the New Excel Waterproof Coating.  
(Phase II proposed to begin in 2025).**
  
2. **SB326 - Raised Component inspections by a Licensed Structural Engineer. The Mutual Hired FWC to complete this work in Two Phases over Two Years. The duplex trusses were also inspected. The inspections were completed and the Mutual is in compliance until 2034  
(Engineering Reports Received and Balcony work is schedule to be completed 2024 - 2025).**
  
3. **MOD to continue to reseal all of the Breezeway columns annually.**
  
4. **Reroofing project and Painting project going out to bid.**

Residents posed several questions to the Building Maintenance Manager and Chairperson. Topics included: Advance notice needed when repairs will be made to balconies and decks; formation of committees for painting; damaged utility box on Trust property; soap and brushes used to clean walkways; stains on walkways.

## **8. Board Reports**

- a. Presidents report – Meg Gormley  
President Gormley reported on the mandated monthly fire extinguisher inspections. There are 2 ways in which the Mutual can satisfy the required inspections; 1) residents can volunteer and form a committee that will inspect monthly and maintain a log of all inspections that is readily available when the Contra Costa Fire



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Protection Districts Fire Inspector requests to view it, or 2) hire a vendor to provide the inspection or contract with MOD for a reduced rate.

The question of what exactly the inspection consists of was posed to the Board. Rick West replied. The inspection consists of 4 visual points 1) verify that there is no damage, 2) verify that there is a clear completely unobstructed path to reach the extinguisher, 3) verify the indicator gauge is in the green, 4) Verify the pin is in place.

President Meg Gormley made a motion, seconded by Al Webster, to approve contracting MOD for the required monthly fire extinguisher inspections.

**Moved, Seconded, Carried 3-0**

- b. Vice Presidents Report – Al Webster  
No report given
- c. Secretary/Treasurers Report – Nancy Peshon  
No report given

### 9. New Business

- a. Smoking in the Units

Smoking in the units has been an ongoing issue. An email went to residents reminding them smoking was not allowed, but this did not resolve the issue. The Mutual does not have a specific policy, rather relies on the City of Walnut Creek ordinance which bans smoking in all residential units.

Meg Gormley made a motion, seconded by Al Webster, to direct the Board to create a smoking policy for the Mutual.

**Moved, Seconded, Carried 3-0**

### 10. Adjournment

With no further business the meeting was adjourned at 1:48 p.m.