



WALNUT CREEK MUTUAL TWENTY-EIGHT

BOARD OF DIRECTORS REGULAR MEETING

Wednesday, March 26, 2025, at 10:30 a.m.

Meeting is Conducted *Virtually Only*

Minutes

1. Call to Order

Roll Call of Directors

Susan Hildreth - President
Don Kurtz – Vice President
Isabelle Chen - Treasurer
Tara Murphy – Secretary
Virginia Lawson – Director

2. Mutual Operations Staff

Jeroen Wright - Mutual Operations Manager
Todd Arterburn – Chief Financial Officer
Rick West – Building Maintenance Manger
John Tawaststjerna – Landscape Manager
Anna Rocha – Board Coordinator

3. Consent Calendar

a. Board of Directors Regular Meeting Minutes – January 22, 2025

b. Board of Directors Annual Meeting Minutes – March 5, 2025

Lawson made a motion to approve the meeting minutes from January 22, 2025, and the Annual Meeting Minutes of March 5, 2025; Kurtz seconded. There being no discussion, the motion passes unanimously. (5-0)

4. Member's Forum



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An owner reported that her water pressures at her home is substantially lower since the back flow replacement.

5. **Treasurer's Report**

a. Certify December 31, 2024, Financial Report

Operating Funds - \$370, 815

Reserve Funds - \$300,791

Chen reported that Mutual 28 is in good shape.

Chen motioned to approve December

31, 2024, Financials: Kurtz

seconded.

Hildreth – Yes.

Kurtz – Yes

Chen – Yes

Murphy – Yes

Lawson – Yes

Motion passes unanimously. (5-0)

6. **Chief Financial Officer** – Todd Arterburn

Arterburn reported that they are getting closer to having the monthly financials ready for the mutuals. Arterburn shared his screen and showed the board of directors what the new financial reporting looks like inside of NetSuite. Each Mutual's Treasurer will be able to access the NetSuite software. NetSuite is going to provide real time reporting so that at any time, the Mutuals can check in to their operating and reserve funds and see how their mutual is doing. Once the financials are ready to be released, each month the financials will come to the board treasurers on time. January and February 2025 financials will be available soon. Arterburn reported that the timing of the ACH deposits will most likely fall on the 10th of each month. If any owner has an issue with their funds not getting pulled for the monthly coupon, you can reach out to Todd Arterburn and he will be able to assist owners with their payment questions.

7. **Landscape Manager's Report** – John Tawaststjerna

Tawaststjerna reported on the status of the backflow install that EBMUD made mandatory for all mutuals on Ptarmigan. EBMUD sent letters back in October 2024 to mutuals on Ptarmigan needing back flow devices installed. It was not required during development, which is why they were not installed initially. Owners are reporting that their water pressure has significantly decreased since the installation of the backflow device. Tawaststjerna reported that the backflow devices can reduce the water pressure by about 10 – 15 psi, but

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since the install, the water pressure has been reduced by almost 25 – 30 psi, which is a significant loss in pressure for the mutual. They began trouble shooting to see if they could determine the cause for such a large loss in pressure. They checked the backflow device, and it was installed correctly. They checked the pressure before the device and it was low and they thought it could have been one of the water shut-off valves, and they tested those and there was not any issue with the water shut-off valves. The issue is that the water pressure coming from EBMUD has been a lot lower than it has been in the past. The reservoir on top of Stanley Dollar on the west side of Rossmoor, has repairs going on right now. The landscape department did not know that these repairs to the reservoir were taking place and it bad timing. Tawaststjerna reports that the water is most likely funneling from the reservoir that's on the other side of the valley where the other reservoirs are. At this time, Tawaststjerna reports that he is unsure when the normal water pressure will be restored for Mutual 28. He will continue to work with EBMUD and find out when they plan to complete the reservoir work and will keep the board informed. He thanked the mutual for their patience during this time.

Tree Walk – Large Tree Removal

Liquid Amber Trees will be phased out over the coming years. There is a list that the MOD wants to remove and most of them are in Entry 11 near 2101, 2001 and 2013 Ptarmigan Dr Buildings. The permitting process will take some time, but Tawaststjerna believes that they should be able to get those permits approved. He also reiterated that Mutual 28 is further along in this tree removal process than most of the other mutuals.

8. Mutual Operation Manager – Jeroen Wright

Wright reported that he is working with the Task Force on finishing up the Management Agreement. They have separated the scope of services from the contract and are creating an Exhibit A for each mutual. They are doing this so that they can provide a base service for all the Mutuals and will tack on any additional services that come up that are not included in the contract. Jeroen showed a breakdown of the Exhibit A for each GRF Department. They are trying to create equity for all the mutuals so that some of the bigger mutuals are not monopolizing all of MOD's time. Wright provided a road map of when the management agreement will be complete. Right now, they are working on the Resales/Alterations scope of services. The road map shows that the management agreement with the exhibit a should be complete by July 2025,

9. Building Maintenance Manager's Report – Rick West

a. Sewer Cleanouts

Virginia motioned to revise the contract so that it reflect 2209 Ptarmigan



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10. Officer's Reports

a. President

No Report.

b. Vice President

No Report.

c. Treasurer's Report

Chen reported that we have \$85,000 reduction in the 2025 insurance premium and we will use part of the fund to pay for the cost of root damage at #2101-2 manor.

d. Secretary Report

No Report

e. Director

No Report

11. Committees

a. Social Committee Last Friday of the month gatherings starting in May

b. Landscape Committee

12. New Business

a. Consideration of Electronic Voting

b. Consideration of in-person Board Meetings

c. 2025 Shared Deductible Agreement

13. Announcements

The next scheduled Board of Directors Open Meeting is the Regular Session Meeting on Wednesday, May 28, 2025 at 10:30am.

14. Adjournment to the Executive Session Meeting

The meeting was adjourned at 12:35 p.m.

Board Assistant Secretary's Certificate

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

Lisa Kam