



THIRD WALNUT CREEK MUTUAL
BOARD MEETING MINUTES
MONDAY, AUGUST 12, 2024, AT 9:30 A.M.
ZOOM MEETING AND IN-PERSON
BOARD ROOM – GATEWAY
1001 GOLDEN RAIN RD, WALNUT CREEK, CA 94595

MINUTES

Call to Order

Mr. Abell called the Regular Meeting of the Board of Directors of Third Walnut Creek Mutual (TWCM) to order at 9:30 a.m.

Roll Call

Directors Present:

Mike Abell, Treasurer Dist. IX, (2025) Harvey Baumel, Director Dist. III, (2027)
Adrian Byram, Director Dist. VII, (2027) Nan Warren, Director Dist. XIV, (2025)

Directors Present via Zoom:

LauraLee Barbaria, Director Dist. XV, (2025)

Staff Present:

Jeroen Wright, Director of Mutual Operations
Clayton Clark Building Maintenance Manager
Charice Jimenez, Interim Board Services Coordinator

Members’ Forum

Members were afforded the opportunity to express their general concerns and make comments. Topics discussed included: Speeding vehicles, appreciation of the Board, Echo University September topic fiduciary duties, and proposed installation of sidewalk.

Approval of Meeting Minutes

President Lauck addressed the Board for any corrections and/or additions to the following sets of minutes:

Motion to approve the Board Meetings Minutes:

- a. Regular Board Meeting Minutes July 8, 2024
Lyman Shaffer moved, Mike Abell seconded, carried 7-0
- b. Executive Meeting Minutes..... July 8, 2024
Nan Warren moved, Lyman Shaffer seconded, carried 7-0

President’s Report

Mr. Abell presented the following report in Vice President McConnell’s absence:



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Report of the Presidents Meeting July 29, 2024

Florence McConnell attended for Tom Lauck

GRF Agenda Items

Jeroen Wright presented a power point presentation on Role of the Board. The presentation was comprehensive and included key points as reminders to Board Members of their roles and responsibilities. Jeroen stated he would email the presentation to the Presidents for distribution to Board Members.

Todd Arterburn, CFO, gave an update on the 2025 Budget Process Schedule. Accounting is in the process of preparing draft budgets. Meetings with the Board Directors will be August 16 through September 30. Todd also gave an update on the NetSuite System. Past history loading will be loaded in August with testing and training to happen in September.

Jeff Matheson, General Manager, reported on a presentation from Gallagher, our insurance broker. He has been told that there is more capacity in the market and they are not seeing spikes in insurance rates as in the past several years. The target for 2025 will continue to be 1 in 10,000-year event and Gallagher is also exploring Captives and expanding the \$5 million layer as additional options.

General Discussion

Fire extinguisher inspection required monthly. A check list will be sent to Presidents and Jeroen will get bids and setup up schedule. Cost is expected at \$10 per extinguisher per month. Discussion about liability if the inspection is not handled by a certified vendor.

Tree litter is of concern related to Oak Trees and the importance of cleaning up to avoid fire danger. New roofing options for tile roofs and Brava Barrel Tile was mentioned. It is less expensive, longer lasting, and lighter. Brava Barrel Tile is impervious to the elements and virtually indestructible with no breakage. It is a lightweight composite that requires no extra structural support, and offers ease of installation. Made in the USA of 100% postindustrial recycled polyethylene.

Management contract review continues and draft will go out to the Mutuals for review, back to the work group to consolidate and another review.

Secretary's Report

Mr. Leary provided the following report:

Secretary's report for August 12, 2024 With the board's approval, I would like to create a Communications Committee which I would chair to explore additional ways the board can more effectively communicate with members of the TWCM. Lyman has asked to be a member of the committee and I would seek approval of his membership. We will solicit from each board member your own thoughts on this in terms of your own methods of communication and how we might be helpful to you in crafting and coordinating messages should you wish. Among other things, I have been reviewing a quarterly newsletter provided by Mutual 70 to its members that is combination of messages from the board to members about issues of concern and interest to the board, as well as a way for members to communicate with one another about mutual activities and events of interest to them. Obviously we will



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need to assess the challenges of communication with a membership as large as ours and what costs might be associated with any method chosen. Assuming the board's approval, I would like to invite members of the TWCM, especially those with experience in communications, both in terms of writing and publishing, to let me know of their interest in joining the committee.

There was further discussion on the formation of a committee to conduct the mandatory monthly fire extinguisher inspections. MOD is currently working on obtaining the most cost-effective bid on paid inspections if a committee does not work out. Mr. Baumel proposed the EPO take over these mandatory monthly duties. Mr. Abell pointed out that not every entry has an EPO coordinator.

Treasurer's Report

Mike Abell provided the following report:

TWCM Board meeting – Treasurer's Report / Finance Committee

- 1)The interfund loans for about half of our projects were cleared / paid in full at the end of July. The other half will be cleared in September.
- 2)Tom Lauck and the other mutual presidents are very close to a final management agreement product which will become the basis of on-going negotiations
- 3)I was given full bank account access - more or less in July. I can see the daily activity of all the Projects bank activity for TWCM. I do have the ability to customize reports, the time required to do this is the pacing item. There are a few holes that Amanda was working.
- 4)Our Building mgr, Clayton Clark is moving along with the rehab forecast for each project. My P 45 is about 75% complete spanning several years
- 5)We have invited our CFO Todd Arterburn to speak about the new accounting system at the Treasurer's Club meeting
- 6)TWCM Directors inked 3 year agreements in July with Helsing for their representation
- 7)Billing insurance and subsequent collection of owner billable accounts continues to be a source of pain and inaction.

- b. Motion that Mutual Funds Report has been reviewed by the Treasurer and a summary provided to all Directors:

Mike Abell Moved, Lyman Shaffer Seconded, Carried 7-0

- a. Motion that all Directors have reviewed their Project Specific Financials:

Mike Abell Moved, Nan Warren Seconded, Carried 7-0

GRF Director's Report

Jeroen Wright provided the following report:



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The New Director Orientation that was passed to Mr. Wright by his predecessor is finally complete with updates. Mr. Abell and Mr. Leary will obtain copies of the orientation.

Bids for fire extinguisher inspection vendors have been coming in slowly. Once there are 3 bids from outside companies MOD will submit their bid for the monthly duty, ensuring that the Mutual will have the best possible cost if they should choose to use a vendor for this requirement. Mr. Wright will be working closely with Mr. Abell to sort out and clear all the owner billables that are outstanding. Bud Baxter, GRF Accounting Manager has asked that the Board let MOD know of their availability in the coming weeks regarding the Budget meetings that will be held. The pending management agreement could have a significant impact on the 2025 Budget, but the Management Agreement will not be complete prior to the Budget.

Other discussion among the Directors included; the need for increased Director education regarding Landscaping. This would allow the Directors to answer the question they receive from members regarding healthy tree removal, planting, etc. It was also the consensus of the Board that the need for a communications committee is vital.

Governing Documents Committee

Mr. Leary presented the report in Ms. McConnell's absence:

Report from the July 17, 2024 Governing Documents Committee Meeting

**Attendees: Bill Leary, Tom Lauck, Roxanne Stallings, Nan Warren and Florence McConnell -
Lu Lynn de Silva was absent**

1. Architectural Standards

TWCM Architectural Standards are posted on the TWCM website under Useful Information. In review, the Committee discussed several issues with the Standards posted on the website.

Our Attorney recommended we remove that document from the website to avoid confusion since the CC&Rs and Policies overrule the Architectural Standards.

It was also found that the MOD Alterations Department has TWCM standards included in their system which are used when a resident submits paperwork for an alteration. Tom Lauck obtained a copy and the Committee will compare TWCM CC&Rs and Policies to those in the MOD system for consistency.

2. Policy 65.1.0 Electric Power and Equipment – Owner Initiated Alterations The Committee reviewed another updated draft provided by Bill Leary for a comprehensive policy on Electric Power and Equipment. More work needs to be done and the Committee will discuss again at the August meeting.



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Building Maintenance Committee

Adrian Byrum reported that the Salter noise analysis report has been received, but it only sparked more questions. The questions are being sent back to Salter to gain clarification. They should have a full report back for the next meeting.

Clayton Clark reported the following:

TWCM BUILDING STATUS REPORT

For the month of August 2024

Project 23

- Will start inspecting 1129 AS, #1 side units in August.
- Getting estimates to power wash the deck at 1129 Avenida Sevilla.

Project 26

- Waiting for county direction on pool chemical controller requirements. **No action to report.**
- Working on bids for 1621 Pt rehabilitation.
- After 3 bids, AMAC was selected to rehab 1683, 1679 and 1675 Ptarmigan **and will start this month.** Painting and deck coating will follow.
- Working with Granite to get elevator phone lines operational after ATT shut off service. Ringtone but does not ring gate. **MOD constant follow-up but no EPIK system installation scheduled.**
- Assisting with condensate line location at 1621 Ptarmigan with Bay Air Flow assistance.**
- Water break at end of Entry 7 Pt repaired. Pricing putback costs of landscaping.**

Project 27

- Will reroof using replacement vs coating system for better warranty.**
- 5 STAR reviewing splitting fencing on entry 10 Ptarmigan.**

Project 31

- Getting proposal for sliding door adjustment. AMAC has provided price. **No action to report.**
- Fencing for 2641 and 2653 Ptarmigan awarded and waiting on schedule.
- Waiting on bid for staining fence.
- Selecting contractor to replace concrete at 2653 Pt due to nearby redwood trees

Project 32

- 2516 Pt skylights are being reviewed for replacement as some are cracked.**
- Bay Air Flow rescheduling return to complete condensate lines.**

Project 33

- MOD quote to repair trash enclosure fences approved.**



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- **Obtaining estimate from Fiala Roofing for carport roofs with 2 options. Lower price option approved, and contract will be submitted.**
- **Rehab will be deferred to 2025 to stay in the current budget.**

Project 34

- **No action to report.**

Project 35

- **Paying invoices from January from 5 Star contractors on drainage work.**

Project 36

- **2105 CC pressure regulator under review.**

Project 37

- **No action to report.**

Project 38

- **Fleece construction was completed with concrete and railing at 965 Tcal. Scheduling painting of Mutualrail painting.**
- **Waiting on estimate for bollard discussed at July board meeting.**

Project 42

- **Fence approved around HVAC at 626 Tcal.**
- **Determining budget for concrete and asphalt for entry in future forecast repair work.**

Project 44

- **MOD carpenters completed work, coating and painting remain. 3142 RP is being evaluated by an engineer to determine repairs needed.**

- **Illegal solar panel battery installation at 3024 RP under review. No action to report.**
- **The sound test was conducted at 3002 RP and results are under review.**

Project 45

- **Reviewed lighting improvements for Entry 8. Checking if carpenters can repair the first 2 wood lightposts in entry before finalizing costs. Post damaged by vehicle so reviewing if it can be repaired. Rehab underway.**
- **Need to review alteration roof with owner at 3612 RP.**

- **3580 RP: obtained one bid for French drain.**



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- **Confirming level survey of 3304 RP this month.**
- **Monitoring of 3386 RP termites underway.**
- **Mirror at Entry 5 RP under discussion but not recommended.**

Project 49

- **Waiting price for pump house maintenance and reserve replacement. Two bids received but contractors specified different controllers so requesting additional information. No action to report.**
- **Rehab of 1836 SD will be started this month by AMAC.**
- **Rehab of 1766 SD will be started this month by AC Enterprises, and under observation by FWC Engineers. oBeam decay found and project delay expected.**

- **P49 Phase 2 SB 326 Inspections received.**

Project 51 A:

- **MOD carpentry rehab completed and working on price for painting and deck coating. Will save costs by painting similar and not painting stucco.**
- **4139 TGR deck repair made.**
- **Issue with owners on Entry 12 paint splatters being reviewed.**
- **Pressure regulator installed by Davis Plumbing after several plumbers provided pricing. Other units on same entry are 90psi pressure and waiting on pressure regulating valve costs. oDiscussed with EBMUD but regulation of pressure is owner and not EBMUD responsibility.**

Project 51 B:

- **No action to report as roofing is finishing up and determining costs after change orders and extra carpentry and fire safety work.**

Project 54 A:

- **1412 SD scheduled for 2024.**

Project 54 B:

- **No action to report. Helsing provided costs to split projects.**

Project 64

- **Additional charges for fire sprinkler contractor due to fire inspector system as reports must be uploaded for \$25/each.**

General:

1. **Fire Inspector:**



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- a. Noting violations for not performing monthly reviews of fire extinguishers. Quote from Cintas is \$13/fire extinguisher/month.
- b. 5-year fire sprinkler inspections required. Result will be additional certification of fire sprinklers or complete replacement.
- c. Elevators will require knock box for elevator emergency keys. The cost is approximately \$1000 each.

Landscape Committee

Jerri McNair provided the following report:

August 10, 2024

Dear TWCM Board members,

Regarding TWCM Landscape policies, a number of Landscape Chairs from different Mutuals have been discussing the best ways to establish appropriate landscape policies and how to communicate those to our residents. One of the topics that has come up is the use of artificial turf and black mulch and I would like the Board to consider adding black mulch and artificial turf to the unpermitted items.

Rossmoor Landscape Policy 2A, page 3, says the following:

Activities, prohibited by residents in the common area include, but are not limited to 1. landscaping of any kind, installation or placement of pots, patios, structures, fences, stepping stones, bird baths, birdfeeders, sculptures, water, features, furniture, irrigation, decorations, plants, trees, or personal items..... If unpermitted changes are found, the common area shall be returned to Mutual standard landscaping at the cost of the owner, in addition to any fees, fines, or cost to repair damage caused by the changes.

On page 12 under Section 7 Fee Schedule for Violations, it says:

First offense	_____	written warning
Failure to correct first offense within time	_____	\$250
Second offense	_____	\$2500
Third offense	_____	\$4,000 plus cost for Mutual to correct violation and termination of membership.

The following article briefly explains why listing artificial turf as unpermitted is appropriate at this time.

Is Artificial Turf a Beneficial Water Conservation Tool in the West?

from Western Resource Advocates

Conclusion

Artificial turf has gained popularity, particularly in the increasingly arid West, as it conserves water used on outdoor landscape and sports fields, among other reasons, like extending playing time for athletic activities. While artificial turf eliminates the need for pesticides, herbicides, and fertilizers used on natural grass, it can have considerable drawbacks. Artificial turf can have unexpected negative impacts to water supplies, including requiring watering for cooling on hot days and hindering groundwater recharge. Heat generated by artificial turf can increase urban heat island affect and cause heat related injuries. There are few sustainable options for artificial turf, free cycling, leading to stacks of discarded, artificial turf building up the world over. In addition to the above issues, the chemicals and micro plastic particles that make up artificial turf can leach into the environment, causing environmental and health impacts not yet entirely known. And while many artificial turf companies tout the material as more cost-effective, cost comparisons with natural grass show that in some cases, artificial turf is significantly more expensive. Better alternatives to artificial turf exist in the form of water wise landscaping, including drought, resistant and native species of grasses, trees, shrubs and perennials. Water wise landscaping can reduce irrigation water use significantly, with some native plants and grasses requiring no or



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very little supplemental irrigation. Water savings vary depending on what is installed, compared to cool season turf, water wise plantings provide numerous other benefits, such as pollinator habitat, reduced fertilizer, and pesticide use, and ground water recharge. As the West face is a hotter and drier future, we must continue to research and assess opportunities for reducing landscape water demand while maximizing benefits and minimizing negative consequences. For residential property owners seeking to be more water, efficient or wanting lower maintenance landscaping, artificial turf is likely not the hoped for solution due to cost and wide ranging environmental and potential health impacts.

If you would like to read the entire article, it is located at:
https://westernresourceadvocates.org/wp-content/upload/2023/01/2022_WRA_Artificial

Some of the same objections apply to black mulch. Without going into detail, the main objection to black mulch is that black absorbs heat and black mulch will heat the ground beneath it and dry it out. If you have any questions, please give me a call.

In implementing these landscaping policies in the recent past, we have failed to follow through on being sure that they are being followed and that residents are aware of them. In discussions with other Mutuals' Landscape Chairs, we are working together to create a policy that is more uniform across Rossmoor while allowing for variations based on different Mutuals preferences. I will be presenting a letter for your approval, that is to go to residents who have interfered in the landscape. We will also be asking that this letter be included in the packet that goes to new residents.

Thanks,
Jerri McNair
TWCM Landscape Chair
(925) 954-1214

Mr. Abell made a motion, and Lyman Schaffer seconded, to appoint the following list of Landscape committee member officially to cover them in the D&O Insurance



ROSSMOOR WALNUT CREEK

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District	Project	Name
3	Director 49, 54	Harvey Baumel
3	49	Robert Likuski
3	49	Mary Ann Clark (primary)
3	49	Carol Hand
3	49	Carolyn Ciarelli
3	54	Joanie Engdahl
	54	Dottie Langthorn
4	Director 26, 35	Tom Lauck
		Carolyn Bybee
4	26	Carol Johnson
4	26	Linda Register
4	26	Roxanne Iaiolo
4	35	Zakie Serafi
5	Director 23,33	Bill Leary
5	23	Sheryle Morgan (primary)
	23	David Cohen
5	33	Peter Seely
	33	Brock Arner
7	Director 51-1, 51-2	Adrian Byram
7	51-1, 51-2	Bev Meinbress
7	51-1, 51-2	Fran Elvin
7	51-1, 51-2	Suzanne Wong
7	51-1, 51-2	Beverly Louie
9	Director 45	Mike Abell
9	45	Bruce Anderson
10	Director 42, 44	Lyman Shaffer
	42	John McDonnell
	42	Bonnie Silver
	44	Teddi Swanson (primary)
	44	Marilyn Raffinot

13	Director 34,38,64	Florence McConnell
	34	Les Birdsall
	34	Sharon Birdsall
	38	Barbara Sedgewick
	38	Lois Welze
	38	Susan Smith
	38	Rose Holmes
14	Director 36, 37	Nan Warren
	36	Carol Dull
	37	Margaret Ready

15	Director 27, 31, 32	Lauralee Barberia
	27	Paula Erickson
	31	Paula Erickson
	32	Donna Reynolds
	32	Becky Foott

Moved, Seconded, Carried 7-0

Emergency Preparedness Committee

Mr. Abell presented the following report in Ms. Gibson's absence:



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Contra Costa County Health Department's Recent Covid Masking Recommendation (August 6, 2024):

Our nation is currently in a strong summer surge of troubling new Covid infections.

Therefore as of August 6 (2024) our county's Health Department is strongly recommending masking in all crowded indoor areas especially for those at high risk of serious illness if infected by Covid. The National Council on Aging reports that 95% of all adults 60+ have at least one chronic health condition and 80% suffer 2 or more. Rossmoor residents with one or more chronic health conditions are more seriously harmed by any Covid infection. The county's new masking guidance does not qualify as a public health order.

From May 9 to July 9 California's lab testing of waste water samples from Central Contra Costa Sanitary District revealed concentrations of Covid-19 that have alarmingly more than quadrupled in the past three months!

This formidable data point plus a recent increase in Covid hospitalizations is fostering this new County public health masking recommendation — there are lower case numbers and fewer deaths in this summer's Covid surge compared to earlier Covid spikes but seniors in particular need to follow the new county public health recommendation to mask up whenever we find ourselves in large indoor settings.

County Health encourages wearing a well-fitting mask (only a NIOSH-approved N95 mask or a KN95 respirator valve mask) especially in public places where you are mixing with strangers. Paper and cloth Covid masks are no longer effective with the new more strongly transmissible Covid variants.

The only county Covid standing public health order requires workers at health facilities to mask seasonally from November 1 to April 30 each year to reduce Covid, flu and RSV (respiratory syncytial virus) infections among patients.

The Center for Disease Control (CDC) proclaims masking to be the single greatest protection we can take against future Covid infections. This summer's Covid surge is striking 84 countries worldwide and the World Health Organization (WHO) states "This pathogen is not yet a thing of the past" and warns the public to avoid "pandemic fatigue".

UCLA's Otto Yang (Yale University's David Geffen School of Medicine) reminds us that ".. a lot of people are still dying from Covid so we should be taking this summer surge seriously." Emergency room visits for Covid are highest now for kids 11 and younger with the second highest visit rates being adults 75 and older. The average age in Rossmoor is 78.

Rossmoor residents should take County Health's recommendation seriously and mask up in all large indoor settings. Suggestion: keep masks in your car at all times for all in



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your household and on your person when you are attending large events inside and outside Rossmoor.

Submitted by Fran Gibson, MPH (Third Mutual's Emergency Preparedness Committee Chair)

Electric Vehicle Charging Committee

Lauralee Barbaria reported:

The EV Committee group met to finalize what will happen when solar companies are no longer in business. The discussion included who would handle warranties or would they become nul.

Dispute Resolution:

Lyman Shaffer reported there are no disputes.

Mr. Schaffer also noted he will be working on the fire extinguisher inspection group and announced that there would be a training course on September 4, 2024 from 2-4 in the Fireside Room.

New Business:

- a. The following Projects have investments maturing in August – A board resolution is requested for subsequent reinvestments:
 - P 31 T Bill in the amount of \$158,000 matures on 8-15-2024
 - P 36 T Bill in the amount of 102,000 matures on 8-01-2024
 - P 37 T Bill in the amount of \$315,000 matures on 8-22-2024
 - P 44 T Bill in the amount of \$210,000 matures on 8-22-2024
 - P 45 T Bill in the amount of \$513,000 matures on 8-22-2024
 - P 49 T Bill in the amount of \$ 322,000 matures on 8-22-2024
 - P 51A T Bill in the amount of \$203,000 matures on 8-01-2024



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- P 51B T Bill in the amount of \$203,000 matures on 8-01-2024
- P 54 T Bill in the amount of \$74,444 matures on 08-20-2024
- P 54 T Bill in the amount of \$74,736 matured on 7-23-2024 but was not renewed / included in the July board meeting. Acct: BHS-307232
- P 31 T Bill in the amount of \$158,000 matures on 8-15-2024 Lauralee Barbaria requests a rollover for a one year term

Mike Abell moved, and Bill Leary seconded, that P 36-54 be rolled over to a new 90 day T Bill, and that P31 be rolled over to a 1 year T Bill.

Moved, Seconded, Carried 7-0

- b. Mr. Byram presented a slide show to advise TWCM members of likely 2025 insurance cost increases and coupon impact. – *slides attached at the end of the minutes*
- c. Mr. Leary proposed the formation of a Communications Committee.
Nan Warren made a motion, seconded by Adrian Byram, to create a Communications Committee, with Bill Leary as the Chair.
Moved, Seconded, Carried 7-0

Bill Leary made a motion, seconded by Nan Warren, to appoint Lyman Schaffer as a committee member.

Moved, Seconded, Carried 7-0

Announcements

Announcements: Next scheduled regular meeting of the Board of Directors will be held on Monday September 9, 2024, at 9:30 am, via zoom and in-person, in the Boardroom in the Gateway Complex, followed by the Organizational Meeting.

Adjournment

There being no further business, the Regular Meeting of the Board was adjourned at 12:00 p.m.

Executive Session Summary

The Board met in executive session from 9:00 a.m. to 9:30 a.m.:

1. Member Matters _Delinquent Balance_Account #7084



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A motion was made to write of the delinquent balance in the amount of \$565.63

Moved, Seconded, Carried 7-0

2. Member Matters_Discussion_Account #16355
3. Member Matters_Discussion_Account #18513

Secretary's Certificate

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

Charice Jimenez

Interim Assistant Secretary
Third Walnut Creek Mutual



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THIRD WALNUT CREEK MUTUAL PROPOSED REVISED LEASING POLICY
For May 13, 2024 TWCM Regular Board Meeting

41.0.0 LEASING MANORS

Renting/leasing is a process by which the Owner of a condominium receives money or some other consideration in exchange for the right to occupy an Owner's unit. Because the community of Rossmoor is organized and operates to provide services and a stable living environment for its senior citizen inhabitants, TWCM seeks to minimize the uncertainty and disruption that renting/leasing units bring to the Mutual. Also, restrictions on leasing of units are necessary to ensure that the units within the Mutual continue to qualify for conventional mortgage financing and do not violate the occupancy requirements of a senior housing project, as well as to obtain other benefits for the residents of the Mutual inherent in a community of primarily owner-occupied residences.

It is recommended owners read the restrictions contained in Article 5 Rental or Leasing of the TWCM Covenants, Conditions, and Restrictions.

41.1.0 RENTAL/LEASE RULES AND REGULATIONS

Each lease must be written on the TWCM Lease Agreement form and approved in writing by the TWCM Board.

New owners are required to reside in their unit for at least one year prior to renting or leasing their unit.

No more than 25% of the units in each Project may be rented at any time.

The maximum rental/lease period is 12 months. The lease may be extended by contracting the Membership Department at least 30 days prior to the end of the 12-month period.

The minimum rental/lease period is thirty days. No Owner may lease all or part of a Unit for less than 30 days or for any transient or hotel purposes (Airbnb, VRBO, etc.).

Tenants must meet all TWCM occupancy requirements.



THIRD WALNUT CREEK MUTUAL
BOARD MEETING MINUTES
MONDAY, AUGUST 12, 2024, AT 9:30 A.M.
ZOOM MEETING AND IN-PERSON
BOARD ROOM – GATEWAY
1001 GOLDEN RAIN RD, WALNUT CREEK, CA 94595

Tenants will be required to adhere to all TWCM Governing Documents during their occupancy.

Unauthorized Rentals/Leases, including extensions of lease periods without approval, may subject the Owner to monetary penalties: See Appendix A Supplementary Information Section 18.3 Enforcement of Rules.

41.2 RENTAL/LEASE APPROVAL PROCESS

Any owner wishing to rent/lease their property must contact the Member Records Department at Gateway to verify that the current rental/leases in their specific Project are less than the 25% limit and to verify the owner residency requirement has been met.

Each lease must be written on the TWCM Lease Agreement form and approved in writing by the TWCM Board. Owners may obtain TWCMs Request to Lease and Lease Agreement forms from the Member Records Department at Gateway and shall return the completed forms to the Member Records Department.

An authorized agent of TWCM will evaluate the proposed lease for compliance with all applicable Governing Documents and Policies and recommend action to the Board.

The Board's action will be entered on the Request to Lease form, the form signed by the Board (and by Golden Rain Foundation where required) and the executed form returned to the Owner.

Member Records will complete processing of the approved rental/lease, notify the Owner of approval, and provide documentation and notification for Rossmoor services as needed.

41.3 MANAGEMENT OF AVAILABLE RENTAL/LEASE SPACE

If an Owner requests approval for a rental and the maximum number of units in the Owner's Project is already rented, the Owner's name will be placed on a rental waiting list and the request processed on a first-come-first-served basis.

When a lease expires in the Owner's Project and the number of rentals is less than the 25% limit the next Owner in line at that Project will be notified by the Mutual and offered the option to submit a rental/lease application.