

THIRD WALNUT CREEK MUTUAL

Regular Board Meeting Minutes

Monday, January 13th, 2024, at 9:30 a.m.

Zoom and In Person

Board Room at Gateway, 1001 Golden Rain Rd. Walnut Creek, CA 94595

MINUTES

1. Call to Order

Vice President Florence McConnell called the Regular Meeting of the Board of Directors of Third Walnut Creek Mutual (TWCM) to order at 9:30 a.m.

2. Roll Call

Directors Present:

Florence McConnell, VP, Dist. 13 (2026)	Bill Leary, Secretary, Dist. 5 (2026)
Mike Abell, Treasurer Dist. 9, (2025)	Harvey Baumel, Director Dist. 3, (2027)
Adrian Byram, Director Dist. 7, (2027)	Nan Warren, Director Dist. 14, (2025)
Lyman Shaffer, Director, Dist. 10 (2027)	

Directors Absent: Tom Lauck, President, Dist. 4 (2026), Lauralee Barbaria, Director, Dist. 15 (2025)

Staff Present:

Jeroen Wright, Director of Mutual Operations
Todd Arterburn, CFO
Clayton Clark, Sr. Building Maintenance Manager
Lucy Limon, Board Services Coordinator

3. Approval of Meeting Minutes

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

- | | |
|------------------------------------|------------------|
| a. Regular Board Meeting Minutes | December 9, 2024 |
| b. Executive Board Meeting Minutes | December 9, 2024 |

Bill Leary made a motion, seconded by Lyman Shaffer, to approve the aforementioned meeting minutes.
Moved, Seconded, Carried 7-0

4. President's Report

No report was made.

5. Secretary's Report

No report was given.

6. Treasurer's Report

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

Mike Abell moved, Bill Leary seconded, Carried 7-0

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- b. A Motion that all Directors have reviewed their Project Specific Financials:
Mike Abell moved, Bill Leary seconded, Carried 7-0

7. Committee Reports

a. Governing Documents Committee

No report was made.

b. Building Maintenance Committee

Clayton Clark provided the following report:

For the month of January 2025

Project 23

- The community room thermostats have been replaced with easier turning device. Since these are floor heaters, checking with HVAC contractor if a timer can be installed per committee request.
- Leak in community room womens restroom.
- Work on 1129 AS guardrails by AMAC starting.

Project 26

- AMAC is 50% completed at 1621 pt
- Completed 1683, 1679 and 1675 Ptarmigan rehab.
- Water supply line repairs completed between Entry 8 and 9 before holidays. Backfill remains along with schematic of plumbing layout as its was confusing.
- Working with Granite on elevator service bill, now that elevator phone lines are functioning.

Project 27

- Re-roof replacement on hold due to City WC upgrade requirements.

Project 31

- Sliding door issue finally resolved at 2601 Ptarmigan.

Project 32

- Paving repair in front of 2516 Ptarmigan completed. A punchlist item remains.

Project 33

- MOD repaired trash enclosure fences and painting. Reviewing overage in estimate.
- Fleece ground trippers in walkways.
- Fleece performed tile maintenance in several areas due to loose tile.
- 4028 TGR front tile work estimate from Fleece under review.

Project 34

- No action to report.

Project 35

- MOD quoting small SB 326 inspection repairs railing and support posts.

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- Car parking issue resolved.
- Concrete repair by 3126 TGR underway.

Project 36

- No action to report. Rehab of 3 buildings planned for 2025.

Project 37

- 2130 Cactus Court-Hot water slab leak completed.
- 1905 Cactus Court-Leak investigating continuing.

Project 38

- Light cap issue resolved at 847 TCal
- Resolving the issue with CCCFPD notice of fire extinguisher as its own installed in common area.
- Working on material stored in common area and its removal.

Project 42

- 606 TCal Deck coating near completion as resolving ponding issues.
- Owner leak at 618 Tcal has MOD providing assistance.

Project 44

- 3142 RP work waiting City of WC permit review and approval.
- Reviewing electrical installations at some carports and damage to inside of carport. Wheel bumpers have been moved and need to be relocated to prior locations. No action to report.

Project 45

- Entry 8 Rossmoor Parkway rehab:
 - Painting and deck coating completed.
 - Waiting engineer report on cracking issue
 - Concrete repair completed by MOD.
 - Meeting with owner on alteration roof with owner at 3612 RP.
- 3350 RP crawl space hatch under review for spring loaded hatch. Hatch was left open and critter entered crawl space.

Project 49

- Contract underway for pump station.
- Rehab of 1766 SD month by AC Enterprises, and under observation by FWC engineers.
 - Looking to completing this month on 4 side.
- Working on alternative for privacy lattice fence with sheetmetal.
- Following up with KR Electric on electrical panel inspections.
- 1710 SD balcony gutters will be installed this month. Paint touchup in 2025 by others.

Project 51 A:

- No action to report.

Project 51 B:

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- No action to report.

Project 54:

- 1412 SD carpentry completed. Deck coating underway as weather permits then painting.
- Investigating hard-wired detectors. Need to know where carbon-monoxide detectors will be requested.

Project 64

- Fire sprinkler heads will be inspected as part of resale inspections due to inadvertent painting. Painted heads will need replacement as this impedes their functionality.

General

- Elevator alarm panel review underway for pricing of annual service. Last done 2021, As time permits. Cintas price is \$1300 each and trying to get other bids.
- Knox boxes being installed with keys at all elevator locations per Fire inspector notice.
- Sealing penetrations noticed in fire inspection reports. This also will prevent critter access.
- Fire extinguisher inspection class being scheduled for interested parties.
- Fire Inspector wants individual smoke detectors inspected, tested and recorded by signature of completion annually. Mutual has deferred this in CC&R (6.2.18) and advise inspector.

c. Landscape Committee

The Landscape Committee has formed a sub-committee with Director Harvey Baumel to take a look at our landscape maintenance contract.

I will be updating the Landscape Reps contact information in the next two weeks. If you have any changes or additions, please let me know. I will be providing you with an updated copy after that. Please be aware that I count on you to find new Landscape Reps so that we have a rep for every entry.

Director Lyman Shaffer and Terri Quinlan are leading the new Communications Committee. I met with them last week and discussed several topics including how we need to become more fire wise and ways to reduce our water bills. I will be making recommendations to the Board once the Landscape Chair Committee has completed discussing how to deal with residents who interfere in the landscape by planting, removing plants, installing flammable artificial grass and overwhelming their patios with pots. Once we have agreed on how to handle that situation, Communications Committee will add that to their list of topics.

The project on how to pay for the needed landscape and fire wise work is nearly complete. As a reminder to all of us, I am including here the three ways to save on our water bills.

3 Way To Save Water And Reduce Water Costs

MULCH

Save 25% by adding 1” of mulch

IRRIGATION EFFICIENCY

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Save up to 30% by replacing conventional spray nozzle with high efficiency MP Rotators (see Hunter Irrigation). Save up 50% by using pressure regulated spray heads (see RainBird Irrigation,

PLANTS

Save 50% by changing from (High) to Moderate water use plants (example = Gazania ‘Sungold)

For example in a 700 square foot area with lawn, you would typically use 31,000 gallons annually. If you change to Moderate water use plants, you would need only 15,500 gallons annually. If you change low water use, you would need only 6,200 gallons annually without even improving irrigation efficiency.

d. **Emergency Preparedness Committee**

No report was made.

e. **Electric Vehicle Charging Committee**

No report was given.

f. **Dispute Resolution:**

No report was given.

g. **Communications Committee**

Lyman Shaffer reported that a notice was issued regarding the mailing of the CC&R’s and policies. The committee is considering another memo to encourage members to return their ballots. Nan Warren advised Lyman such notice could be mailed halfway through the ballot deadline.

A newsletter will be distributed in late February or early March, the committee is discussing what the topics will be. Some proposed topics are landscaping in the common area, building rehabs, dry rot issues having to do with residents watering plants on their decks.

h. **Alterations Committee**

Nan Warren provided the following report on alteration applications in the past month; 26 applications for alterations.

8. **GRF Senior Staff Reports**

Jeroen Wright, Director of Mutual Operations, provided the following report:

The FireWise task force has applied for the 2024-25 certification for FireWise recognition. The 2024 volunteer hours commitment has been met and it is expected we will be recertified. +

Tomorrow, January 14, 2025, from 2:00 pm-4:00 pm there will be another FireWise Town Hall at the Event Center, everyone is encouraged to attend so that Rossmoor may continue to record volunteer hours. There will be speakers from Rossmoor and the city.

The Corporate Transparency Act has been back and forth in the courts but currently HOA’s do not need to submit to FinCEN.

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The next portion of the NetSuite system is integrating the workorder desk. After that, Resales and Alterations will be integrated.

Todd Arterburn, CFO, Provided the following report:

Todd reported that the monthly ACH payments have not been processed as of Friday, January 10th because of the GRF and Mutuals' software conversion from Jenark to NetSuite. Typically, the automatic withdrawals happen on the sixth of every month. The Accounting Department is working to process the payments as quickly as possible. Residents who are set up for automatic withdrawals are advised that the payment will be processed shortly.

Currently, no action is required for these residents. There will be no late fees assessed as a result of this process. Staff apologizes for the inconvenience and appreciates residents' patience regarding accounting matters during the NetSuite implementation.

9. New Business

a. Investment Actions – Mike Abell

Mike Abell made a motion, and Bill Leary seconded that the accounts for projects 23, 27, 36, 45, 49, 54, 42, 38, 31, and 45 proceed to be converted to a 86 day treasury bill during January.

Moved, Seconded, Carried 7-0

10. Old Business

a. CC&R Amendment and Proceeded Policy Amendments – Ms. McConnell

Ms. McConnell reported that the proposed cc&r ballot and policy revisions were mailed to residents. Florence and Tom are reviewing residents' comments and will be responding to their emails. More discussion at the February meeting.

11. Members' Forum

Members were afforded the opportunity to express their general concerns and make comments. Topics discussed were hardwood flooring in upstairs units.

12. Announcements: The next scheduled Regular Meeting of the Board of Directors will be on Monday, February 10th, 2025, at 9:30 am, via zoom and in-person, in the Gateway Boardroom.

Adjournment

There being no further business, the Regular Meeting of the Board was adjourned at 10:43 a.m.

Executive Session Summary

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

1. Member Matters _Member Matters_Disciplinary Hearing_Account #3162

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.



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Lucy Limon

Assistant Secretary

Third Walnut Creek Mutual