



## BOARD OF DIRECTORS TABULATION MEETING

Wednesday, October 09, 2024, at 9:00 a.m.

Meeting was Conducted in person

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

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### MINUTES

1. **Call to Order**

President Reiter called the meeting to order at 9:04 a.m.

2. **Roll Call of Directors Present**

Roz Reiter – President  
Victoria Rice – Vice President  
Linda Herron – Treasurer  
Sarah Odegaard – Secretary – Excused  
Richard Engle – Director-at-Large

3. **Mutual Operations Staff**

Anna Rocha – Board Services Coordinator  
Rick West - Building Maintenance Manager

4. **CC&R Tabulation -**

The Inspector of Elections counted ballots for the CC&R Tabulation. The Mutual is seeking votes regarding the Third Amendment to the CC&Rs. The purpose of the Third Amendment is as follows: to make the insurance article of the CC&Rs consistent with the availability of insurance as it currently exists for the Mutual.

The Inspector of Elections tabulated the following for the Mutual:

55 – Total Ballots

55 – Yes

No - 0

The Third Amendment to the CC&Rs has passed.

5. **Mutual Operation's Manager's Report** –

*No Report.*



6. **Building Maintenance Manager's Report -**  
Attached is the Building Maintenance Report

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## MUTUAL THIRTY

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Regular Board Meeting  
BUILDING MAINTENANCE REPORT

October 9<sup>th</sup>, 2024.  
Rick West

INFORMATIONAL ITEMS: Work scheduled, In Progress or Completed

1. 2841 Ptarmigan Dr. Main flat and sloped roofs –

**Flat Roof** - Duro-Last Dark gray 50-mil PVC roof membrane installed to Duro-last manufacturer's specifications at all roof deck perimeter curb. Seams will be mechanically fastened, and heat welded to provide a watertight system. All applicators are factory trained and certified. Install 7-inch steel gutter at all eaves and the rear flat roof with four new 3x4 downspouts. Install Duro-Last clad metal nosing into the gutter and weld in place. Two-way breathable roof vents will be installed evenly across the roof approximately every 1000 square feet per specification. This will allow the roof to breath over the plywood deck and minimize condensation build up.

When the roof is completed the Duro-last inspector will inspect the roof. After the roof is signed off Duro-last will provide their 15-year labor and material guarantee.

New CertainTeed Presidential Shingles will be installed over the Diamond Deck.

**Sloped Roof:** One-layer CertainTeed Diamond Deck will be installed over the plywood surface.

Contractor: Black Diamond Roofing.

Work In Progress.
2. 2905 Ptarmigan **Flat Roof:** Complete the re-roof project per specifications listed below. Overlay Duro-Last roof with 50-mil dark gray embossed side up. Composition shingle mansard roof not included.

Contractor: Black Diamond Roofing

Work In Progress.
3. 2921 PT Divider Fence - SCOPE OF WORK

Remove existing rotten divider fence, remove ivy roots that were left after Ivy was cut down. Build new fence all boards facing one direction. 1x6 redwood fence boards 2x4 redwood framing 4x4 PT posts 6 concrete bags 50LB

SUBTOTAL \$1,795.00 15% ADDED TO SUBTOTAL FOR ADMIN FEES. \$269.25 TOTAL \$2,064.25.

Proposed start Date 10 -9-24
4. 2909 PT #1 Hot water Line under slab Leak. Contractors: AMAC / Five Star / Davis Plumbing / MOD.

Currently waiting for estimate to run new Pex lines through the attic.

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



Tawaststjerna was not in attendance.

**8. President's Report – Roz Reiter**

Reiter thanked Evan Spinrod for his time on board. Reiter mentioned that there was a meeting with MOD to raise the coupon by \$100 to \$1,250 per month. Reiter reported that There may be a deficit in the Reserves at the end of the year. She reported that there was slab leak under a water heater. The slab leak was not a budgeted item. If there are any changes to your water regarding the pressure, temperature, electric bills are higher or leaking, please report to Richard Engle, who is on the Building Maintenance Committee. They want to catch these items before it ruins any other infrastructure. Roz thanked Carl Pischke for helping out with the slab leak. Reiter also reported that Fire Department is now accepting lockbox codes so that in case of an emergency, they no longer have to break down doors. Reiter also reported that Contra Costa County Fire District is requiring monthly inspections of fire extinguishers. They require that the inspections are recorded each month and that these reports are stored somewhere in the Common Area where the Fire Department can review that these inspections are being done. The Mutual will be fined if this does not happen. The President's Meeting each month is working on a draft GRF Management Agreement update and there will be a few meetings to finalize the management agreement. Reiter also reported that if owners have any issues with GRF, that they can email these concerns at [GRF@rossmoor.com](mailto:GRF@rossmoor.com).

**9. Treasurer's Report – Linda Herron**

Herron wanted to add some additional information regarding the Fire Department and the Lockbox codes, that even if owners reported their lockbox codes to the Fire Department in the past, owners will need to do this again.

The Year-to-Date Operating Revenue for August 31, 2024, Financials:

- Operating Revenue– \$565,000
- Expenses - \$ 532,000
- Totals = \$33,000 (Revenue over Expense)

Year- to-Date Reserve Revenue:

- Reserves Revenue - \$155,00
- Expenses - \$98,000
- Total - \$57,000

Herron reported that the reserve expenses for the remainder of the year are expected to Exceed the remaining budget. This is due to overages on the recent roof replacements, An unexpected gutter replacement at 2873 and the broken water line at 2909. There is also a fence that needs to be replaced.

Cash balances for August 31, 2024, are at \$155,00 in Operating and \$658,00 in Reserves.

Herron made a motion to certify the August 31, 2024, financials; Reiter seconded. There being no discussion, the board voted unanimously to approve the financials. (4-0).



## **10. Committee Reports**

### **a. Building – Richard Engle**

Engle reported that some of the records from the dryer vent company are incomplete as several manors have their unit's vents cleaned, and it was not recorded. Rick West asked that an updated list be sent so that they can update it with the vendor.

### **b. Landscape – Victoria Rice**

#### **Fall Landscape Report**

##### **TREES:**

3 Monterey Pines need to be cut down: 1 tree behind #2897-2901 and 2 trees behind #2941 & #2945. We are waiting for a tree rebate which can be financially beneficial. John T. feels we can wait until the beginning of December. We are continually checking the upper hillside for debris & fallen branches.

##### **MOD:**

We finished our last 6 MOD Days for this year in September. They checked and corrected where needed the bubbler systems in the Drought Tolerant Gardens and side gardens along the Manors. They planted the Lodi Garden by Building #2937. They also planted an open area between #2873 & #2877. It had been overridden by rodents living in a bed of dying Ferns. Another area housing rodents was the Ivy-covered fence at building #2921 between #1 & #2. They cleared all of the Ivy & Building Maintenance will rebuild a Redwood Fence in its place in October. MOD also worked on the upper hillside where we had several broken tree branches.

##### **TERRA LANDSCAPE:**

Terra will be replacing some dead and/or dying plants in October.

**PLEASE NOTE:** Do NOT remove any dead or dying plants you see in the Mutual. All of our plants from Terra Landscape are guaranteed for 1 year. It makes it difficult for the Committee to do an accurate count of plants needing replacement if they are removed. Also, Terra needs to verify the plants needing replacement. We have had a number of plants disappear this Summer!

##### **IRRIGATION:**

Irrigation has been a problem throughout the Summer & Fall Season so far. We have experienced several leaks which are being repaired as quickly as possible as they are called into the Committee. Please, everyone, keep your eyes open for any water leaks especially along carport & home walls.

##### **RODENTS & PESTS IN GENERAL:**

They are plentiful this year, even eating car engine wires.

**Signs to Notice:** Black Boxes against your building are Rodent traps. Holes in the earth are made by Gophers, Vols & Moles. They can include tunnels that look &/or feel like small mounds of earth or grass if you walk on them. Torn-up or scratched grass areas where the grass is tossed around (even on walkways) are Raccoons looking for Grubs. When MOD is notified, they send out Pest Control for Rodents and Raccoons & an outside service for all other "critters". This problem is all over Rossmoor this year.

If you find you have Rodents around or in your car & engine, it is recommended you use Peppermint Oil on small rags in the corner of the engine compartment. I believe Chuck Sanderson is an expert in this category.

**THANK YOU** all for your continued help & support throughout the Year. We always welcome your input.

### **c. Social Committee – Beth Hume**

It was reported that there will be game nights on Thursdays at 4pm. Plans are being formulated to continue having Game Nights. Coffee in the Park and Friday Socials have had limited success as the heat has been a deterrent. There was a piano concert



at an owner's home where twenty people attended. The Oktober Fest is ready to go, and the tables and chairs had to be rented this year as MOD is no longer delivering. The price of entry was raised to \$15 per person. The holiday part will be Friday, December 6, 2024, at 11 a.m. Sunrise Bistro was booked to do the catering.

**d. New Resident Greeter – Lynda Caputo**

President Reiter reported on behalf of Lynda Caputo.

Reiter reported that are new residents at 2925 Ptarmigan Dr., #2.

**11. Consent Agenda**

- a. September 18, 2024 – Annual Meeting Minutes
- b. September 18, 2024 – Organizational Meeting Minutes

Switch Social with the New Resident Greeter who is Lynda Caputo and Social Committee is Beth Hume. We will update the Organizational Meeting. Indicate Sarah Odegaard's absence.

*Rice made a motion to approve the meeting minutes contingent on the meeting minutes having said changes implemented; Herron seconded. There being no discussion, the board voted unanimously to approve the meeting minutes. (4-0)*

**12. Unfinished Business**

**13. New Business**

**a. Board Approval of 2025 Budget**

The Mutual Assessment is \$619.38 which is a \$65.66 increase. Repair and replacement reserves is \$241.23 which is an increase of \$14.61. Working Capital \$35.02 and zero increase. Total is \$895.63

GRF Assessment – Trust Operations is \$294.86 which is \$17.42. Cable is 59.45 which is a variance of \$2.20. Total GRF Assessment is \$354.31 which is an increase of \$19.62. The basic total assessment for 2025 is \$1,250.00.

Rice motioned to approve the 2025 Annual Budget; Reiter seconded.

The board unanimously approved the 2025 Annual Budget at \$1,250.00.

(4-0)

**b. Appoint Evan Spinrod to Replace Sarah Odegaard as Director**

Reiter motioned; Rice seconded.

The motion was passed unanimously. (4-0)

**c. Fencing Between 2921 Ptarmigan Units #1 & #2**

Rice reported that the repair started with the landscaping first. The rodents were living within the ivy near the fence. The fence has become rotten. During MOD days in September, they removed all the ivy except for some of the base roots in the ground because the fence is still there. Building Maintenance will now replace the fence. The earth will be prepared and some of the rooting will have to come out for the Redwood Panels. The total cost is \$2,064.25. Rick West confirmed that the cost of Redwood panels has increased.

Reiter motioned; Herron seconded.

Motion passes (3-1) Rice voted no.

Reiter plans to meet with Jeroen Wright to better understand their estimates.

**d. Hot Water Pipe Leak at 2909 Ptarmigan Dr., Unit #1- \$5,092.50**

*Reiter made a motion to approve Davis Plumbing; There being no second, the item was tabled until further research is performed.*

**e. Change Board Meeting Schedule to Bi-Monthly Starting January 2025**

The board has decided to keep the meetings to Quarterly.



**14. Member Forum**

Owner asked a question regarding the names on the mailbox and who is responsible for that. The board confirmed that this is Owner responsibility and the Mutual does not get involved. Another Owner reported that when Bay Area Flow came in to do clean the air ducts, that they did a poor job the first time. The vents were still clogged. An Owner mentioned they he and another owner spent a lot of time and money to put the park in for the Mutual including the furniture. He reports when he goes to the park, there is furniture scattered everywhere, and it looks very messy. He is asking that the chairs and furniture is put back to help keep the park clean. An owner wants to confirm if there is a spreadsheet that determines whose roof gets replaced. The board confirmed that there is a 30-year plan conducted by the Reserve Study Analyst that outlines when and what needs to be replaced in the 30-year plan. It also plans for how the Mutual will be able to afford it.

**15. Announcements**

The next scheduled meeting is the Board of Directors Regular Meeting scheduled on Wednesday, January 8, 2025, in the Board Room at the Gateway Clubhouse.

**16. Adjournment to Executive Session**

There being no further business, the meeting was adjourned at 10:32 a.m.

**Secretary's Certificate**

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

*Anna Rocha*