



WALNUT CREEK MUTUAL THIRTY-NINE

ANNUAL MEETING MINUTES OF THE BOARD
WEDNESDAY, MAY 22nd, 2024, AT 1:00 PM
CLUBROOM – CREEKSIDE CLUBHOUSE
1010 STANLEY DOLLAR DR
WALNUT CREEK, CA 94595

Call to Order

The Annual Mutual Thirty-Nine Members meeting was called to order at 1:03PM

Directors Present

Victoria Haket
Bill Claussen
Karen McEligot

Staff Present

Jeroen Wright, Mutual Operations Director
Todd Arterburn, Chief Financial Officer
Clayton Clark, Building Maintenance Manager
John Tawaststjerna, Landscape Manager
Charice Jimenez, Board Coordinator
Victoria Thomas, Board Coordinator

Committee Chairs: *Pam Dieckman*, Landscape; *John Rice*, Governing Documents; *Karen McEligot*, Budget and Finance; *David Schubb*, Communications; *Victoria Haket*, Recycling; and *John Rice*, Building Maintenance/Alterations.

President's Report

Victoria Hacket gave the following report:

Dear Mutual 39 Homeowners,

I want to take this opportunity to express our sincere appreciation for the exceptional contributions of two esteemed board members, Claire Wolfe and Mike Dwyer.

Mike Dwyer has served diligently as our HOA Secretary, providing valuable expertise and guidance to our board since his appointment on February 12, 2019. His role as an insurance broker ensured that our community maintained sufficient coverage, safeguarding our interests and assets.

Claire Wolfe has been an outstanding leader as our HOA President. Since her election on February 12, 2019, Claire has demonstrated unwavering dedication to Mutual 39. Her leadership has been instrumental in navigating our community through various challenges and initiatives.

Please join me in recognizing Claire and Mike for their invaluable service and commitment to our HOA. Their efforts have significantly contributed to the well-being and prosperity of our community.

Additionally, I am delighted to welcome three new residents who have moved into Mutual 39 since the beginning of the year: Deborah Black and Gary Mutz of 2608 Saklan Indian Drive, Timirbaran Mehta of 880 Terra California, and Ching-Shu & Martin Wagner of 2654 Saklan Indian Drive.



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We extend a warm welcome to our new residents and hope that all residents will continue to contribute to our community's success.

I would also like to extend an invitation to our residents to join M39 committees and looking for someone to step up and be our recycling committee chair.

Thank you for your continued support and involvement in making Mutual 39 a great place to live.

Committee Reports

1. Budget and Finance Committee: Bill Claussen

Karen McEligot reported on the following:

We completed our fiscal year ended on March 31, 2024 and our financial statements for operations have reported that we have income greater than expenses and our net income was greater than budget. Even though we were over budget for insurance expenses we were under budget for utilities, especially water usage. We were also under budget for reserve fund expenses. So, we have had a good year financially. Looking forward, we have some challenges. Our buildings are aging and our roofs will need to be replaced. This is a few years in the future, but our reserve fund cash needs to be able to cover these expenses as they occur. The Finance Committee will be looking forward to a 10 year plan from MOD and our reserve study that is done annually to assure that we are on sound footing to meet these future demands. We have three CD's that are due to mature in August and September in our Reserve Fund investment account. Our Finance Committee will be looking into replacing them with higher rates of return.

2. Landscape Committee:

Pam Dieckman provided the following report:

Landscape Committee Report

Good afternoon, Today, Mutual 39's landscape report will be all about, "March Madness"!! Many of you will think I am talking about college basketball, but I am referring to eight days of the MOD landscape crew working in M-39 March 6-15. MOD days are assigned to Mutuals throughout Rossmoor every year and are especially nice because the work is done with no charge for labor. This creates great savings for our budget. The team is led by, Eddy Ibarra, Field Supervisor for Rossmoor. The landscape committee prepared for months so this time would be put to good use. By meeting and walking each Entry, notes were made of areas in need of trees, plant replacement, and even new landscape design for "rehab" projects. As we formed our plan a list of suitable plants and trees was developed. Most often we use the "plant list" created by Rebecca Pollon, for an informed choice. We also strive to add to this list as new, drought tolerant plants become more common. The "creeping raspberry" ground cover is an example of the drought and deer resistant plants we seek out. Some type of landscape work was done in every Entry. The crew added concrete blocks to retaining walls, cleared out dead or dying shrubs, added cobble, plants, trees and irrigation. Two rehabs were also completed. Rehabs are planned when trees have been removed due to safety concerns or because the tree is dying. The area left after a tree has been removed usually needs a new design with new trees and plants added. The landscape



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committee and I can't thank the MOD crew enough for all they accomplished. And YES! March Madness comes to mind. On the last day of work we held a luncheon in their honor as a way of showing our thanks. Please remember, new planting takes time to get established. By next spring M-39 will have more lively color and reflect the attention we have given to it. At this time I want to introduce Olga Gordon. Olga will be taking over the landscape chair position and I will join the committee. I also want to thank all the members of the landscape committee: Ron Goldberg, Martha Heald, Lydia Schulman, Nahide Craig, Cathy Cowman, and Jean Faszholz "member at large" Thanks for your time and support,

3. Building Maintenance/Alteration Committee: John Rice

John Rice provided a presentation

See attached report

4. Communications Committee: David Schubb

No report given

5. Recycling Committee: Victoria Haket

No report given

6. Governing Documents Committee John Rice

John Rice provided a presentation

See attached report

Managers' Report- Jeroen Wright

Todd Arterburn began by introducing himself and then going over a brief update on the implementation of the new system, noting how it will be a huge improvement from the Jenark system.

Jeroen Wright reported a Town Hall event on June 10th 2024 from 10am to 12 pm, at the event center and also by zoom. Presenting would be ConFire, Walnut Creek Police Department as well as GRF Staff. The topic of the meeting will be mandatory evacuations. They will go over how to be prepared in the event of a emergency evacuation of Rossmoor. He encouraged people to attend. For every one person in attendance, either in person or by zoom, will provide 2 volunteers hours that are applied to the mandatory minimum volunteer hours needed for Rossmoor to maintain their Firewise certification.

Residents' Forum

A Resident's Forum was held for comments and questions from the membership. Topics discussed in the Resident's Forum included: requests for a breakdown of the coupon cost, Board issues, and rental regulation changes.

Announcements

An organizational meeting of the board will directly follow the annual meeting. The next scheduled Board Meeting will be held on Tuesday August 20th, 2024, @ 1:00 PM in the Board Room at Gateway.

Adjournment to Organizational Meeting



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President Haket adjourned the meeting at 1:51 p.m. and the Board moved into an organizational meeting.

Secretary's Certificate

I hereby certify that the foregoing is a true and correct copy of the annual minutes of Mutual 39.

Charice Jimenez

**Assistant Secretary
Mutual 39**



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ORGANIZATIONAL MEETING MINUTES OF THE BOARD
WEDNESDAY, MAY 22nd, 2024, AT 1:00 PM
CLUBROOM – CREEKSIDE CLUBHOUSE
1010 STANLEY DOLLAR DR
WALNUT CREEK, CA 94595

Call to Order

Victoria Haket called the organizational meeting to order at 2:01 p.m.

Directors Present

Victoria Haket
Bill Claussen
Karen McEligot

Staff Present

Jeroen Wright, Mutual Operations Director
Todd Arterburn, Chief Financial Officer
Clayton Clark, Building Maintenance Manager
John Tawaststjerna, Landscape Manager
Charice Jimenez, Board Coordinator
Victoria Thomas, Board Coordinator

Appointment of Jennifer Mu and Terry Gordon to the vacant seats on Board of Directors until the term ends in 2025

Moved, Seconded, Carried 3-0

Selection of Officers

1. **President:** A motion was made to appoint Victoria Haket as President.
Moved, Seconded, Carried 5-0
2. **Vice President:** A motion was made to appoint Bill Claussen as Vice President.
Moved, Seconded, Carried 5-0
3. **Treasurer:** A motion was made to appoint Karen McEligot as Treasurer.
Moved, Seconded, Carried 5-0
4. **Secretary:** A motion was made to appoint Jennifer Mu as Secretary.
Moved, Seconded, Carried 5-0
5. **Director at Large:** A motion was made to appoint Terry Gordon as Director at Large.
Moved, Seconded, Carried 5-0

Appointment of Todd Arterburn as Assistant Treasurer

A motion was made to appoint Todd Arterburn as Assistant Treasurer.

Moved, Seconded, Carried 5-0

Appointment of Charice Jimenez as Assistant Secretary

A motion was made to appoint Charice Jimenez as Assistant Secretary.



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Moved, Seconded, Carried 5-0

Appointment of Committee Chairs and Members

1. **Budget and Finance Committee:** A motion was made to appoint Karen McEligot as chair of the committee.
Moved, Seconded, Carried 5-0
2. **Landscaping Committee:** A motion was made to appoint Olga Gordon as chair of the committee.
Moved, Seconded, Carried 5-0
3. **Building Maintenance/Alterations Committee:** A motion was made to appoint Jennifer Mu as chair of the committee.
Moved, Seconded, Carried 5-0
4. **Communications Committee:** A motion was made to appoint Jennifer Mu as chair of the committee.
Moved, Seconded, Carried 5-0
5. **Recycling Committee:** A motion was made to appoint Victoria Haket as chair of the committee.
Moved, Seconded, Carried 5-0
6. **Governing Documents Committee:** A motion was made to appoint John Rice as chair of the committee.
Moved, Seconded, Carried 5-0

Clarification regarding the Architectural Review Committee as noted on the Agenda. It was made clear this is an Ad Hoc Committee and there was no official Chair needed.

Approval of Minutes

1. Regular Meeting Minutes of February 20th, 2024
 2. Executive Meeting Minutes of February 20th, 2024
 3. Special Meeting Minutes of April 15th, 2024
 4. Executive Meeting Minutes of May 13th, 2024
- A motion was made to approve the aforementioned meeting minutes.
Moved, Seconded, Carried 5-0

Other Business

- a. Updating who has authority to do check signing
A motion was made to remove Bill Claussen as an authorized check signer and add Victoria Haket and Karen McEligot as check signers.
Moved, Seconded, Carried 5-0
- b. A motion was made in compliance with code 5500, approving the January and February financials.
Moved, Seconded, Carried 5-0



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New Business

- a. John Rice requested the Board take action and move to circulate the rules and regulations, Article of Incorporation, Rental and Electric power to the membership.
Moved, Seconded, Carried 5-0

- b. A motion was made to pay for the cost of Condensation Drian Pilot in the amount of \$22,000.00 from entry B's reserve fund
Moved, Seconded, Carried 5-0

- c. Board discussed the Corporate Transparency Act Reporting and a motion was made for Victoria, Karen, and Todd to file with the Financial Crimes Enforcement Network
Moved, Seconded, Carried 5-0

Members Forum

No resident wished to speak.

Adjournment

President Haket adjourned the organizational meeting at 2:43 p.m.

Executive Session Summary

The Board met in executive session from 2:45 pm to 3:10 pm and discussed the following:

- 1. Member matters
- 2. Member matters
- 3. Legal Matters

A motion was made to refer delinquent account of \$13,746.36 to legal counsel to have a lien placed on the property.

Moved, Seconded, Carried 5-0

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

**Assistant Secretary
Mutual 39**