

# MINUTES

**Twenty-Third Annual Meeting of the Members  
Fourth Walnut Creek Mutual  
Thursday, August 3, 2023, at 2:00 p.m.  
Fireside Room at Gateway  
In Person/Zoom**

1. CALL to ORDER – President Linda Brown called the Twenty-Third Annual Meeting of the Members to order at 2:03 p.m.

ROLL CALL - President, Linda Brown  
Vice President, Jeff Spires  
Secretary, Janet Seldon  
Treasurer, Rajasundaram Sivasubramanian  
Director, Sheldon Schwartz

\*\*\*TABULATION TO BE DONE FOR DIRECTOR ELECTION\*\*\*

2. CERTIFICATION OF NOTICE OF MEETING - Assistant Secretary (Linda Schoeffner)  
Assistant Secretary, Linda Schoeffner read the Certification of Notice of Meeting to the members announcing the dates when the Call for Candidates was posted in the Rossmoor newspaper.
3. APPROVAL OF MINUTES - None
4. ELECTION RESULTS – Inspector of Election – Deanna Libert  
Inspection of Election, Deanna Libert from HOA Election (Liberty) counted the ballots and informed the membership of the results. There were 2 seats open and two candidates, Robert Amans, and Ward Thompson, both for three-year terms. The results were as follows: 134 ballots received: 7 invalid due to no signature on the mailing envelope.
5. SUMMARY OF YEAR'S ACTIVITIES – Linda Brown  
President Brown thanked everyone for the opportunity to be on the Board for many years. She thanked the Board members whose terms are up as of this meeting and welcomed the new Directors to the Board.

Trash Committee – President Brown thanked Deb Hachen, who she and Carl helped get started for her diligence in controlling and making a big difference in the recycling and compose. Deb saved Mutual approximately \$8,000. Deb explained to the members how to breakdown items for recycling, composing, and trash and what can and cannot be disposed of in each container and why. Looking for “Trash Buddies” to join the Committee.

Both President Brown and Director Schwartz said their goodbyes and requested that others volunteer for the Board. It's a civic duty. Director Schwartz felt it was an honor and enjoyed it very much.

- Director of Mutual Operations - Jeroen Wright  
Jeroen is new to Rossmoor and is Paul Donner's replacement. He is working hard to setup having Rossmoor a certified Firewise community, which in all should take

about three (3) years to fully certify. At Rossmoor, a growing number of people are living where wildfires are a real risk. Firewise is a program that will make your home safer from wildfires and make you understand more about the process and help your community get started on its wildfire preparedness journey. This will help ensure that Rossmoor qualifies for property insurance.

- Building Maintenance - Rick West  
Working on roof repairs and trying to complete them before the rainy season. Working on Construction phases per SB326 regarding structural inspections to create a plan for repairs. Paving repairs are scheduled for September. Advance notice will be given.
- Technology and Preventive Maintenance Task Force
- Landscape and Grounds – John Tawaststjerna  
Rehab \$70,000 budget spent \$25,000. Entry 8 remove redwood and plant replacement. Lawn replacement on Seacrest.  
Trees: \$40,625 budget, spent \$37,000. Completed tree pruning, call the work order desk if you notice a tree that was overlooked. Remove four (4) redwoods and two (2) pines at Entry 12 and Entry 14 Seacrest and one (1) birch at Entry 17. Walnut Creek permit was granted.
- Policy Revisions – Need Volunteers

#### 6. TREASURER'S REPORT – Rajasundaram Sivasubramanian

The treasurer reported that he had not received the July financials yet. He did receive the June report.

The June ending balance for the Operating fund was \$ 653,323 and the Reserve fund was 2,716,168 for a total of 3,369,491. Reserve Fund has a positive variance of \$ 228,254 for the year. However, some major projects are coming up for the year. (Paving, Balcony Inspections, Roof etc.) The current state of our mutual is: As of June 30, we have a surplus against the budget of 45 K. Utilities were the major factor contributing 66 K favorable (Water 59 K and Trash 8K). Professional services had a positive variance of 8K. Unfavorable variances Landscape 3K, Insurance 9K.

As of 6/30/2023, total delinquencies were \$ 101,043 in past due monthly assessments. Three manors are responsible for \$ 86,578 (85 %) of this total.

Delinquencies on third party billing is \$ 12,035.  
Special assessments have a delinquency of \$ 8,409.

Mutual also had interest incomes of \$ 10,696 in June and \$ 56,893 for the year. Last year we had an income of \$ 128 for the year for the six months.

Status of current year special assessment: 146 manors have paid the full \$ 500. Sixty manors have not paid the first installment yet.

We will be starting on the 2024 budget soon. Most unknown expense will be the cost of insurance. GRF and the insurance task force are working diligently to keep the cost increases as low as possible.

We also need to make two motions.

The first motion is to certify that the April financials have been reviewed in accordance with civil code # 5500.

The second motion is "In accordance with the collection policy for the time period between one meeting and the next, those owners who are delinquent will be sent to A.S.A.P. Collection Services to initiate collection activities, including but not limited to recording a lien and/or any successive liens(s)."

7. MEMBERS' FORUM – A Members' Forum was held. Items mentioned were thank you to all the Board members for their hard work and dedication, how residents can walk the grounds and meet people, post notices, talk budget, one member bought cupcakes for the President whose term was up and on Zoom, how to save water and yet maintain the large lawn areas. Also, sign-up Constant Contact check 4wcm.com front page.
8. NEXT REGULAR BOARD MEETING - Monday, September 18, 2023, 1:30 p.m. in Board Room/Gateway.
9. APPOINTMENT of Chair Pro Tem to Conduct Organizational Meeting  
*"A motion was made by Secretary Seldon to appoint Linda Schoeffner as Chair Pro Tem to conduct the Organizational Meeting. Director Schwartz seconded the motion, and it passed without dissent." 5-0*
10. ADJOURN - ORGANIZATIONAL MEETING TO ELECT OFFICERS TO FOLLOW IMMEDIATELY.  
There being no further business, the Annual Members' Meeting adjourned at 3:05 p.m.

*Linda Schoeffner*

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Linda Schoeffner, Assistant Secretary  
Fourth Walnut Creek Mutual