



WALNUT CREEK MUTUAL FOUR

ANNUAL MEMBERS MEETING

Thursday, August 7, 2025 at 1:30 pm

Meeting is Conducted In-Person and Virtually

Fairway Room/Creekside
1010 Stanley Dollar Drive, Walnut Creek, CA 94595

MINUTES

1. Call to Order

President Brown called the meeting to order at 1:30 pm

2. Roll Call of Directors Present

Linda Brown - President

Robert Amans— Vice President

Rajasundaram Sivasubramanian – Treasurer - *Absent*

Beverly Mirsky - Secretary

Pam Ovalle – Director-at-Large - *Absent*

Mutual Operations Staff

Jeroen Wright – Director of Mutual Operations- *Zoom*

Todd Arterburn – Chief Financial Officer – *Via Zoom*

Luis Duenas – Building Maintenance Manager

John Tawaststjerna – Landscape Manager

Lisa Kam – Interim Board Services Coordinator

3. President's Report – Linda Brown

President Brown gave an update on some key projects and ongoing maintenance efforts in our mutual. Our mutual is in very good financial order. Our reserves are in excellent shape. This will be discussed later by Bob Amans and the CFO Todd Arterburn.

Landscape & Tree Removal

- Tree removal is scheduled where necessary to prevent damage and improve safety. There will be two huge eucalyptuses on 7A Pine Knoll will be removed by Hamilton Tree Service at a cost of \$22,000 This was the lowest bid.
- MOD Days are scheduled twice a year for landscaping. In the Spring and the Fall. The fall one is happening now
- You can ask for plant replacements through August 7th.Landscape improvements are ongoing—please report any concerns to the landscape committee or management. Please report any concerns to Janet Seldon jseldon4wcm@gmail.com

Building Maintenance

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- We're addressing issues like dry rot, stair and railing repairs, and paint touch-ups. We should finish this in 2025 for an additional \$50,000.
- The mutual will be getting new entry signs for all entries.
- Please report any maintenance concerns early so we can stay ahead of larger issues.

Roof Replacements

- We have replaced 6 roofs this year at a cost of \$444,832. This includes 3 change orders due to the change in city code R 14 and R254 for insulation. It also included gutters and downspouts. Durolast on the flat part of the roof and composition roofing on the downslope part of the buildings. The buildings were 1101 Skycrest, 1133 Skycrest, 1801 Skycrest, 1225 Skycrest, 1501 Skycrest, 1233 Skycrest.

Smoke Detector Replacements

We have replaced almost all of the smoke detectors with the exception of the ones that are hardwired. If yours has not been changed contact the work order desk. Please allow access when notified—we appreciate your help in keeping everyone safe.

New Entry Signs

- We are upgrading entry signage for improved visibility and aesthetics.
- The new signs are designed to match Rossmoor's overall look while clearly marking our mutual.

We're working hard to maintain and improve our mutual for all residents. We have two open seats on the board, if you are interested, please contact Lisa Kam in the board office at lkam@rossmoor.com, or via phone 925.988.7775 for an application.

4. Vice President's Report – Robert Amans
No report.

5. Treasurer's Report - Rajasundaram Sivasubramanian

Our last meeting was on July 21, 2025. At that meeting I presented the Treasurer's report using the June financials report. Since this meeting is in early August, we do not have the July financials. Hence, I will just present our cash balances and make a few comments on the upcoming budget process.

I do have the bank statements for the end of July. Given below are unreconciled balances in the bank as of July 31, 2025.

July end operating fund balance:	\$ 731,587
July end Reserve Fund balance:	\$ 3,341,444
July end total balance:	\$ 4,073,031

We have been gradually increasing our cash balances over the last few years.

All of you should have received the 2023 audit by now. For a variety of reasons (Todd can respond to this) this one took longer than normal. We should be completing 2024 audit soon.

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Some of the critical things completed this year in our mutual were:

Six different roofs were completed

Most of the smoke detectors were replaced.

Mutual continues to look at turf replacement both to comply with the law and to save water costs.

Initial phase of SB326

The budget process will begin soon. Todd can comment on the timing of the process. Every year, as required by law, Mutual 4 will put together the data required to complete the Helsing Reserve study. This study will allow us to determine the Reserve and Replacement reserves contribution to the coupon. In 2023, we did have a special assessment to be following our reserve fund requirements. We did not have a special assessment in 2024 and based on our current balance I am confident that we will not have one in 2025. (The future is not ours to see. Hence don't hold me to that if unforeseen circumstances force the Board to do otherwise)

Obviously, the operating fund portion will once again depend on the insurance costs. The board will try their best to keep costs down.

We need to make the following motion: In accordance with the collection policy for the time 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)."

6. Secretary's Report – Beverly Mirsky

No report.

7. Mutual Operations Director's Report – Jeroen Wright

Wright thanked the Mutual Board, all volunteers and the RPM staff for all the hard work. Insurance should remain flat in 2026. RWC pays twenty million annually for insurance and have over 60 underwriters, very complex. Plans for changing the policy renewal dates from January to June which Todd will talk about. The GRF task force made the decision to change name in order to differentiate ourselves from the other Rossmoors around the world. Golden Rain Foundation is now called Rossmoor Walnut Creek and Mutual Operations is now called Rossmoor Property Management. This year we had the retirement of Clayton Clark, Sr. Building Maintenance Manager and we some reorganization, included your former building maintenance manager, Rick West, he was reassigned to Clayton's mutuals, promoted Luis Duenas our lead union carpenter foreman to your building maintenance manager. GRF Management Agreement is another big project, should be going to the mutuals for final approval soon. Moving into the budget season, we will be meeting with the maintenance managers early next week. Look out for calendar invites for September. Please, if you need anything, please feel free to reach out to Todd or myself.

8. Financial Report – Todd Arterburn

Arterburn stated it has been a big year of transition with our systems and tools. Will be using the Workday financial software for budgeting forecasting and it is up and running. We will have great budgeting sessions. Not just a monthly budget going forward but we will be able to present a 3-year cash flow plan and balance sheets. I have filled the Financial Planning and Analyst Manager

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position. Draft of 24 audit within the next couple weeks. Will be on time for next year. Hoping to see some reductions with our insurance premiums with a shift in our policy “binding dates” from January 1 to June 1, more to come.

9. Building Maintenance Report – Luis Duenas

INFORMATION ITEMS: Work scheduled in progress or completed.

SB326 Dry Rot and Touch Painting Project. Contractor: MOD
Skycrest / Pine Knoll / Tice Creek will be completed for an additional cost of \$50,000.00.
The final phases will be completed in 2025.

Roofing Project – Six Buildings - 1901, 1801, 1501, 1225, 1233, 1133.
This will include New Durolast on Flat roofs, Composition on sloped roofs, New Gutters and Downspouts.

Three additional change orders due to the city mandate for R14 and R24 insulation below the new DuroLast.

For Bldgs. 1501, 1233 ,1225 - Total cost \$58,798.00
Contractor: Fiala Roofing – Grand Total Estimate \$444,832.00
Work will be completed in 2025 (COMPLETED)

Replacement of 880 Smoke Detectors with new 10- year KIDDE sealed Lithium
Battery Detectors. Contractor: Five Star
Work on progress approx. (10) units pending

Trash Enclosures Entries 1 & 3 Contractor: RPM Cost \$8,452.50 **(COMPLETED)**
Awaiting garbage enclosure estimates from 5STAR & AMAC

Entry signs approved NTE \$16,000 **materials and signs on order**

10. Landscape Report – John Tawaststjerna

Tawaststjerna reported every year we have RPM days in Spring/Summer/Fall and do various tasks with the rehab crew. In Spring we do mulch or lawn conversion. In summer we do irrigation upgrades and hardscape. In fall we plant replacement, lawn conversion. We just did a nice new pathway on the top of Skycrest. Going into the fall they are planning of some more lawn conversions, will meet with residents who may be affected when the time comes. Plant replacement requests until August 15. Tree maintenance work, inspection of all the trees, pruning needs and removal. Have applied for permits to remove a couple of trees.

Skycrest resident, is there a schedule clean out drains prior to rainy season. Tawaststjerna said they usually start early October. If you have a clog, please call the work order desk.

Tice Creek resident, I put in a request for a plant replacement will that be done? Tawaststjerna replied that he meets with your landscape rep, decide what to put in during the October days.

Skycrest is there an evaluation of climate change on the redwood trees? Tawaststjerna if not getting enough water, call the work order desk. If you think you have a tree issue, call the work order desk. There is no charge to the mutual for landscape calls to the work order desk.

11. Governing Documents Committee

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No report. We do need volunteers for this committee.

12. Trash Committee – Deb Hachen

No Report. L. Bown asked about an article in the paper that all shredding should be put in the landfill, not recycle. Best thing to do is call Lisa Lankford at the work order desk.

13. Communications Committee – Carl Brown

C. Brown reported he is turning the newsletter over to Rich. We will be working together on better training on the website.

14. EV Committee – Carl Brown

C. Brown reported he has received a list from Securitas for golf carts, it is not complete. The mutual will start to bill \$100.00 for yearly electrical use. I am meeting with MCE about EV charging.

15. Alteration Committee – Linda Brown & Beverly Mirsky

L. Brown stated the alteration permit requests have been increasing. There was talk at the last meeting about securing a sound study for upstairs flooring. If a resident is interested, maybe they should pay half and the mutual will pay half. We are looking at repaving entry #10 next year but it would depend on the budget since that entry is so expensive to repave because of the concrete V ditch.

16. Residents' Forum

Resident asked if we are allowed to wash our cars in Rossmoor.

Resident asked when was the last time the governing documents were updated.

Resident asked why we just got the 23' budget and how long until we get 24'.

Resident asked if we can add gutterguards to help with all the debris in the gutters.

17. Announcements – The next scheduled meeting is the Board of Directors Meeting is Monday, September 15 at 1:30pm in the Board Room at Gateway Club House. The Organizational Meeting will be on date TBA.

18. Adjournment

There being no further business the Board of Directors adjourned at 2:38 p.m.

Board Assistant Secretary's Certificate

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

Lisa Kam