

WALNUT CREEK MUTUAL FOUR

ANNUAL MEMBERS MEETING

Monday, July 29, 2024, at 1:30 p.m.

Meeting is Conducted In-Person and Virtually

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

MINUTES

1. Call to Order

President Seldon called the meeting to order at 1:29 p.m.

2. Roll Call of Directors Present

Janet Seldon – President
Ward Thompson – Vice President
Rajasundaram Sivasubramanian- Treasurer
Robert Amans – Director-at-Large

Absent

Jeff Spires - Secretary
Todd Arterburn – Chief Financial Officer

Mutual Operations Staff

Jeroen Wright – Director of Mutual Operations
Rick West – Sr. Building Maintenance Manager
John Tawaststjerna – Landscape Manager
Victoria Thomas – Board Services Coordinator
Lisa Kam – Administrative Services Manager

3. Certification of Notice of Meeting

Lisa Kam announced that Rajasundaram Sivasubramanian and Susan Chang were seated on the Board via acclamation at the Organizational Meeting.

4. President’s Report – Janet Seldon

Seldon gave a big thank you to all the residents and the board. Thank you to Jeff, we gave him a big send off.

5. Vice President’s Report – Ward Thompson

Looking forward to the next Town Hall to discuss updates on Firewise

6. Treasurer’s Report - Rajasundaram Sivasubramanian

Received the June financials so was able to review in time.

As of June 30, 2024, our expenses in operating fund exceeded income by \$ 23,609 for the month. In the reserve fund our expenses exceeded income by \$ 140,867 for the month. For the year to date, operating expenses have a positive variance of \$ 37,102 against

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income and a positive variance of \$ 25,605 against budget. The reserve fund expenses has a positive variance of \$ 62,592 against income. For the year today, Utilities had a 30 K positive variance and building and maintenance had a negative variance of 0.7K.

April end operating fund balance: \$ 581,212
April end Reserve Fund balance: \$ 3,134,515
April end total balance: \$ 3 715,727

Starting in March, I have been reporting actual cash balances in the treasurer's report since they will differ from the above balances and cash balances give an accurate description of the financial status of the mutual.

At the end of June, Mutual 4 had \$ 294,340 in our operating fund account and 3,200,044 in our reserve account in the bank for a total of \$ 3,494,384.

As of June 2024, total delinquencies were \$ 125,773 in past due monthly assessments.

Delinquencies on third party billing is \$ 16,385. Currently the delinquency on the special assessment for last year is around \$ 6650. We also have some delinquencies from the special assessments from 2021 for about \$ 4775.

Mutual also had interest income of \$13,286 in June.
Last year we had an interest income of \$ 10,696 in June.

Siva gave a motion to certify that the financials have been reviewed in accordance with civil code # 5500. It was seconded by Sheldon. Vote 4-0

Siva gave a motion 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).” It was seconded by Shelton. Vote 4-0

7. Secretary's Report – Jeff Spires
No Report

8. Mutual Operations Director's Report – Jeroen Wright
Wright reported that Budget season is quickly approaching. A schedule with availability will be sent to all directors. In the President's forum today, I spoke about setting up a new Director's orientation meeting, I am also spiriting a fire extinguisher check and use campaign. Be sure you know what to do before something happens. There is no money for MOD to do monthly checkups on all the fire extinguishers, we are hoping that each mutual will form a committee to do this. I am working on a spread sheet to make this easy.

9. Financial Report – Todd Arterburn
No Report

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10. Building Maintenance Report – Rick West

INFORMATION ITEMS: Work scheduled in progress or complete

1. Remove and Replace failed Asphalt (Tice Creek):

PRICE: \$74,353.00

- Remove and Replace failed Asphalt (Pine Knoll):

PRICE: \$31,812.00

Cost \$106,165.00 - Completed

2. Entry 10 Painting Project – Product: Dunn Edwards Paint. Contractor: CALPRO
Board approved NTE \$56,000.00.

Work Completed.

3. SB326 - Structural Engineers inspection of raised mutual components –
Contractor: FWC -. Completing the Final inspections in August 2024.

Total Inspection contract estimate \$78,071.00.

Contractor: Alp Construction was awarded phase I repairs.

(Work is in Progress Estimated Cost \$65,506.00).

4. Roofing Project – 2109 Skycrest – DuraLast, Tile to Comp. Gutter & Downspouts.

Contractor: Fiala Roofing.

Rain Leak repairs and Balcony repair work are also included in this project.

Cost \$142,459.00 Completed.

Dry Rot and Touch Painting Project Contractor: MOD was awarded this project.

Skycrest / Pine Knoll / Tice Creek will be completed for an additional cost of \$50,000.00.

(The final phases will be completed in 2025).

5. 1910 Skycrest - Emergency removal of two stucco entry soffits.
Due to evidence of potential failure.

Contractor: Five Star cost \$18,500.00 Work in progress.

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11. Landscape Report – John Tawaststajerna

Mutual 4 Landscape Report

MOD Days

Mutual	Total Days	Spring	Summer	Fall
4	28	13	6	9
		5/1 to 5/17	8/1 to 8/8	10/10 to 10/22

Plant Replacements

- Deadline for requests is August 15th
- Please email all requests to plantreplacement@rossmoor.com
- Details can be found at <https://rossmoor.com/residents/resident-services/landscaping>

Landscape Maintenance

- Week of 7/29 PG&E will be completing pruning of trees near power lines along Skycrest
- GRF completed abatement under PG&E lines
- 2nd irrigation inspection of all FWCM completed by BV
- Tip pruning of azaleas and rhododendrons
- Elevating of trees in fire threat areas

Tree Maintenance

- Pending Tree Permits
 - o Eucalyptus at 1309 Skycrest E7
 - o Birch at 1941 Skycrest E14
 - o Monterey Pine at 2137 Skycrest E17
- 2025 Planned Removals
 - o Eucalyptus Blue Gum by carport in Pine Knoll 7A
- Yearly pruning was completed in March

Mutual 4 Budget					M4 Tree Maintenance Reserves						
M4 Landscape Rehab Reserves					M4 Tree Maintenance Reserves						
Budget = \$70,000.00		Total = \$25,653.61		Rem. Budget = \$44,346.39		Budget = \$41,500.00		Total = \$ 34,450.00		Rem. Budget = \$ 7,050.00	
WO	Date	Price	Contractor	Description	WO	Date	Price	Contractor	Description		
693770	2/27/2024	\$ 2,320.00	Terra	2120 TC Entry A grading	692011	1/31/2024	\$ 540.00	Waraner	Skycrest E1 emergency callout		
701111	6/3/2024	\$ 35.82	MOD	Irrigation valve repairs skycrest Entry 17	693971	2/14/2024	\$ 540.00	Waraner	Skycrest E7 emergency callout		
699126	6/6/2024	\$ 14,654.75	MOD	MOD Spring 2024	693136	2/14/2024	\$ 8,190.00	Waraner	Skycrest E17 Fallen Redwood Emergency		
699001	6/6/2024	\$ 6,103.04	MOD	MOD Days 2024 Lawn Conversion	696960	3/27/2024	\$18,270.00	Waraner	Yearly tree pruning		
705017	7/10/2024	\$ 2,540.00	Terra	1601 Skycrest E10 small rehab	695228	3/27/2024	\$ 760.00	Tree Sculpture	LA fruit reduction		
					697265	4/3/2024	\$ 2,100.00	Waraner	E8 split blue spruce		
					701590	6/6/2024	\$ 2,700.00	Waraner	E12/14 birch removals		
					704000	6/16/2024	\$ 180.00	Waraner	1605 Skycrest small tree removal		
					703588	6/26/2024	\$ 1,170.00	Waraner	Sky E7 emergency work		

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- 12, Governing Documents Committee – Kathleen Brigeman
Seldon report the Committee is now revising the policies & procedures
13. Trash Committee – Deb Hachen
Hachen asked everyone whenever you hear of a new resident moving in, please let her know, she has a new packet she is distributing. She has found the number for someone who sweeps the enclosures, she will contact them. One of the cans was leaking, I put it out there and a new one was replaced
- 14, Communications Committee – Carl Brown
No Report
15. Alteration Committee – Linda Brown
No Report
16. Residents’ Forum
It was suggested that for non-emergency work, MOD get at least three bids
Resident thinks her three posts have dryrot, saw a dead tree in the parking lot.
Resident gets food delivered to her home for someone else, can we get the address’ bigger, I used to have gravel that my visiting friends in a wheelchair could travel on, it is now all dirt, can we replace the gravel
Resident’s front hallway carpet was ruined three years ago by heavy rain, can we replace that.
Resident had some plumbing inspector come into his home, take pictures, said he working on a “bid”.
Another resident complained about possible wood rot.
Resident inquired as to the “standard” for carport cleaning? Be aware of an angry turkey mother hiding in the bushes, chased me and my dog.
7. **Announcements** – Board of Directors Organizational Meeting to follow the Annual Members Meeting.
8. **Adjournment**
There being no further business, the meeting was adjourned at 2:39 p.m.

Secretary's Certificate

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

Lisa Kam

WALNUT CREEK MUTUAL FOUR

BOARD OF DIRECTORS ORGANIZATION MEETING

Monday, July 29, 2024 following the Annual Meeting at 1:30 p.m.

Meeting is Conducted In-Person and Virtually

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

AGENDA

1. Call to Order

President Seldon called the meeting to order at 2:39 p.m.

2. Roll Call of Directors Present

Janet Seldon – President
Ward Thompson – Vice President
Rajasundaram Sivasubramanian- Treasurer
Robert Amans – Director-at-Large

Mutual Operations Staff

Jeroen Wright – Director of Mutual Operations
Rick West – Sr. Building Maintenance Manager
John Tawaststjerna – Landscape Manager
Victoria Thomas – Board Services Coordinator
Lisa Kam – Administrative Services Manager

3. Selection of Officer Positions

a. President

Motion made by Thompson, seconded by Siva, to appoint Janet Seldon as the President of the Board. Approved by unanimous vote (4-0)

b. Vice President

Motion made by Seldon, seconded by Amans, to appoint Ward Thompson as the Vice President of the Board. Approved by unanimous vote (4-0)

c. Director at Large

Motion made by Seldon, seconded by Siva, to appoint Robert Amans as the Director at Large of the Board. Approved by unanimous vote (4-0)

d. Treasurer

Motion made by Amans, seconded by Seldon, to appoint Rajasundaram Sivasubramanian as the Treasurer of the Board. Approved by unanimous vote (4-0)

e. Secretary

Motion made by Thompson, seconded by Seldon, to appoint Susan Chang as the Secretary of the Board. Approved by unanimous vote (5-0)

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4. Appointment of Assistant Treasurer
Motion made by Seldon, seconded by Thompson, to appoint Todd Arterburn as the Assistant Treasurer of the Board. Approved by unanimous vote (4-0)
5. Appointment of Assistant Secretary
Motion made by Seldon, seconded by Siva, to appoint Lisa Kam as the Assistant Secretary of the Board. Approved by unanimous vote (4-0)
6. Appointment of Committee Chairs
 - a. Finance Committee
Motion made by Seldon, seconded by Thompson, to appoint Rajasundaram Sivasubramanian as the Chair to the Finance Committee. Approved by unanimous vote (4-0)
 - b. Alteration Committee
Motion made by Seldon, seconded by Chang, to appoint Linda Brown as the Chair to the Alterations Committee. Approved by unanimous vote (4-0)
 - c. Landscape Committee
Motion made by Thompson, seconded by Amans, to appoint Janet Seldon as the Chair to the Landscape Committee. Approved by unanimous vote (4-0)
 - d. Communication Committee
Motion made by Seldon, seconded by Siva, to appoint Carl Brown as the Chair to the Communication Committee. Approved by unanimous vote (4-0)
7. Old Business
There was none.
8. New Business
There was none.
9. Residents' Forum
No one spoke.
10. Announcements – The next scheduled meeting is the Board of Directors Regular Meeting on Monday, August 19, 2024, in the Gateway Clubhouse Board Room at 1:30 p.m.
11. Adjournment
There being no further business, the meeting was adjourned at 2:46 p.m.

Secretary's Certificate

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

Lisa Kam