



WALNUT CREEK MUTUAL FOUR

BOARD OF DIRECTORS REGULAR MEETING

Monday, October 20, at 1:30 p.m.

Meeting is Conducted In-Person and Virtually

Board Room – Gateway Clubhouse

1001 Golden Rain Road, Walnut Creek, CA 94595

MINUTES

Call to Order

Meeting was called to order by Brown at 1:34pm

Roll Call of Directors

Linda Brown - President

Robert Amans – Vice President

Rajasundaram Sivasubramanian – Treasurer

Beverly Mirsky - Secretary

Pam Ovalle – Director-at-Large

Mutual Operations Staff

Jeroen Wright – Director of Mutual Operations

Todd Arterburn – Chief Financial Officer

Luis Dueñas – Building Maintenance Manager

John Tawaststjerna – Landscape Manager

Lisa Kam – Administrative Services Manager

Janneth Lujan- Board Coordinator

Members' Forum

Residents were afforded the opportunity to express their concerns, make comments, or pose questions to the Board. Comments were: There were no comments.

Meeting Minutes

- a. Board of Directors Regular Meeting Minutes – September 15, 2025
- b. Board of Directors Special Meeting Minutes – September 26, 2025

Motion made by Ovalle seconded by Amans, to approve the minutes. Approved by unanimous vote (5-0)

President's Report – Linda Brown

No Report

Treasurer's Report - Rajasundaram Sivasubramanian

The following report was presented by Sivasubramanian:

For September 2025, operating expenses were higher than income by \$3300. For Year to Date, our expenses were lower than income by \$200, 275 resulting in a positive variance. YTD, our operating expenses were \$197,084 less than budget.

For September 2025, our reserve income was higher than expenses by \$73,866 resulting in a positive variance. YTD, our reserve expenses have a positive variance of \$150, 425. Our major reserve expenses this year was for roofing. We spent \$445,322 on 6 roofs this year. YTD, our reserve expenses were \$248,378 less than budget.



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At the end of September 2025, Mutual 4 had \$850,506 in our operating fund account and \$3,442,031 in our reserve account in the bank for a total of \$4,293,537. These are reconciled balances and not the bank balance as of September 30, 2025.

Our two major delinquencies have been accounted for. We received over \$75,000 in one account in July. The other account will be written off subject to Board approval as it is uncollectable due to the owner's death and a bank foreclosure on the reverse mortgage.

Mutual also has interest income of \$102,423 to date at the end of September.

a. Motion to Certify September 2025 Financials

Ovalle motioned; Mirsky seconded.

Motion passes unanimously. (5-0)

b. In accordance with the Collection Policy, those owners that 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 lien(s).

Siva motioned; Brown seconded.

Motion passes unanimously. (5-0)

Mutual Operation's Report – Jeroen Wright

Wright gave the 2026 Budget presentation with the following update:

2026 Operating Coupon \$980.90

2026 Reserve Coupon: \$275.00

2026 Total Coupon \$1,256

Motion to approve the budget with revisions to the appropriate tax deficit numbers reflected.

Siva motioned; Amans seconded.

Motion passes unanimously. (5-0)

Chief Financial Officer's Report – Todd Arterburn

CFO shared information regarding the Investment Policy Statement is one of the Initiatives that his office is working on for 2026.

Mirsky needs help accessing the vault, Arterburn will investigate and have Casey Shelton, Finance and Operations Coordinator assists with this request.

Building Maintenance Report – Luis Dueñas

Dueñas reported on the following:

Informational Items: Work Scheduled, In Progress, or Completed

Entry signs (16) [work in progress](#)

SB326 Dry Rot and Touch Painting Project. [RPM 2025-2026](#)

Replacement of 880 Smoke Detectors with new 10- year sealed Lithium Battery Detectors.

Contractor: Five Star [98% completed](#)

2100 Skycrest walkway repair 5star [schedule start date 10/21](#)



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Entry 13 trash enclosure #A 5STAR **Completed**

Entry 10 trash enclosure #A 5STAR **Completed**

Divider fence 1613 #3-4 5star **Completed**

Landscape Report – John Tawaststjerna

Update to the following:

Tree Maintenance- Pine Knoll 7A- Hamilton is starting work today

Received 4 Tree Permits:

- Birch at 1101
- 1149 Skycrest Liquid Amber
- 1301 Entry 8 Skycrest
- 1901 Skycrest Entry 12

Lawn Conversation- Entry 17, it is moving along nicely, Tawaststjerna noted that this is not eligible for a rebate but this will still end up saving water.

Committee Reports

- a. Governing Documents –No report
- b. EV Charging – MCE will give estimates for EV charging to Carl, he has submitted a list of golf carts that need to be billed for 100.00 – he will submit list to Lisa Kam.
- c. Trash Committee – No report
- d. Communications Committee – No report
- e. Alterations Committee
- f. Fire Extinguisher Inspection Committee –Dueñas will follow up with Cintas as they are the ones responsible for the Fire Extinguisher Inspections. These are due once a year and were due in July.

New Business Cont.

Action Items

- a. 2026 Budget –Wright presented the 2026 budget earlier in the meeting agenda.
- b. 2026 Meeting Calendar- Change to the calendar will be made to reflect a time change for the February meeting to start at 9 a.m.
- c. Discussion of Delinquent Account

Motion to approve a write off from the budget in the amount of \$72,198.51.

Siva motioned; Amans seconded.

Motion passes unanimously. (5-0)

- d. Resignation of Pam Ovalle

Announcements

The next scheduled Board of Directors Regular Meeting is November 17, 2025, in the Club Room at Creekside Clubhouse at 1:30 p.m.

Adjournment– Meeting was adjourned at 3:15 p.m.



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Secretary's Certificate

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

Janneth Lujan