

MINUTES

Fourth Walnut Creek Mutual Board of Directors Meeting Monday, March 18, 2024, 1:30 p.m. In the Board Room / Gateway In Person – On Zoom

1. **Call to Order** – President Seldon

President Seldon called the Board of Directors Meeting was called to order at 1:30 p.m. The meeting was held in the Board Room / Gateway and was In-Person and on Zoom.

Roll Call - Directors:

President Janet Seldon, **present**
Vice President Ward Thompson, **present**
Treasurer Rajasundaram Sivasubramanian, **present**
Secretary Jeffrey Spires, **present**
Director Robert Amans, **present**

Staff

Jeroen Wright, Director Mutual Operations (on Zoom) and Linda Schoeffner, Assistant Secretary.

2. **APPROVAL OF CONSENT CALENDAR**

The consent calendar consisted of Minutes:

February 21, 2024, Board of Directors Meeting Minutes
February 20, 2024, Emergency Meeting Minutes

President Seldon made a motion to approve the February 21, 2024, Board of Directors meeting minutes and the February 20, 2024, Emergency meeting minutes. Secretary Spires seconded, and the motion passed without dissent. 5-0

3. **MEMBERS' FORUM**

"The following statements/opinions expressed by the members of Mutual 4 belong solely to those individuals. The Board of Directors is not obligated to respond or react to what is said. It is recorded in the Minutes for information only."

A Members' Forum was held. There were seven (6) members in attendance and twelve (12) on Zoom. There were no comments or concerns.

4. **PRESIDENT'S REPORT**

President Seldon reported that discussion at the Presidents' Forum was about the land sale here at Rossmoor. At first, we heard that the sale was dead, then "tabled" and going back to the Planning Committee for them to review the Master Plan. Manor sales are slow because Freddie Mac and Fannie May are not buying loans due to Mutuels not having 100% insurance coverage, and unwarrantable. No reverse mortgages either. Most purchases manors are buying with cash.

TREASURER'S REPORT – Siva

Fourth Mutual Treasurer's Report for February 2024

I received the February financial report only on Friday night at 8:53 PM.

As of February 29, we have a positive variance in operating fund of \$ 15412 and in reserve fund of \$ 53089. In the operating funds, most of it is from Utilities and Building Maintenance. Utilities had a 12K positive variance and Building maintenance had a 5K positive variance. For the year today,

Utilities had a 28 K positive variance and building, and maintenance had a positive variance of 11K. Both will disappear when our temperature warms up. Just for information. The monthly budget for property insurance in 2023 was \$ 46762 and in 2024 it is \$ 81515 starting from February. For the month of January, they used a lower number since the insurance payment was not final. Insurance has a negative variance of 8K for the month and 3 K for the year. For the rest of the year, we will be behind budget on insurance. Hopefully, we will get a commission refund that may help us.

February end operating fund balance: \$ 591,735
February end Reserve Fund balance: \$ 3,141,479
February end total balance: \$ 3, 733,214

Starting this month I have decided to include 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.

Mutual 4 has \$ 71997.24 in our operating fund account and 2,977,483.96 in our reserve account in the bank for a total of \$ 3,049,481.20. In February, we borrowed \$ 175,000 from the reserve account to pay the insurance.

As of February 29, 2024, total delinquencies were \$ 115764 in past due monthly assessments. Two manors are responsible for over 78 % of this due.

Delinquencies on third party billing is \$12053. We sent notices to residents about these, and we did receive payments. In mid-December, accounting sent invoices to residents that were delinquent on special assessment for last year. Currently the delinquency on the special assessment for last year is \$ 9250. Until now no fines have been assigned. We will start the fines at the end of this month. The Board will need to decide on the next approach with respect to all the delinquencies. We have an executive session scheduled today after the Board Meeting to discuss our options.

Mutual also had interest income of \$14190 in February. Last year we had an interest income of \$ 9345 in February.

We also need to make two motions:

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

The second motion is: In accordance with the collection policy for the 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)."

We also need to make two motions:

The first motion is to certify that the February 29, 2024, financial has been reviewed in accordance with civil code #5500. President Seldon made a motion to certify that the February 29, 2024, financial had been reviewed in accordance with civil code #5500. 5-0

President Seldon made a motion that, "In accordance with the collection policy for the 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)." Secretary Spires seconded the motion, and it passed without dissent. 5-0

5. MANAGER'S REPORT – Rick West for Jeroen Wright (absent)

Rick reported that the land sale was tabled and went back to the Planning Committee (Garden Club). The Planning Committee will go back and review the Master Plan for Rossmoor.

6. LANDSCAPE AND GROUNDS, FIRE CLEARANCE - John Tawaststjerna - MOD

- MOD Days May 1-17, mostly mulching.
- Terra working with ivy.
- Conduct trees walk for a tree list at all entries.
- Apply for permit to remove E8 liquid amber, E9 liquid amber - final.
- Spraying liquid amber trees to stop spikey balls from dropping off trees.
- 7A budget to remove 3 eucalyptus trees next year – apply for fire grant \$5,000 rebate.
- E8 TC redwood lifting curbs and asphalt.

President Seldon made a motion to approve Warner Tree Service proposal for \$18,270 to conduct the yearly tree trimming for 2024 at each Entry. Treasurer Siva seconded the motion, and it passed without dissent. 5-0

7. BUILDING MAINTENANCE REPORT:

ACTION ITEMS: Proposals for review or Approval

1. Entry 10 Painting Project - Dunn Edwards Painting Service Rep. to send color photo quality pictures of duplex and four plex color pallet renderings, for board review.
Currently this project is going out to Bid.

INFORMATION ITEMS: Work scheduled in progress or completed.

1. 1933 Skycrest Roofing Project. Contractor: Fiala Roofing –Roof: Complete the repair per specifications listed below. At the flat Duro-Last porch roof re-attach the Duro-Last material to the perimeter as needed. Install new coping metal to the perimeter curb prime and paint to match. Inspect the Duro-Last roof for damage, patch as necessary with new Duro-Last material. Remove and replace two damaged eyebrow vents in the composition shingle roof with new vents to match the existing. Remove and replace damaged shingles with new Presidential shingles to match the existing ones. All the ground will be broom cleaned daily, with a final clean up upon completion.

Base Bid Total \$ 3,500.00

Work Completed

2. 1933 Tree Damage to Entry Overhang. Contractor: AMAC
 - 1) Set Up Scaffolding. Set up Plastic Protection on Stairs – Handrails Etc.
- 2) -AMAC to pull back roof sheathing as needed to remove damaged portion of structural framing and blocking.
 - 3) Per engineer’s drawings repair trusses framing and roof sheathing.
 - 4) Supply and install new structural metals as needed.
 - 5) Supply and install new rough cut sawn siding as needed.
 - 6) Supply and install new trims
 - 7) Prime all six sides paint canopy to match.
 - 8) -Install Rossmoor provided light fixture. Roof Repairs by others. \$19,750.00.

Work completed.

3. SB326 - Structural Engineers inspection of raised mutual components.
The Board has elected to complete this project in 4 Phases over 4 years starting in 2021 - and completing the inspections in 2024.

Total Inspection contract Cost \$78,071.00.

Contractor: FWC - Destructive testing and put back will be completed by others.

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. Project scheduled for Early 2024.
Rain Leak repairs and Balcony repair work are also included in this project.
Cost \$142,459.00

5. 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 2024).

8. COMMITTEE REPORTS

- **Governing Documents-** Kathleen Bridgeman -- No Report
- **Trash Committee** – Deb Hachen – No Report
- **Communication Committee** – Carl Brown
 - **EV Committee** – Carl BrownThe Committee is currently working on the following:
 - **Golf Cart Power Purchase Agreement**
 - **EV Charging Policy and Use of Mutual Electricity**

President Seldon made a motion to approve mailing the revised Golf Cart Policy to the membership for a 28-day comment period. The Board will review the comments of the members and decide on how to proceed. Treasurer Siva seconded the motion, and it passed without dissent. 5-0

- **Architectural Control and Alterations Compliance** - Linda Brown, Chairperson
Chairperson Brown reviewed the In Progress/Completed Alteration Reports from August 1, 2023, to January 31, 2024.

9. OFFICERS REPORTS:

- **President** - Janet Seldon
- **Vice President** - Ward Thompson
- **Secretary** - Jeff Spires
- **Treasurer** - Rajasundaram Sivasubramanian – Report Submitted

10. NEW BUSINESS

11. **ANNOUNCEMENT** - Next Meeting is the Board Meeting on Monday, April 15, 2024, 1:30 p.m. in the Board Room / Gateway.
12. **ADJOURNMENT** - There being no further business, the Board adjourned the meeting at 3:40 p.m. The Board will convene an Executive Session to discuss delinquent accounts.

*Linda Schoeffner
Assistant Secretary
Fourth Walnut Creek Mutual*