

BOARD OF DIRECTORS REGULAR MEETING

Monday, August 19, 2024, at 2:00 p.m.

Meeting was Conducted In Person and Virtually

Gateway Building – Board Room
1001 Golden Rain Rd., Walnut Creek, CA 94595

MINUTES

1. Call to Order
President Seldon called the meeting to order at 2:01 p.m.
2. Roll Call of Directors Present
Janet Seldon – President
Ward Thompson– Vice President
Rajasundaram Sivasubramanian – Treasurer
Susan Chang – Secretary
Vacant – Director-at-Large

Mutual Operations Staff
Jeroen Wright – Director of Mutual Operations
Todd Arterburn– Chief Financial Officer
Rick West – Building Maintenance Manager
John Tawaststjerna – Landscape Manager
Victoria Thomas – Board Services Coordinator
Anna Rocha – Board Services Coordinator
3. Resident’s Forum (*3 minutes per speaker*)
Residents were afforded the opportunity to express their concerns, make comments, or pose questions to the Board. Comments were: There were no comments.
4. Consent Calendar – *Seldon*
 - a. Board of Directors Special Meeting Minutes – May 7, 2024
Motion made by Seldon, seconded by Sivasubramanian, to approve the minutes. Approved by unanimous vote (4-0)
 - b. Board of Directors Special Meeting Minutes – May 20, 2024
Motion made by Seldon, seconded by Sivasubramanian, to approve the minutes. Approved by unanimous vote (4-0)
 - c. Board of Directors Special Meeting Minute – June 17, 2024
Motion made by Seldon, seconded by Sivasubramanian, to approve the minutes. Approved by unanimous vote (4-0)
 - d. Board of Directors Annual & Organizational Meeting Minutes – July 29, 2024

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Motion made by Seldon, seconded by Sivasubramanian, to approve the minutes. Approved by unanimous vote (4-0)

5. President's Report – Seldon

Seldon reported that the board will be putting together a meeting for the 2025 Budget. At this meeting, the board and the MOD staff will review the report from Helsing Group which outlines 10-30 years of Reserve Funding. The Budget meeting is projected to meet in September 2024. Seldon reported that last years' budget was able keep the increase down with the help of the Board Treasurer, Rick West and Jeroen Wright.

6. Treasurer's Report - Sivasubramanian

a. Delinquent Accounts

Fourth Mutual Treasurer's Report for August 2024 Meeting

As of July 31, 2024, our expenses in operating fund exceeded income by \$ 24,782 for the month. In the reserve fund our expenses exceeded income by \$ 66,133 for the month. For the year to date, operating expenses have a positive variance of \$ 12,320 against income and a negative variance of \$ 7 against budget. The reserve fund expenses have a negative variance of \$ 3541 against income for the year to date.

July end operating fund balance: \$ 556,430
July end Reserve Fund balance: \$ 3,068,382
July end total balance: \$ 3,624,812

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 July, Mutual 4 had \$ 367,096 in our operating fund account and \$ 2,970,575 in our reserve account in the bank for a total of \$ 3,337,671.

As of July 2024, total delinquencies were \$ 134,151 in past due monthly assessments. About \$102,000 (77 %) of these come from two deceased residents. After some deliberations, the Board has voted to begin judicial foreclosure against one of these properties. It will take several months to go through the procedure. We do have a payment agreement with another resident that is working. There is another property that is about to close in the next few days that will pay us back some delinquent funds at the close of escrow.

Delinquencies on third party billing is \$ 16430. Currently the delinquency on the special assessment for last year is around \$ 6600. We also have some delinquencies from the special assessments from 2021 for about \$ 4775. Mutual is also looking at developing policies that will suspend some privileges for delinquent residents.

Mutual also had interest income of \$ 13,185 in July.
Last year we had an interest income of \$ 10,948 in July.

We also need to make two motions:

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

*Sivasubramanian made a motion; Seldon seconded. Vote was unanimous. Motion passes.
(4-0)*

The second motion is: 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).”

7. Mutual Operations Report - Wright

Wright reported that MOD staff is now moving into the budget cycle and will be scheduling the first budget meeting after Bud Baxter prepares the first draft for the 2025 Annual Budget.

Information regarding the Fire Extinguisher inspection was brought up and that the Contra Costa County Fire Protection District is now requiring that mutuals adhere to a state fire code that involves a mandatory inspection of all fire extinguishers that the mutual owns monthly.

The Contra Costa County Fire Protection District does not want the inspections to be an added expense for the community so forming a committee of volunteers to conduct the inspections is allowed. The inspection is visual only and the committee would need to check for the following:

- Damage
- Pin is in place
- Gauge needs should be in the green so that it is fully charged
- Accessibility

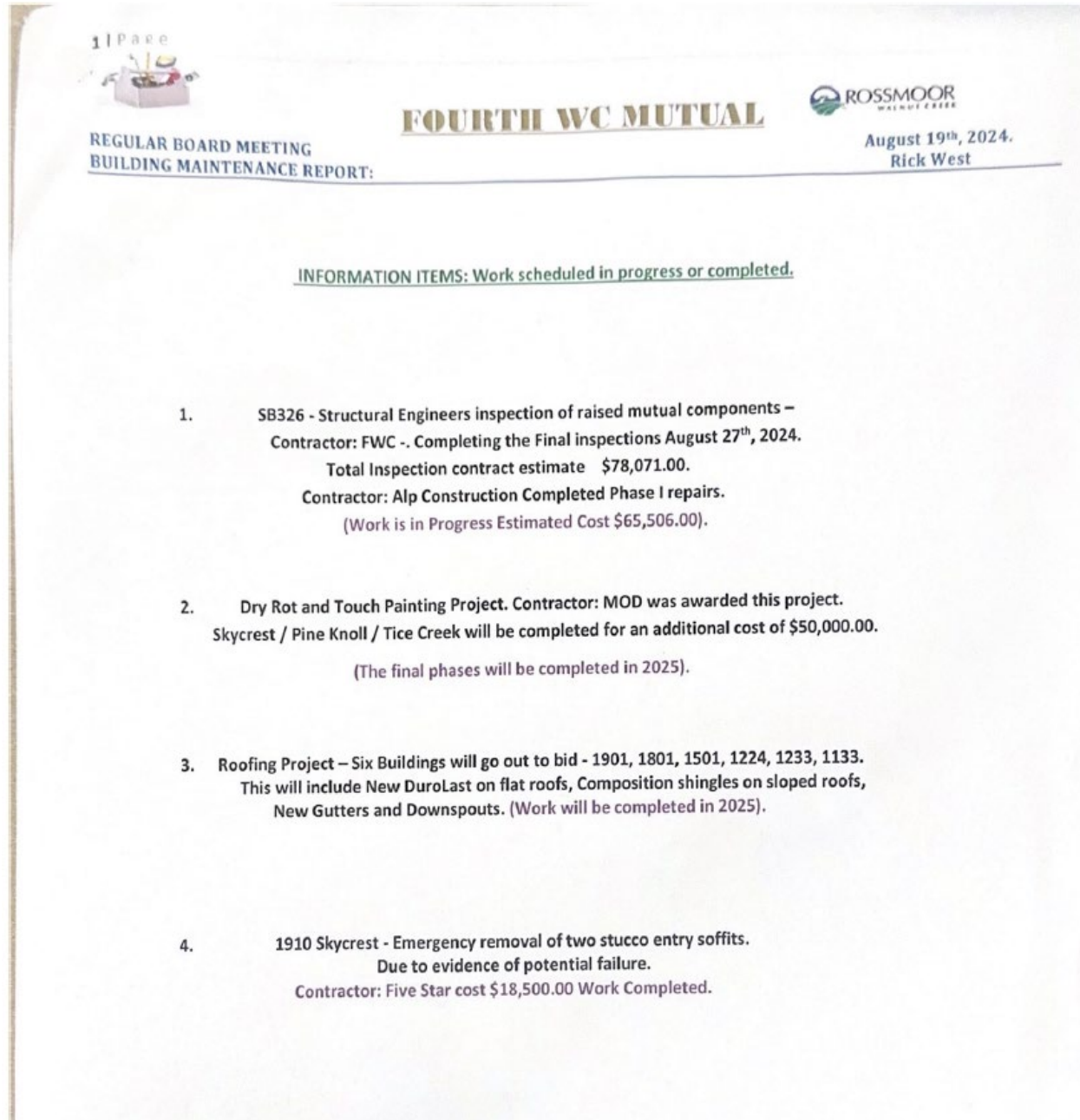
MOD has reached out to Cintas for a bid for the fire inspection.

8. Landscape Manager’s Report – Tawaststjerna

a. Landscape Maintenance Report

Tawaststjerna reported that today is the deadline is approaching for residents to submit their plant replacement request. You can email those requests to plantreplacement@rossmoor.com.

9. Building Maintenance Report – West



10. Appoint Susan Chang as Secretary
Seldon motion; Sivasubramanian seconded. Motion passes unanimously.
(3-0)
11. Committee Reports
 - a. Governing Documents – Bridgeman
No report.
 - b. Trash Committee – Hachen
No report.
 - c. Communications Committee
No report.

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d. Alterations Committee

No report.

12. Unfinished Business

None.

13. New Business

a. Helsing Group Proposal

Motion made by Seldon; seconded by Sivasubramanian. Vote was unanimously approved.

b. Approval of Creating a Fire Extinguisher Committee

Motion made by Seldon, seconded by Chang. Vote was unanimously approved.

(4-0)

c. Approval to send a New Policy Regarding Delinquent Accounts for 28 Day Comment Period.

Motion made by Seldon, seconded by Sivasubramanian. Vote was unanimously approved.

(4-0)

14. Announcements

The next scheduled meeting is the Board of Directors Regular Meeting on Monday, September 16, 2024, at 1:30 p.m. in the Board Room at the Gateway Center.

15. Adjournment

There being no further business, the meeting was adjourned at 2:44 p.m.

Secretary's Certificate

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

Anna Rocha