

**BOARD OF DIRECTORS REGULAR MEETING**

**Monday, January 6, 2025, at 1:30 p.m.**

**Meeting was Conducted In Person and Virtually**

**Creekside Building – Fairway Room  
1010 Stanley Dollar Rd., Walnut Creek, CA 94595**

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**MINUTES**

1. **Call to Order**

President Seldon called the meeting to order at 1:31 p.m.

2. **Roll Call of Directors**

Janet Seldon – President  
Robert Amans – Vice President  
Rajasundaram Sivasubramanian – Treasurer  
Vacant – Secretary  
Linda Brown – Director-at-Large

**Mutual Operations Staff**

Jeroen Wright – Director of Mutual Operations  
Todd Arterburn – Chief Financial Officer  
Rick West – Building Maintenance Manager  
Jesus Morales – Landscape Supervisor  
Anna Rocha – Board Services Coordinator

3. **Amend Agenda**

Seldon made a motion to amend the agenda so that the board can vote and appoint the open director seat; Brown seconded.

*Motion passes unanimously. (4-0)*

4. **Appoint Pam Ovalle to the BOD**

Siva made a motion to appoint Pam Ovalle to the open seat on the Board of Directors, Brown Second. There was no discussion.

*Motion passes unanimously. (4-0)*

5. **Resident's Forum (3 minutes per speaker)**

A homeowner recommended that the Board put out a reminder to the Community for those that do not receive the newsletter that there is Mutual Newsletter that is sent out. The resident reported that they are aware of who is and isn't receiving the newsletter and that on days where the weather is nice, they will put the consent to opt into receiving the newsletter form under the Owner's door.

**WALNUT CREEK MUTUAL FOUR**

**6. Consent Calendar**

- a. Board of Directors Special Meeting Minutes – November 18, 2024  
*Motion made by Seldon, seconded by Siva, to approve the minutes. Approved by unanimous vote. (4-0)*

**7. Mutual Operation’s Report – Jeroen Wright**

Wright reported that they are still in the process of negotiating the management agreement and will have this completed by the end of 2025. The Firewise Meeting is coming up on January 14, 2025, from 2 p.m. – 4p.m. in the Tahoe Room at the Event Center. The meeting will touch on mandatory evacuations. Everyone that attends will count towards two hours of recognized volunteer time. A total of 1300 hours of volunteer time is needed each year for Rossmoor to be recognized as a Firewise Community. Anyone that cannot attend in person, a link will be made available for those that would like to watch live or the meeting will be posted on YouTube so that Residents can watch at a later date. The Corporate Transparency Act is now at standstill after much back and forth between making businesses report. At this time, GRF has collected all of the CTA forms and is ready at any time the Fifth Circuit Court of Appeals decides that the nationwide injunction is back on.

**8. Chief Financial Officer - Todd Arterburn**

Arterburn reported that GRF Accounting is now live on NetSuite. In 2025, there will be a lot of changes and maturity when it comes to financial reporting. There will be a lot of education with staff now being able to use NetSuite. This next year, NetSuite will go through some transitioning to continue to refine it and ensure that it is being used to its full capability. It’s going to be a powerful tool for financials’ timeliness, and transparency. Jenark will still be maintained until the transition to NetSuite is complete. The information that is in Jenark will be visible in NetSuite as well.

The board noted that the Mutual has not received the audited financials from 2023. Arterburn acknowledged that he is still in the process of getting this completed for the Mutual. Arterburn discussed that he is going to be working on a financial calendar for the Mutual that will show when the Mutual can expect items such as audits, taxes and budgets will be completed by.

**9. Treasurer’s Report – Siva**

Siva reported that the Mutual has been receiving the monthly financials on time and thanked Todd Arterburn for his assistance with this.

As of November 30, 2024, our expenses in operating fund expenses exceeded income by \$ 6,199 for the month resulting in a negative variance. In the reserve fund our income exceeded expenses by \$ 79,174 for the month for a positive variance. For the year to date, operating expenses have a positive variance of \$ 37,740 against income and a negative variance of \$ 11 against budget. The reserve fund expenses year to date are \$ 747,206 with \$ 267,845 remaining in the budget.

November end operating fund balance: \$ 669,312  
November end Reserve Fund balance: \$ 3,339,663  
November end total balance: \$ 4,008,975

#### **WALNUT CREEK MUTUAL FOUR**

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 November, Mutual 4 had \$ 664,165 in our operating fund account and \$ 3,139,190 in our reserve account in the bank for a total of \$ 3,803,355.

As of October 2024, total delinquencies were \$ 137,749 in past due monthly assessments. About \$ 116,475 (85%) of these come from two deceased residents.

Delinquencies on third party billing are \$ 23,384. Currently the delinquency on the special assessment for last year is around \$ 5200. We also have some delinquencies from the special assessments of 2021 for about \$ 3675. Mutual is also looking at developing policies that will suspend some privileges for delinquent residents.

Mutual also had an interest income of \$ 12,840 in October. Our year-to-date interest income is \$ 145,171.

We also need to make two motions:

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

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)."

- a. *Siva motion to approve the November 2024 financials.; Seldon seconded.  
Motion passes unanimously. (4-0)*
- b. *Siva motion to approve 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 Agency to initiate collection activities including and not limited to recording a lien.  
Seconded by Seldon. Motion passes unanimously. (4-0)*

#### **8. Building Maintenance Report – West**

ACTION ITEMS: Proposals for review or Approval

##### **1. 1941 Skycrest Vertical Pex Repiping. -**

Contractors: Davis Plumbing / Five Star.

Estimated Costs presented to the Board.

*The board has decided to table this item for now.*

**WALNUT CREEK MUTUAL FOUR**

**INFORMATION ITEMS: Work scheduled in progress or completed.**

**1. 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.

**1. Roofing Project – Six Buildings - 1901, 1801, 1501, 1225, 1233, 1133.**

This will include New DuroLast on Flat roofs, Composition on sloped roof 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**

**1. Gutter Cleaning – Contractor: Welcome Building Maintenance Scheduled for**

**February 2025. Cost \$13,465.00.**

**10. Landscape Manager’s Report – Tawaststjerna**

Tawaststjerna reported about the Mutual’s MOD Days Schedule for 2025. He reported that the MOD days are not “free” days but are prepaid days by the Mutual in the budget. The first days set to begin on April 28 through May 13 for a total of fourteen (14) days. During that time, they will be focusing on mulching and the lawn conversion. There have been a few questions regarding the changes to the Landscape Contract. The Mutual is now has a “mixed” service contract with Terra Landscape. They have replaced Roundup has been replaced with an organic chemical. The areas near the sidewalks and shrub beds will be sprayed with organic chemicals, while the lawn areas are still using traditional herbicides, but it’s only a few times a year when those are used. John is going to reach out to Terra Landscape to find out when these areas are going to be sprayed using the traditional herbicides that way they can provide a notice to the community if needed. This will happen sometime in spring and summer. The board touched on possibly not spraying or reducing the amount of spraying.

The Board decided to leave the contract as is with Terra Landscape.

**11. Committee Reports**

a. Alterations – No Report

b. Governing Documents Report –

The Board is meeting to draft and update their policies and procedures. The Board thanked Susan Chang who helped started the revision process

c. Trash Committee – No report.

**12. Announcements**

The next scheduled meeting is the Board of Directors Regular Meeting on Tuesday, February 18, 2025, at 10:00 a.m. in the Club Room at the Creekside Clubhouse.

**13. Adjournment**



**WALNUT CREEK MUTUAL FOUR**

There being no further business, the meeting was adjourned at 2:52 p.m.

**Secretary's Certificate**

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

*Anna Rocha*