

BOARD OF DIRECTORS REGULAR MEETING**Monday, April 21, 2025 at 1:30 p.m.****Meeting is Conducted In-Person and Virtually****Gateway Clubhouse – Board Room
1001 Golden Rain Road, Walnut Creek, CA 94595**

MINUTES**1. Call to Order**

President Seldon called the meeting to order at 1:33 p.m.

2. Roll Call of Directors

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

Mutual Operations Staff

Jeroen Wright – Director of Mutual Operations
Todd Arterburn – Chief Financial Officer
Rick West – Sr. Building Maintenance Manager
Jesus Morales – Landscape Manager – Virtually
Victoria Thomas – Board Services Coordinator
Daniel Marguils – Budget and Finance Analyst

3. Members' Forum

Members were afforded the opportunity to express their concerns, make comments, or have questions for the Board. Comments were: The garbage enclosures were scheduled for repair in March; however, the work has not yet been completed. West replied that the Board needs to approve the expenditure which is scheduled to be done at this meeting.

4. Consent Calendar

a. Board of Directors Regular Meeting Minutes – March 17, 2025

Motion made by Seldon, seconded by Ovalle, to approve the Consent Calendar. Approved by unanimous vote. (5-0)

5. President's Report – Seldon

Seldon is stepping down from the President position to be on the GRF Board. A new Director will be appointed as President at the May Board meeting. Seldon plans to remain on the Landscape Committee.

6. Treasurer's Report – Sivasubramanian/Arterburn

Cash Positions

	January 31, 2025	February 28, 2025	March 31, 2025
Operating A/C	\$226,844	\$170,405	\$281,940
Reserve A/C	\$3,208,369	\$3,350,813	\$3,251,934

WALNUT CREEK MUTUAL FOUR

Operating	
First Quarter Income	\$825,901
Expenses	\$708,079
Budget	\$798,386
	Positive variance to Income \$117,822
	Positive variance to Budget \$90,357

Contributors to positive variance

Insurance	\$70,000
Property Tax	\$64,000
Utilities	\$8,000
Maintenance	\$7,000
Rain Leaks	\$4,00
Plumbing	\$5,000

In accordance with the Collection Policy, owners with delinquent accounts of \$2,000 or greater will be sent to the A.S.A.P Collection Services to initiate collection activities, including but not limited to, placing a lien on the property.

Motion made by Siva, seconded by Seldon, to approve delinquent accounts of \$2,000 or greater will be sent to A.S.A.P Collection Services to initiate collection activities, including but not limited to, placing a lien on the property. Approved by unanimous vote. (5-0)

7. Mutual Operations Manager's Report – Jeroen Wright

- Legal counsel is currently reviewing the GRF Management Agreement along with the appendices that allow for specificity for each Mutual.
- GRF is a non-profit organization. The only income generated is from the corporation yard, motor home parking, and member records fees.
- Third year evaluation of the Valley for the Reserve Study. Working with Kroll to determine percentage of insurance coverage.
- Rossmoor currently has 43% insurance coverage, totaling \$1.7 million.
- Answers to the questions that stemmed from the Firewise town hall will be placed on Rossmoor's website soon.

8. Landscape Report – Jesus Morales

MOD has a total of 28 prepaid workdays: 13 in spring (4/28 to 5/14), 6 in summer (7/28 to 8/4), and 9 in fall (10/13 to 10/23).

MOD Contract

Install 300 years of C6 mulch zone a Skycrest Entries 11-17

Install 2 ginkgo biloba 15 gallon

Install 10 myoprum parvifolium putah creek 1 gallon

Install 8 verbena tapien homestead 1 gallon

Plant cost = \$342.89

Bulk material cost = \$19,860

Total Cost = \$20,202.89

Motion made by Ovalle, seconded by Seldon, to approve the contract with MOD for landscape rehab in the amount of \$20,202.89 from the reserve account. Approved by unanimous vote. (5-0)

WALNUT CREEK MUTUAL FOUR**9. Building Maintenance Report – Rick West**

S8326 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.

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

This will include new Durolast on flat roofs, composition on sloped roofs, 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

Replacement of 880 smoke detectors with new 10- year KIDDE sealed Lithium Battery Detectors. Contractor: Five Star

Work in progress

Motion made by Seldon, seconded by Ovalle, to approve the contract with MOD for trash enclosure repair in the amount of \$8,452.50 from the reserve account. Approved by unanimous vote. (5-0)

10. Committee Reports

- a. Governing Documents – Kathleen Bridgeman
No Report

- b. EV Charging
Policy Committee is reviewing the EV Charging Policy.

- c. Trash Committee – Deb Hachen
No Report

- d. Communications Committee – Carl Brown
Mutual's website domain was renewed at a cost of \$20.

- e. Alterations Committee – Linda Brown
20 applications issues (mostly HVAC)
23 applications processed

- f. Fire Extinguisher Inspection Committee
113 fire extinguishers are mostly located in areas that allow easy access. Suggested that the fire extinguishers should be painted red for better visibility. A fire extinguisher at building 1625 was unable to be located.
Looking for volunteers to do inspections.

WALNUT CREEK MUTUAL FOUR
4WCM Fire Extinguisher Survey

Skycrest Dr			Tice Creek Dr		
Entry: BLDG Extinguishers:	Entry: BLDG Extinguishers:	Entry: BLDG Extinguishers:	Entry: BLDG Extinguishers:		
1 1101 1	10 1601 1	13 1902 2	A 2108 1		
1109 3	1605 1	1910 2	2116 1		
1133 2	1609 1	1932 1	2120 2		
1149 3	1613 1	1940 3	2128 2		
CP (1) 1	1617 1	CP (3) 3	2144 1		
3 1201 1	1625 0	15 2001 2	2152 1		
1209 1	1633 1	2013 1	24L1 1		
1217 1	1637 1	CP (2) 2	CP (1) 1		
1225 1	1641 1	Name: _____	CP (1) 1		
1233 1	1645 1	QTY: _____ 16	CP (1) 1		
Name: _____	1647 1		CP (1) 1		
QTY: _____ 15	1653 1		CP (1) 1		
	1657 1				
	CP (1) 1	Entry: BLDG Extinguishers:	Name: _____		
	CP (1) 1	16 2100 3	QTY: _____ 13		
	CP (1) 1	CP (2) 2			
Entry: BLDG Extinguishers:	Name: _____	17 2101 1			
7 1301 1	QTY: _____ 15	2105 1			
1309 3		2109 2			
CP (1) 1		2125 2			
8 1401 1	Entry: BLDG Extinguishers:	2137 1			
1409 1	11 1801 2	CP (2) 2			
1413 2	1817 3	Name: _____			
1429 1	1833 1	QTY: _____ 14			
1441 1	CP (3) 3				
1449 1	12, 14 1901 1				
CP (1) 1	1909 3				
CP (1) 1	1933 1				
CP (2) 2	1941 2				
9 1501 1	1957 1				
1509 2					
CP (1) 1					
Name: _____	Name: _____				
QTY: _____ 20	QTY: _____ 17				

Total Extinguishers 113

Inspect Fire Extinguishers for: Report out by the 15th of the month
 Damage - cylinder, hose, and enclosure
 Pin installed and undamaged
 Gauge reading green
 Accessibility of extinguisher
Report to R Amans - eMail=rlamans@gmail.com, text=247-917-1273
 Green=Checked - OK, Red=Not Checked, Yellow=Checked - Issues

14. **Announcements** – The next scheduled meeting is the Board of Directors Regular Meeting on May 19, 2025 at 1:30 p.m. in the Board Room at the Gateway Clubhouse as well as virtually.

15. **Adjournment**

There being no further business the Board of Directors adjourned at 3:22 p.m.

Board Assistant Secretary's Certificate

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

Victoria Thomas