

BOARD OF DIRECTORS REGULAR MEETING**Monday, June 16, 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 Brown called the meeting to order at 1:35 p.m.

**2. Roll Call
Directors**

Linda Brown – President
Robert Amans – Vice President
Rajasundaram Sivasubramanian – Treasurer – Absent
Beverly Mirsky – Secretary
Pam Ovalle – Director-at-Large

Rossmoor Property Management

Jeroen Wright – Director – Virtually
Todd Arterburn – Chief Financial Officer – Virtually
Rick West – Sr. Building Maintenance Manager – Virtually
Luis Duenas – Building Maintenance Manager
John Tawaststjerna – Landscape Manager
Victoria Thomas – Board Services Coordinator

3. Members' Forum

- Resident inquired as to when Entry 10 will be paved.
- Weed abatement with the goats was a success.

4. Meeting Minutes

- a. Board of Directors Regular Meeting Minutes – April 21, 2025
- b. Board of Directors Regular Meeting Minutes – May 19, 2025

Motion made by Brown, seconded by Mirsky, to approve the meeting minutes. Approved by unanimous vote. (4-0)

5. President's Report

Appreciation expressed to Tawaststjerna for the weed abatement project and to Thomas for keeping the Mutual organized.

6. Treasurer's Report

The May financials will be released today. I requested MOD accounting whether we can have our financials a little early so that I can present it at the Board meeting today.

WALNUT CREEK MUTUAL FOUR

I received basic financials and bank reconciliation statements around 5 PM yesterday. I did not receive the aging report until this morning. I want to thank MOD accounting for their efforts in getting this to me earlier.

As of May 31, 2024 our expenses in operating fund exceeded income by \$4,882 for the month. In the reserve fund our expenses exceeded income by \$6,055 for the month. For the year to-date, operating funds has a positive variance of \$60,711 against budget and the reserve fund has a positive variance of \$203,458 against budget. For the year today, Utilities had a 36K positive variance and building and maintenance had a positive variance of 13K. Both will disappear when our temperature warms up. Normally we do not see major expenses on the reserve budget until the weather warms up.

April end operating fund balance: \$ 604,821
April end Reserve Fund balance: \$ 3,275,382
April end total balance: \$ 3, 880,203

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 May, Mutual 4 had \$197,180 in our operating fund account and 3, 183,484 in our reserve account in the bank for a total of \$3,380,664.

As of May 2024, total delinquencies were \$118,349 in past due monthly assessments.

Delinquencies on third party billing is \$1,6039. The new CFO indicated that resolving this will be one of his top priorities for the year. Currently, the delinquency on the special assessment for last year is around \$6,650. We also have some delinquencies from the special assessments from 2021 for about \$4,775. At the last Board meeting we approved putting liens on two properties and decided to start judicial foreclosure on a property that has a large delinquency. Since then, we discovered that the property tax on the property has been paid. We have asked our lawyer to send a letter to the apparent heir explaining our intent to start a judicial foreclosure if they do not cover the delinquencies in a reasonable time.

Mutual also had interest income of \$12,335 in May.

Last year the Mutual had an interest income of \$9,928 in May.

Motion made by Ovalle, seconded by Mirsky, to certify compliance with Civil Code §5500 for the January to April 2025 financial statements. Approved by unanimous vote. (4-0)

Motion made by Ovalle, seconded by Mirsky, to send delinquent members 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). Approved by unanimous vote. (4-0)

7. Director's Report

- RWC Management Agreement is actively being developed in collaboration with the management agreement Taskforce. It is estimated to be finalized in August, which will be used for the 2026 budget forecast.

WALNUT CREEK MUTUAL FOUR

- Company DBA (doing business as) name has changed. Golden Rain Foundation (GRF) is now Rossmoor Walnut Creek (RWC) and Mutual Operations Division (MOD) is now Rossmoor Property Management (RPM).
- Staff reorganization in the Maintenance Department due to an employee retiring. Luis Duenas has now been assigned as the Building Maintenance Manager for Mutual 4.

8. Chief Financial Officer's Report

- May financials will be completed soon.
- The Board will have access to NetSuite soon.

9. Landscape Manager's Report

- Goats assisted with the weed abatement in Rossmoor this year. Staff plans to clean under the PGE power lines.
- Next RPM workdays are July 28th to August 4th wherein focus will be on irrigation and/or hardscaping to remove mulch and replace with stones.
- Staff received five estimates for tree pruning and removals. No grants are available at this time. Staff recommended the Mutual approve the Waraner contract.

Motion made by Brown, seconded by Mirsky, to approve the Waraner contract to prune the trees in the amount not to exceed \$23,000 from the reserve account. Approved by unanimous vote. (4-0)

10. Building Maintenance Manager's Report

Information Items: Work scheduled in progress or completed.

Entry 10 Dry Rot Repair Work Prior to Paint. Contractor CALPRO Estimate. \$5,170.82

In Progress

Remove and Replace failed Asphalt (Tice Creek):

Grind out approx. 17,350 sq ft of asphalt at 4 inches of depth.

Pave with hot mix asphalt in 2 separate lifts

Roll to provide proper compaction and finish.

Stripe to match existing lot.

Price \$74,353

Remove and replace failed asphalt (Pine Knoll):

Grind out approx. 6,085 sq ft of asphalt at 4 inches of depth.

Pave with hot mix asphalt in 2 separate lifts, compacting after each lift.

Roll to provide proper compaction and finish.

Stripe to match existing lot.

Price \$31,812

Total Contract Price \$106,165 - Scheduled

Entry 10 Painting Project - Product: Dunn Edwards Paint. Contractor: CALPRO

Board approved NTE \$56,000 - Scheduled

WALNUT CREEK MUTUAL FOUR

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.

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).

Roofing Project - 2109 Skycrest - Duralast, Tile to Comp. Gutter & Downspouts.

Contractor: Fiala Roofing.

Rain Leak repairs and Balcony repair work are also included in this project.

In Progress Cost \$142,459

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. (The final phases will be completed in 2024).

Entry Signs

Motion made by Orvalle, seconded by Mirsky, to approve the RPM contract to replace all 16 entry signs in the amount not to exceed \$16,000 from the reserve account. Approved by unanimous vote. (4-0)

11. Committee Reports

a. Governing Documents

No Report

b. EV Charging

Requested an estimate from MCE to install 100 volt level electric vehicle chargers. Electric usage will be paid by residents.

c. Trash Committee

No Report

d. Landscape Committee

No Report

e. Communications Committee

Currently working on the Mutual's website and Constant Contact.

f. Alterations Committee

Since May 16th the Mutual received 4 alteration applications. All were approved.

g. Fire Extinguisher Inspection Committee

- Fire extinguisher in Entry 17 will be relocated for easier access.
- Monthly fire extinguisher inspections are no longer required.



WALNUT CREEK MUTUAL FOUR

12. New Business

Action Items

None

14. Announcements – The next scheduled meeting is the Board of Directors Regular Meeting on July 21, 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 2:49 p.m.

Board Assistant Secretary's Certificate

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

Victoria Thomas