

BOARD OF DIRECTORS REGULAR MEETING**Monday, November 18, 2024, at 1:30 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 1:31 p.m.

2. Roll Call of Directors Present

Janet Seldon – President
Robert Lamans – Vice President
Rajasundaram Sivasubramanian – Treasurer
Susan Chang – 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
John Tawaststjerna – Landscape Manager – excused
Jesus Morales – Landscape Supervisor
Anna Rocha – Board Services Coordinator

3. Resident’s Forum (3 minutes per speaker)

A homeowner reported that the Dial a Ride services have been cutback making it harder for her and her neighbors to go out on the weekends. She is bringing forth to the board to find out if there is anything that can be done and that a lot of residents rely on it. A resident also reported that the Mutual 4 website is missing a few minutes and needs to be updated. Another resident reported that they ran into their carport storage locker and the door frame is cracked. The owner will work with Building Maintenance staff to get it fixed. A resident reported that there was an emergency water main break over the weekend and that it took the plumbing vendor a few hours to make it onsite as they were traveling from San Jose and there was also traffic. The resident is requesting that the Mutual reach out to other local plumbing vendors to assist with emergency items so that a lot of time doesn't go by where water is wasted, and more damage could occur. Another owner requested that information about violations and penalties be updated in the next Mutual newsletter as a friendly reminder.

WALNUT CREEK MUTUAL FOUR

4. **Consent Calendar** – Seldon

- a. Board of Directors Special Meeting Minutes – October 21, 2024
Motion made by Seldon, seconded by Siva, to approve the minutes. Approved by unanimous vote. (4-0)

5. **President’s Report** – Seldon

Seldon reported on the insurance presentation from Gallagher which help introduce ten other people who all assisted on the insurance. President Seldon reported that there was a car fire over the weekend in Rossmoor in the Mutual. At this time, they are still trying to understand how the fire started. Seldon also mentioned the Worker’s Compensation rate for the Mutual is very low compared to other Mutuals. President Seldon talked about the increase to the insurance premium and that the reason it is so high is because Rossmoor is a Wildfire Zone, the community is very old, and the buildings are made of wood. These are reasons why the insurance is so high. Fourth Walnut Creek Mutual should find out in January 2025 what their insurance premium is.

6. **Fourth Mutual Treasurer’s Report for October 2024 – Sivasubramanian/Todd Arterburn**

Siva noted that his report had the wrong month listed on monthly Treasurer’s Report. The month should read September 2024. Siva reported that the monthly financials are being delivered on time.

- a. *Siva motion to approve the September financials.; Seldon seconded. Motion passes unanimously. (3-0)*
- 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. (3-0)*

Todd Arterburn reported that in October his team will be finalizing the first phase of the NetSuite implementation. Arterburn thanked everyone for their patience during the unveiling of the new NetSuite software. He said that he will be pushing out a fiscal calendar for each board for next year which will include items like insurance, audit completions, and the next second phase of the NetSuite implementation. He reports that they are still on track to go live on January 1st, 2025. Arterburn also reported his plan to create a SharePoint site for all the Mutuals where shared Mutual documents can be viewed by the board, MOD and the Board Service Coordinator. The board will be able to access monthly financials, audits, tax returns and any past documents. The 2025 Annual Budget Booklets are scheduled to go out before Thanksgiving.

7. **Mutual Operations Report** - Wright

Wright reported that there is a new Electronic Voting Law that will be coming into effect and there will be a presentation at the President’s Forum. The new law will require a revision of the Governing Documents. Once the revisions are done, Mutuals will be able to vote electronically for Director Elections, and Governing Document changes. This voting will still be done in secret. MOD has been working diligently on the budgets for 2025.

8. **Building Maintenance Report** – West

1. **SB326 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.

WALNUT CREEK MUTUAL FOUR

The final phases will be completed in 2025

2. **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

Siva motioned to approve Fiala Roofing and to also not to exceed the \$444,832.00; Seldon seconded. Linda Brown voted yes via Zoom teleconference. Motion passes Unanimously.

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

It was reported that the Tice Creek, Entry A has been planted with fire tolerant mulch.

- a. Waraner Bros Tree Service #550 for Entry 7 – 2 Eucalyptus trees.

Seldon motioned; Siva seconded.

Linda Brown voted “yes” via Zoom teleconference.

Motion passes unanimously. (4-0)

- b. Waraner Bros Tree Service #564 Entry 14 – Remove Dead Birch Tree

The board will ratify this at the January 2025 Regular Session Board Meeting.

10. **Committee Reports**

- a. Governing Documents –

The Committee reported that section 15 of the CC&Rs, which pertains to the Mutual’s Insurance will be consolidated to ensure that the changes are reflected. The committee will also need to work on updating the Mutual’s Policies regarding revoking member’s privileges for those that owe reimbursement assessments and fines.

- b. Firewise Townhall – No report.

- c. Trash Committee – No report.

- d. Communications Committee –

The Rossmoor website will be updated with the approved minutes from the September and October 2024 Regular Session Board Meetings. The October Meeting Minutes were Approved at the November Meeting and will be send to the News to be posted on the website.

- e. Alterations Committee –

The committee reported that there were five (5) ongoing alterations which included windows, flooring maintenance and general maintenance. There are no big alterations happening currently.

11. **Announcements**

The next scheduled meeting is the Board of Directors Regular Meeting on Monday, January 21, 2025, at 1:30 p.m. in the Board Room at the Gateway Clubhouse.

12. **Adjournment**

There being no further business, the meeting was adjourned at 3:01 p.m.



WALNUT CREEK MUTUAL FOUR

Anna Rocha

Secretary's Certificate

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