

## BOARD OF DIRECTORS REGULAR MEETING

Monday, October 21, 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

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### MINUTES

1. Call to Order  
President Seldon called the meeting to order at 1:30 p.m.
  
2. Roll Call of Directors Present  
Janet Seldon – President  
Ward Thompson– Vice President  
Rajasundaram Sivasubramanian – Treasurer  
Susan Chang – Secretary *Excused*  
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)  
*A homeowner reported that he reached out to the Work Order desk in regard to a bench that he reported as leaning near the sidewalk at Entry #10. The owner then reported that the Work Order Desk closed out the work order and that it was not going to be replaced. The hill is very steep, and owners will need a place to sit. The owner believes that this will become a safety issue.*
  
4. Consent Calendar – Seldon
  - a. Board of Directors Special Meeting Minutes – September 16, 2024  
*Motion made by Seldon, seconded by Siva, to approve the minutes. Approved by unanimous vote (3-1) Ward abstains.*

5. President's Report – Seldon

Seldon reported Ward Thompson is leaving Rossmoor and thanked him for his time and service on the Board of Director's. She also announced that they will need to replace his seat on the Board. Linda will be coming back as Director at Large and Robert Amans will be stepping up as Vice President.

*a. Siva made a motion to make Robert Amans the Vice President of the Board; seconded by Seldon. Motion passes unanimously. (3-0)*

*b. Siva made a motion to appoint Linda Brown to the Board of Directors. Amans seconded. Motion passes unanimously. (3-0) Seldon noted that Linda Brown was on the Board of Directors for seven years. President Seldon also added that Linda Brown is the Chair of the Alteration's Committee.*

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.



**WALNUT CREEK MUTUAL FOUR**

**Fourth Mutual Treasurer's Report for August 2024 Meeting**

As of September 30, 2024, our expenses in operating fund exceeded income by \$ 39,462 for the month. In the reserve fund our expenses exceeded income by \$ 86,301 for the month. For the year to date, operating expenses have a positive variance of \$ 41,272 against income and a positive variance of \$ 20,283 against budget. The reserve fund expenses year to date is \$ 690,626 with \$ 324,425 remaining in the budget.

We did receive an insurance refund this month.

September end operating fund balance: \$ 585,382  
September end Reserve Fund balance: \$ 3,196,388  
September end total balance: \$ 3,781,770

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 September, Mutual 4 had \$ 486,380 in our operating fund account and \$ 3,014,121 in our reserve account in the bank for a total of \$ 3,500,502.

As of September 2024, total delinquencies were \$ 136,736 in past due monthly assessments. About \$109,000 (80 %) of these come from two deceased residents. We have started judicial foreclosure process 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 and the payment plan is almost complete. There is another property that closed last month and we have collected the delinquent funds at the close of escrow.

Delinquencies on third party billing is \$ 18248. Currently the delinquency on the special assessment for last year is around \$ 5600. We also have some delinquencies from the special assessments from 2021 for about \$ 3675. Mutual is also looking at developing policies that will suspend some privileges for delinquent residents. Janet and I had a conversation with ASAP collection and are exploring ways to collect delinquent funds.

Mutual also had an interest income of \$ 13,397 in September. Our year-to-date interest income is \$ 119,326. While this good news the bad news is that we need to pay taxes on this income.

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)."

**WALNUT CREEK MUTUAL FOUR**

- 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. He reports that they are still on track to go live on January 1<sup>st</sup>, 2025. Arterburn discussed that he will have a Treasurer

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



INFORMATION ITEMS: Work scheduled in progress or completed.

1. **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.  

(The final phases will be completed in 2025).
  
  2. **Roofing Project – Six Buildings will go out to bid - 1901, 1801, 1501, 1224, 1233, 1133.**  
This will include New DuroLast on flat roofs, Composition or Brava on sloped roofs,  
New Gutters and Downspouts.  
Contractors: A-One Roofing / Master Craft Roofing / Fiala Roofing  
  
Master Craft - Brava Estimate \$789,145 (Gutters and Downspouts not included)  
Fiala Roofing – Comp. Estimate \$386,034 (Gutters and Downspouts included)  
A -One Roofing Estimate Not received yet.  
Work will be completed in 2025
  
  3. **1217 Skycrest #3 in wall drain leak drywall repair, texture and Paint. Contractor: Five Star**  
Cost \$1,575.00 Work Completed
  
  4. **1910 Skycrest – 60 square Ft. of new Concrete walkway. Contractor: Five Star**  
Cost \$2,700.00 Work Completed
  
  5. **Skycrest Entry 10 - 25 square Ft. of new Concrete walkway. Contractor: Five Star**  
Cost \$1,740.00 Work Completed
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1. Rick West reported that Luis is asking for an additional \$20,000 to complete the Dry Rot and Touch Painting Project. Initially, the \$50,000 was enough but he used up a lot of that on balconies and extra damage that was discovered. Siva asked for a breakdown of added expenses. *Siva made a motion to approve on a contingent basis an additional cost of Not to Exceed \$20,000 to MOD with the understanding that MOD will provide a time and material breakdown. Amans seconded. Motion passes unanimously.*

WALNUT CREEK MUTUAL FOUR

9. Landscape Manager’s Report – West

10/21/24

**Mutual 4 Landscape Report**

MOD Days

- Fall days
  - o Plant replacements
  - o Lawn conversions
    - 1225 Skycrest Dr
    - 2120 Skycrest Dr

Mutual	Total Days	Spring	Summer	Fall
4	28	13	6	9
		5/1 to 5/17	8/1 to 8/8	10/10 to 10/22

Landscape Maintenance

- Preemergent weed control for lawns
- Overseeding of lawns to begin in early November
- Fertilization of lawns in early November
- Cleaning out of v-ditches and landscape drains
- Dividing of perennials if necessary

Tree Maintenance

- Removals
  - o Skycrest Entry 7 Red Iron Bark Eucalyptus
    - Permit approved

EBMUD Rebate

- Check received for \$2,200 on 10/8/24
  - o Water Operating

10. Committee Reports

a. Governing Documents

*No Report*

b. Trash Committee –

*No report.*

c. Communications Committee

*No report.*

d. Alterations Committee

*No report.*



**WALNUT CREEK MUTUAL FOUR**

11. Unfinished Business

None.

13. New Business

a. 2025 Annual Budget

*Seldon motioned to approve to the 2025 Annual Budget with an increase of 7.5% making the 2025 coupon amount \$1,240.00; Siva seconded. Motion passes unanimously (3-0)*

14. Announcements

The next scheduled meeting is the Board of Directors Regular Meeting on Monday, November 18, 2025, at 1:30 p.m. in the Board Room at the Gateway Clubhouse.

15. Adjournment

There being no further business, the meeting was adjourned at 3:04 p.m.

**Secretary's Certificate**

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

*Anna Rocha*