

BOARD OF DIRECTORS REGULAR MEETING

Monday, September 16, 2024, at 2:00 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 2:01 p.m.
2. Roll Call of Directors Present
Janet Seldon – President
Ward Thompson– Vice President
Rajasundaram Sivasubramanian – Treasurer
Susan Chang – Secretary
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*)
Residents reported to the Board that the Zoom Session was not working.
A new homeowner wanted to introduce himself and wanted to compliment Terra Landscape for their polite, pleasant and efficient. They all work very hard and are always ver
4. Consent Calendar – *Seldon*
 - a. Board of Directors Regular Meeting Minutes – August 19, 2024
Motion made by Siva, seconded by Seldon, to approve the minutes. Approved by unanimous vote (4-0)
 - b. Board of Directors Executive Meeting Minutes – August 23, 2024
Motion made by Siva, seconded by Seldon, to approve the minutes. Approved by unanimous vote (4-0)
 - c. Board of Directors Special Meeting Minute – August 26, 2024
Motion made by Siva, seconded by Seldon, to approve the minutes. Approved by unanimous vote (4-0)

WALNUT CREEK MUTUAL FOUR

5. President's Report – Seldon

Seldon reported that Mutual Four is in the middle of Budget Season and trying their best to keep the coupon down, however it is only going to increase. Items such as Insurance and Utilities; these items are out of Mutual's control. The final draft of 2025 Annual Budget will be presented at the October Meeting. There will be a new management agreement, and the working group has submitted the final draft to MOD & GRF. The board will keep the community informed.

6. Treasurer's Report – Sivasubramanian/Todd Arterburn

- a. No Report for September as the August Financials were not available during the time of the meeting. The financials are usually provided on the 15th of each month.

There was a few comments regarding the cash position remaining good for Mutual. The expense exceeds the revenues this month in Operating by \$10,000. However, Siva noted that the budgeted numbers are working and expects to finish the year on budget.

Motion to approve the financials has been deferred and tabled until the next meeting.

Motion to approve those owners that are delinquent to be sent to A.S.A.P. Collection Agency to initiate collection activities including and not limited to recording a lien.

Motioned by Siva; Seconded by Seldon. Motions passes unanimously. (4-0)

Todd updated the membership regarding the conversion from Jenark moving to Netsuite. Netsuite will provide a newer updates. As of right now, there is struggle with getting financials sent over during the projected timeline. There will be a few phases for the roll out. The new reporting will provide better visibility. Netsuite will provide a better look and feel. Member Records will be combined with Netsuite as well. Treasurer's will receive monthly financials the fifteenth of each month.

7. Mutual Operations Report - Wright

Wright reported that the MOD is working on Budgets for all the Mutuals and is conducting Budget Meetings with Mutual's Boards to review the 2025 Draft Budgets. It was reported that the Budget Meetings will take precedence over Mutuals Regular Session Board Meetings. Last week, the RFG and MOD Budgets were presented, which was successful. They will need to go to final approval at the GRF Board Meeting on September 27, 2024. MOD is looking at the 7% increase. Some of the reasons for the increase are:

- Cost of Living Increase for the Employees
- Compensation of Wages
- Additional Administrative Employee at MOD which will assist with the 4041 Form, Corporate Transparency Act Statute, help with the Work Order Desk, to help Answering e-mails, and phone calls, and helping with Resales and Operations.
- The Building Maintenance Inspector historically has been billed for their time for the investigations, however, those inspections have been rolled into the Management Agreement. This is considered a loss of revenue which equates to the increase of the management fee.

Firewise is doing very well and are planning to hold another Townhall in January 2025.

8. Landscape Manager's Report – Tawaststjerna

WALNUT CREEK MUTUAL FOUR

a. Landscape Maintenance Report

Tawaststjerna reported that he has no report for Mutual Four for this meeting.

There was an update that the EBMUD rebate check is in the mail for removing the lawn back in June 2024.

9. Building Maintenance Report – West

1 | Page



REGULAR BOARD MEETING
BUILDING MAINTENANCE REPORT:

FOURTH WC MUTUAL



September 16th, 2024.
Rick 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 shingles on sloped roofs, New Gutters and Downspouts. (Work will be completed in 2025).**

10. Committee Reports

a. Governing Documents

Update the policies and procedures as they are outdated
The committee needs new members.

b. Trash Committee – Hachen

No report.

c. Communications Committee

No report.

d. Alterations Committee

No report.

11. Unfinished Business

WALNUT CREEK MUTUAL FOUR

None.

13. New Business

a. Appoint Anna Rocha as Secretary

Motion made by Seldon; seconded by Sivasubramanian. Vote was unanimously approved. (4-0).

b. New Chair of of the Governing Documents Committee – Susan Change

Motion made by Seldon, seconded by Siva. Vote was unanimously approved. (4-0)

c. Park a Lien for Delinquent Account

This will be done during the executive session.

d. New Policy Regarding Delinquent Accounts for 28 Day Comment Perio

A member will be deemed delinquent if they are 60 or more days past due. This includes Association Assessments, Special Assessments and Third Party Billing. Amenity privileges will be revoked. Member privileges will be resume account is in good standing.

14. Announcements

The next scheduled meeting is the Board of Directors Regular Meeting on Monday, October 21, 2024, at 1:30 p.m. in the Board Room at the Gateway Center.

15. Adjournment

There being no further business, the meeting was adjourned at 2:40 p.m.

Secretary's Certificate

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

Anna Rocha