

NOTICE

MINUTES

FOURTH WALNUT CREEK MUTUAL BOARD OF DIRECTORS MEETING TUESDAY, JANUARY 16, 2024, AT 1:30 P.M. BOARD ROOM - GATEWAY IN PERSON & ZOOM

CALL TO ORDER: President Seldon called to order a regular Board of Directors meeting of the Fourth Walnut Creek Mutual at 1:32 p.m. on Tuesday, January 16, 2024.

ROLL CALL: PRESENT: Janet Seldon, President
Ward Thompson, Vice President
Jeff Spires, Secretary
Robert Amans, Director

EXCUSED: Rajasundaram Sivasubramanian, Treasurer

STAFF: Representing Mutual Operations were Rick West, Building Maintenance Manager, John Tawaststjerna, and Linda Schoeffner, Assistant Secretary.

APPROVAL OF CONSENT CALENDAR

The consent calendar consisted of Minutes:

- Special Tabulation Meeting, December 29, 2023
Vice President Thompson made a motion to approve the Special Tabulation Meeting Minutes of December 29, 2023. President Seldon seconded the motion, and it passed without dissent. 4-0
- Board of Directors Meeting, November 20, 2023
Vice President Thompson made a motion to approve the November 20, 2023, Board of Directors Meeting Minutes. President Seldon seconded the motion, and it passed without dissent. 4-0
- Executive Session, November 20, 2023
President Seldon made a motion to approve the November 20, 2023, Executive Session minutes. Vice President Thompson seconded the motion, and it passed without dissent. 4.0

MEMBERS' FORUM

"The following statements/opinions expressed by the members of Mutual 4 belong solely to those individuals. The Board of Directors is not obligated to respond or react to what is said. It is recorded in the Minutes for information only."

A Members' Forum was held. There were four (4) members in attendance and three (3) on Zoom.

PRESIDENT'S REPORT

At the Presidents' Meeting President Seldon reported everything was insurance and revisions to

the CC&Rs/Bylaws to reduce the 100% funding in the Replacement Fund to meet code. Now we hope that Fannie Mae and Freddie Mac accept lowering the percentage on the property valuation. If not, they may not buy loans making it difficult for buyers to get a loan.

TREASURER'S REPORT – (Siva absent) Presented by President Seldon

I have not received the December financials yet. It is supposed to be available on January 16, 2024, the day of our Board meeting. I am writing this on January 12 since I will be out of the country on January 16. I received the November report on December 15.

The November ending balance for the Operating fund was \$568,995 and the Reserve fund was \$3,020,908 for a total of \$3,589,903.

The current state of our mutual is: As of November 30, we have a surplus against the budget of 31K. Utilities were the major factor contributing 37K favorable (Water 27K and Trash 13K PG&E -5K). Professional services had a positive variance of 10K. Some of this will be used up in December for legal services related to the CC&R and bylaws revision. Building Maintenance was unfavorable by 25K, and Landscaping was unfavorable by 5K.

As of 11/30/2023, total delinquencies were \$97,834 in past due monthly assessments. Two manors are responsible for about 86% of this due (83747).

Delinquencies on third party billing is \$13389. Special assessments have a delinquency of \$7308. In mid-December, accounting sent invoices to residents that were delinquent on special assessments. In February I will report on how successful those efforts were.

We also authorized ASAP to send out letters to several residents (four whose delinquencies exceed over \$1,000) regarding their delinquencies.

Mutual also had interest incomes of \$13439 in November and \$118,736 for the year. Last year we had an income of \$14031 for the for the year for the eleven months.

We also need to make two motions:

The first motion is to certify that the November financials have been reviewed in accordance with civil code #5500. President Seldon made a motion to certify that the November financials have been reviewed in accordance with civil code #5500. Secretary Spires seconded the motion, and it passed without dissent. 4-0

The second motion is:

President Seldon made a motion that, "In accordance with the collection policy for the period 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 lend and /or any successive liens(s)." Secretary Spires seconded the motion, and it passed without dissent. 4-0

MANAGER'S REPORT – Jeroen Wright, Director of Mutual Operations – *Out Sick, no report.*

LANDSCAPE AND GROUNDS, FIRE CLEARANCE - John Tawaststjerna - MOD

- MOD Days May 1-17 Spring
- Lawn Removal, perennials when warmer weather

- Mulch 5' from Buildings (Firewise). Other choice material that mulches, Lodi stone yellow/blue pack down, most cost effective, cheaper than Lava rock.
- Tree work – Eucalyptus, February walk, March work.

BUILDING MAINTENANCE REPORT:

1. **INFORMATION ITEMS: Work scheduled in progress or completed.**

1. **1933 Tree Damage to Entry Overhang. Contractor: AMAC**
- 1) Set Up Scaffolding. Set up Plastic Protection on Stairs – Handrails Etc.
 - 2) -AMAC to pull back roof sheathing as needed to remove damaged portion of structural framing and blocking.
 - 3) Per engineer's drawings repair trusses framing and roof sheathing.
 - 4) Supply and install new structural metals as needed.
 - 5) Supply and install new rough cut sawn siding as needed.
 - 6) Supply and install new trims
 - 7) Prime all six sides paint canopy to match.
 - 8) -Install Rossmoor provided light fixture. Roof Repairs by others. \$19,750.00.

Project is currently in progress. (Delayed due to rain/permit)

2. **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 \$78,071.00.
 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 \$65,506.00). (Ratified ALP Change Orders)

3. **Roofing Project – 2109 Skycrest – DuraLast, Tile to Comp. Gutter & Downspouts.**
 Contractor: Fiala Roofing. **Project scheduled for Early 2024.**
 Rain Leak repairs and Balcony repair work are also included in this project.
Cost \$142,459.00

4. **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 2024).

5. **Gutter and Downspout Cleaning. Contractor: Outdoor Keepers.**
(Scheduled for February 2024 Cost \$14,175.00)

Contract “Change Orders” for Repair to Entry 14 Due to Fallen Tree - Signed

COMMITTEE REPORTS

- **Government Documents** - Kathleen Bridgeman, Chairperson
- **Firewise Committee** -- No Report – Jeroen put together the Rossmoor Wide Committee and not Committees for individual Mutuals at this time. **Rossmoor is now a Firewise Recognition Community.**
- **EV Committee** – Carl Brown
 - **Golf Cart Power Purchase Agreement**
 - **EV Charging Policy and Use of Mutual Electricity** – Board member Spires will collaborate with Carl Brown on the policy. Carl reported that currently there is no policy for Electric Vehicle charging. Carl and Jeff will work on a Draft EV Policy and submit to President Seldon to review with the Board.

- **Trash** - Deb Huchen, Chairperson
President Seldon reminded residents to thank Deb and the Committee on the fantastic job they are doing staying on top of all things trash (recycling, keeping costs down, monitoring what goes into the containers and that other mutuals are not dumping in 4WCM containers, etc.).
- **Communications Committee** - Carl Brown, Chairperson – No Report
Carl reported that a copy of the Draft CC&Rs/Bylaws can be reviewed on 4WCM.com under “Notices.”
- **Architectural Control and Alterations Compliance** - Linda Brown, Chairperson

OFFICERS REPORTS:

- **President** - Janet Seldon
- **Vice President** - Ward Thompson
- **Secretary** - Jeff Spires
- **Treasurer** - Rajasundaram Sivasubramanian – Report Submitted

NEW BUSINESS

- **CC&Rs/Bylaw Amendment on Insurance Section Verbiage**
The residents voted and passed the amendment to amend CC&Rs/Bylaw verbiage on property insurance regarding the 100% Replacement Coverage on valuation. The results from Inspector of Election Evan Spinrod at the Tabulations Meeting on December 29, 2023, were as follows:

Total Ballots Received – 168
Total Invalid Ballots – 8
Total Valid Ballots – 160

Votes for CC&Rs 157
Votes Against CC&Rs 3
PASSED

Votes for Bylaws 157
Votes Against Bylaws 3
PASSED

- **Shared Insurance Deductible Agreement**
President Seldon made a motion to approve signing the Shared Insurance Deductible Agreement along with the majority of other mutuals for each mutual to share the \$250,000 deductible should a mutual submit a claim. The mutual making a claim would be the first \$10,000 and all mutuals on the agreement would chip in equally and pay the \$240,000 balance. Vice President Thompson seconded the motion, and it passed without dissent. 4-0
- **Approve 2023 Engagement Letter with Porter & Lasiewicz, CPA**
President Seldon made a motion to approve Porter & Lasiewicz, CPA, Engagement Letter for the Year-End as of December 31, 2023, and tax services for \$4,850. Vice President Ward seconded the motion, and it passed without dissent. 4-0

- **Ratify Approval on Paid Invoices**

- California Quality Printing's invoices for \$6,196.45 for the mailing the CCR/Bylaw Amendment. GRF is reimbursing a portion of the amount.

OLD BUSINESS

ANNOUNCEMENT - Next Meeting is the Board Meeting on Tuesday, February 21, 2024, 1:30 p.m. in the Board Room / Gateway.

ADJOURNMENT - There being no further business, the Board adjourned the meeting at 2:22 p.m.

Linda Schoeffner
Assistant Secretary
Fourth Walnut Creek Mutual

