

## MINUTES

**Fourth Walnut Creek Mutual Board of Directors Meeting  
Wednesday, February 21, 2024, 1:30 p.m.  
In the Board Room / Gateway  
In Person – On Zoom**

**1. Call to Order** – President Seldon

President Seldon called the Board of Directors Meeting was called to order at 1:30 p.m. The meeting was held in the Board Room / Gateway and was In-Person and on Zoom.

**Roll Call** - Directors:

President Janet Seldon, **present**  
Vice President Ward Thompson, **present**  
Treasurer Rajasundaram Sivasubramanian, **present**  
Secretary Jeffrey Spires, **present**  
Director Robert Amans, **present**

**Staff**

Jeroen Wright, Director Mutual Operations (on Zoom) and Linda Schoeffner, Assistant Secretary.

**2. APPROVAL OF CONSENT CALENDAR**

*The consent calendar consisted of Minutes:*

January 15, 2024, Board of Directors Meeting Minutes  
January 15, 2024, Executive Session Minutes

- *President Seldon made a motion to approve the January 15, 2024, Board of Directors meeting minutes and the January 15, 2024, Executive Session minutes. Secretary Spires seconded, and the motion passed without dissent. 4-0-1 (Treasurer Siva abstained)*

**3. 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 seven (7) members in attendance and twelve (12) on Zoom. Topics: Entry 14 Seacrest concrete sidewalk needs repair; a work order has been requested. Brown water coming out of pipes inside the building. The resident will contact EBMUD to check pipes inside the building.

**4. PRESIDENT'S REPORT**

President Seldon reported that Freddie Mac and Fannie May are not buying loans due to the Mutuels do not have 100% insurance coverage, which is currently unwarrantable. No reverse mortgages either.

**5. TREASURER'S REPORT – February 2024**

At the last Board meeting I had not received the December financials. I have now received both December and January financials. Hence, I will give a summary of the year end financials and will give details of the January financial report.

Year ending 2023:

We ended the year with \$ 21604 favorable in the operating fund over expenses. We were unfavorable to budget by \$1290. Our annual budget is more than 1.5 million dollars. That is a variance of less than 0.1 percent. For the month of December our expenses exceeded revenue by \$ 9219. It is because of catching up with expenses incurred at the end of the year.

Year-end operating fund balance: \$ 559,775

Year-end Reserve Fund balance: \$ 3,079,999

Total year-end balance: \$ 3,639,774

The current state of our mutual:

As of January 31, we have a positive variance in operating fund of \$ 32213 and in reserve fund of \$ 16,467. Most of it is from Utilities and Building Maintenance.

Just for information. The monthly budget for property insurance in 2023 was \$ 46762 and in 2024 it is \$ 67611. One of the items that was above budget was trash pickup and it had a variance of \$ 1000. I need to check this a little bit more.

As of January 31, 2024, total delinquencies were \$ 108,658 in past due monthly assessments. Two manors are responsible for over 86% of this due.

Delinquencies on third party billing is \$ 13429. We sent notices to residents about these, and we did receive payments. The Board will need to decide on the next approach. In mid-December, accounting sent invoices to residents that were delinquent on special assessments. I do not have the current information yet. Until now no fines have been assigned. We will start the fines at the end of this month.

Mutual also had interest incomes of \$13740 in January. Last year we had an interest income of \$ 8356 in January.

We also need to make two motions:

The first motion is to certify that the January financials have been reviewed in accordance with civil code # 5500.

The second motion is: 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 lien and/or any successive liens(s)."

We also need to make two motions:

- *The first motion is to certify that the December 31, 2023, and January 31, 2024, financials have been reviewed in accordance with civil code #5500. President Seldon made a motion to certify that the December 31, 2023, and January 31, 2024, financials have been reviewed in accordance with civil code #5500. Secretary Spires seconded the motion, and it passed without dissent. 4-0-1 (Director Amans abstained)*

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 lien and /or any successive liens(s)." Secretary Spires seconded the motion, and it passed without dissent. 5-0*

6. **MANAGER'S REPORT** – Jeroen Wright, Director of Mutual Operations  
GRF secured insurance for the mutuals for 2024 as of February 20, 2024. Firewise is focusing on zone areas to remove mulch and other fuel five feet (5') away from buildings and other structures, Firewise is doing well. Work is in progress. If residents obtain damage to their manors, depending on the cause, residents are to contact their HO6 insurance for coverage on any personal items and/or repairs, including a hotel stay.

7. **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.

8. **BUILDING MAINTENANCE REPORT:**

**ACTION ITEMS: Proposals for review or Approval**

1933 Skycrest Roofing Project. Contractor: Fiala Roofing – Roof: Complete the repair per specifications listed below.

At the flat Duro-Last porch roof re-attach the Duro-Last material to the perimeter as needed. Install new coping metal to the perimeter curb prime and paint to match. Inspect the Duro-Last roof for damage, patch as necessary with new Duro-Last material. Remove and replace two damaged eyebrow vents in the composition shingle roof with new vents to match the existing. Remove and replace damaged shingles with new Presidential shingles to match the existing ones. All the ground will be broom cleaned daily, with a final clean up upon completion.

**Base Bid Total \$ 3,500.00**

*President Seldon made a motion to ratify Fiala Roofing's proposal to complete the repair per specs at 1933 Skycrest. At the flat Uralist porch roof they reattached the drollest material, inspected the Uralist for damage, and patched as necessary with new DuraLast material. They also removed and replaced two damaged eyebrow vents in the composition shingle roof with new vents to match existing ones for \$3,500. Treasurer Siva seconded, and it passed without dissent. 5-0*

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

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.**

1. **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).**

1. 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**

**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).**

Gutter and Downspout Cleaning. Contractor: Outdoor Keepers.

**(Scheduled for February 2024 Cost \$14,175.00)**

## **9. COMMITTEE REPORTS**

- **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  
The Committee is currently working on the following:
  - **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 completed CC&Rs/Bylaws can be reviewed on 4WCM.com under “Notices.”
- **Architectural Control and Alterations Compliance** - Linda Brown, Chairperson  
Chairperson Brown reviewed the In Progress/Completed Alteration Reports from August 1, 2023, to January 31, 2024.

## **10. OFFICERS REPORTS:**

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

## **11. NEW BUSINESS**

- **Mutual Refunded** - California Quality Printing's invoices for \$6,196.45 for the mailing the CCR/Bylaw Amendment. GRF reimbursed the Mutual what they owed.

**12. ANNOUNCEMENT** - Next Meeting is the Board Meeting on Monday, March 18, 2024, 1:30 p.m. in the Board Room / Gateway.

**13. ADJOURNMENT** - There being no further business, the Board adjourned the meeting at 3:25 p.m.

*Linda Schoeffner*  
*Assistant Secretary*  
*Fourth Walnut Creek Mutual*