

MINUTES  
FOURTH WALNUT CREEK MUTUAL  
MONDAY, JUNE 19, 2023, AT 1:30 P.M.  
IN THE BOARD ROOM - GATEWAY  
IN PERSON & ZOOM

President Brown called to order a regular meeting of the Board of Directors of Fourth Walnut Creek Mutual at 1:35 p.m. on Monday, June 19, 2023.

ROLL CALL, PRESENT:                   Linda Brown, President  
  Jeff Spires, Vice President  
  Rajasundaram Sivasubramanian, Treasurer  
  Janet Seldon, Secretary  
  Sheldon Schwartz, Director

ABSENT: NONE

Representing Mutual Operations were Paul Donner, Director of Mutual Operations; Jeroen Wright, Director of Mutual Operations (Paul's Replacement after August 1, 2023), Tom Hand, Assistant Treasurer, John Tawaststjerna, Landscape Manager, and Linda Schoeffner, Board Office Coordinator.

Rick West, Building Maintenance Manager- Excused

President Brown welcomed five residents on attendance. No residents attended on Zoom.

APPROVAL OF CONSENT CALENDAR

*The consent calendar consisted of:*

Minutes:            May 5, 2023: Regular Board Meeting  
                          May 25, 2023: Executive Session Meeting

*President Brown asked for any additions or corrections to the minutes. Vice President Spires moved to approve the May 5, 2023, Regular Board Minutes, and the March 25, 2023. Executive Session Minutes. Treasurer Seldon second it and the motion carried without dissent.*

A voice vote was taken. Brown-y, Spires-y, Seldon-y, Schwartz-y, Sivasubramanian, y

MEMBERS' FORUM

Members' Forum was held.

- A Resident requested approval to install a fence.
- A Resident requested that more detail be included in the Meeting Minutes.  
NOTE: Secretary Seldon asked Director Donner about this request for more detail in the minutes. Donner stated that attorneys recommend it not to put detail in meeting minutes. On the advice of attorneys' details are not to be included during residence forum.
- Residents inquired about notification on meetings.
- Resident reported 240 responses to receive the newsletter.
- A Resident congratulated Debbie Hachen for doing a fantastic job on the trash cleanup.

### MANAGEMENT REPORT

Director Donner introduced Jeroen Wright who will be taking Mr. Donner's position as Director of Mutual Operations when he retires on August 1, 2023. Jeroen is working on getting certified with CACM.

Director Donner also reported on three fires; (1) at the corner of 1217 Running Springs which started in the attic and was contained; (2) was an unoccupied Manor with the original ballast in the fluorescent light fixture that was left on, got hot, and caused the fire; (3) the last fire was caused when a resident forgot about a pot left on the stove, which caused no damage only smoke.

There was also a grass fire that was caused by a turkey vulture. PG&E needs to clear debris within the next few weeks. There was no charge for the grass fire.

Soon to takeover Director Donner's position is Jeroen Wright who is looking into a Certified Firewise Community Project and is looking for volunteers.

### PRESIDENT'S REPORT

President Brown stated that the Insurance Committee is looking into insurance and working with Gallagher. She reported that there is improvement with recycling and looking for new ways to get insurance for the Mutuals. President Brown is requesting that residents notify the Board on when someone is moving in or out.

President Brown reported that milk containers and soup cans cannot be disposed of in the compose bin since they contaminate the compose. Last Friday the compose bin was cleaned.

### TECHNOLOGY REPORT

Mr. Brown reported that it is an ongoing effort to look at ways to save money and improve items.

### LANDSCAPE AND GROUNDS, FIRE CLEARANCE

Landscape Manager Tawaststjerna reported that Terra Landscaping is edging, trimming ivy, and doing grub control as needed/ Mulch was laid today at 2105 Skycrest #1.

### BUILDING MAINTENANCE REPORT

Paul Donner reported as follows:

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

1. Skycrest Drive E1, E12, E13, E13A, E14, & E14A near 1109 Skycrest Drive - Black Diamond Paving and Concrete submitted a proposal to replace 30,710 sf of four" asphalt for an amount not to exceed \$139,992. This includes removing, hauling damaged asphalt, grinding any visible roots, compact existing bedrock, and replacing and finishing with four" of hot mix asphalt concrete. Also, included is to

supply and install new 3-foot concrete blocks in all uncovered parking spaces, re-paint any parking stalls or stripping affected by paving repairs with two coats of traffic paint per existing (including red curbs) and replace blue hydrant markers per existing.

*President Brown moved to approve Black Diamond Paving and Concrete's proposal to remove and replace 30,710 sf of four" asphalt for an amount not to exceed \$139,992 at Skycrest Drive E1, E12, E13, E13A, E14, & E14A near 1109 Skycrest Drive. Secretary Seldon seconded it and the motion carried without dissent.*

A voice vote was taken. Brown-y, Spires-y, Seldon-y, Schwartz-y, Sivasubramanian - y

#### ARCHITECTURAL CONTROL AND ALTERATIONS: COMPLIANCE

President Brown reported that there were no reports from MOD.

- 1, A Resident at 1647 Skycrest #29 requested approval to install a six' high fence made of wood and wrought iron or wood and wire around her yard to protect her dogs from getting out. All paperwork was submitted to Alterations and approved.

*President Brown moved to approve Ms. Ross's application to install a 6' high wood and wrought iron or wood & wire fence around the entire length of her yard and for the Landscaper to confirm that the fence does not encroach inside the yard, or the Homeowner will be responsible for any repairs to her property or any future Homeowner. Secretary Seldon seconded it and the motion carried without dissent.*

A voice vote was taken. Brown-y, Spires-y, Seldon-y, Schwartz-y, Sivasubramanian - y

#### EMERGENCY PREPAREDNESS – Chair Open

No report. We are still looking for volunteers and working on specifics for Chairperson.

#### COMMUNICATIONS

Website, newsletter – no change

The Board requested the Zoom information a week ahead of any Board meeting with instructions on "How to Access a Zoom Meeting." This entails providing the IP Address (https://XXXXXXXXXXXX) to click on and the Meeting ID Number, then follow any prompts.

There will also be a phone number for audio only. All this information will be included in the 4WCM newsletter, on the Rossmoor.com website, and on the meeting agendas.

#### POLICY COMMITTEE

No Report

#### OFFICERS REPORTS

1. President: No report.
2. Vice President: Spires mentioned a move-in/move out policy
3. Treasurer: Rajasundaram Sivasubramanian reported that he had not received the April financials yet. He did receive an email from accounting on June 8 that the April report will

be available the following week. As of the Board meeting the Treasurer has not received the April report.

The March ending balance for the Operating fund was \$ 646,434 and the reserve fund was \$ 2,689,995 for a total of \$ 3,336,589.

As of 3/31/2023, total delinquencies were \$ 88,357 in past due monthly assessments.

Delinquencies on third party billing is \$ 12,817. Accounting said earlier that they were going to concentrate on this. Despite repeated requests, we have not been able to get an answer to their plans. Hopefully, the new CFO will improve this.

Special assessments have a delinquency of \$ 8,683.

We reported last month that an escrow that was supposed to close had been cancelled. However, we just received a note from accounting that the escrow had been rescheduled for June 29. We will report on it next month.

We also need to make two motions.

*The first motion is to certify that the March financials have been reviewed in accordance with civil code #5500. A motion was made, seconded, and carried.*

A voice vote was taken. Brown-y, Spires-y, Sivasubramanian-y, Seldon-y, Schwartz-y

*The second motion is, "In accordance with the collection policy for the time 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)." A motion was made, seconded, and carried.*

A voice vote was taken. Brown-y, Spires-y, Seldon-y, Schwartz-y

4. Secretary: No report.

#### UNFINISHED BUSINESS

None

#### NEW BUSINESS

A Resident at 1647 'Skycrest #29 requested approval to install a 6' high fence made of wood and wrought iron or wood and wire around her yard to protect her dogs from getting out. All paperwork was submitted to Alterations and approved.

*President Brown moved to approve the Resident's application to install a six' high wood and wrought iron or wood & wire fence around the entire length of her yard. The Landscaper Manager was requested to confirm that the fence does not encroach inside the yard, The Resident was told that she will be responsible for any repairs to her property and any future Resident will take on the responsibility. Secretary Seldon seconded it and the motion carried without dissent.*

A voice vote was taken. Brown-y, Spires-y, Seldon-y, Schwartz-y, Sivasubramanian

ANNOUNCEMENT

Regular Meeting – Monday, July 17, 2023, at 1:30 p.m. – via ZOOM in the Board Room (Hybrid)

ADJOURNMENT

Having no further business, the meeting adjourned at 2:45 p.m.

*Linda Schoeffner*

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Linda Schoeffner, Assistant Secretary  
Fourth Walnut Creek Mutual