



## Walnut Creek Mutual Forty

MEETING MINUTES OF THE BOARD  
THURSDAY, JUNE 20, 2024, AT 1:00 PM  
FAIRWAY ROOM AT CREEKSIDE  
1010 STANLEY DOLLAR DR – WALNUT CREEK, CA 94595

### **Call to Order**

Vice President Gould called the meeting to order at 1:02 p.m.

### **Directors Present**

Greg Gould – Vice President  
Nancy Herney – Secretary  
Kathy Parish – Director

### **Directors Absent**

Susie White – President

### **Staff Present**

Jeroen Wright, Director of Mutual Operations  
John Tawaststjerna, Landscape Manager  
Clayton Clark, Building Maintenance Manager  
Todd Arterburn, Chief Financial Officer  
Charice Jimenez, Interim Board Services Coordinator

### **Approval of Minutes**

1. Board Meeting Minutes of May 16<sup>th</sup>, 2024
2. Executive Meeting Minutes of May 16<sup>th</sup>, 2024

Ms. Parish made a motion and Ms. Herney seconded to approve the minutes to the aforementioned Board Meetings. **Approved 3-0.**

### **President's Report**

There was no President's report as Ms. White was absent.

### **Treasurer's Report.**

Ms. Herney gave the following report:



## Walnut Creek Mutual Forty

1. The board has received and reviewed the monthly financial reports for May, and made a motion to certify compliance with Civil Code section 5500. That motion was seconded and **adopted by a vote of 3-0**.
2. Mr. Westendorf has left Mutual 40 in a very strong financial position. Our cash standing is healthy and our expenses for May are very close to budget.
3. We could see a spike in water usage as we head into the summer months but we should expect that all the work that was done last year to manage water usage and a better-than-expected rainy season will pay off.
4. We were slightly over budget in May for building maintenance, primarily due to some unexpected plumbing work in 2 units.
5. Collections are very stable and most of the backlog has been cleaned up.
6. We have been granted a tax exempt status for the State of California Franchise Tax Board. The effective date is April 27, 2021.
7. Two Treasury Bills mature this year, 1 in September and 1 in November. The Board can evaluate how to move forward with those as they get closer to maturing.

### **Finance Committee Report:**

There have been no Finance/Audit Committee meetings. These meetings will resume when the new Treasurer is appointed.

### **Committee Reports**

#### **Landscape Committee -**

Ms. Parish gave the following report:

The Committee met on June 5th. The meeting was attended by Pam Jester, Karyl Toms, Marilyn Riegelhuth, Susie Manners, and Shari Carroll. Carol Colligan was a guest.

Several general announcements were made:

1. The dates for the next MOD workdays will be July 15-19. There was a discussion of how projects and priorities were selected.
2. There will be no July meeting and the next meeting will be August 7th.
3. There have been two unexpected tree removals, one at Entry 14 to repair damage to the concrete pad under the HVAC Unit and the other



## Walnut Creek Mutual Forty

in Entry 2 to repair a gutter and rehab a building. This has affected our Tree Reserves, but the budget is still in line with the yearly projections.

4. The Coordinators were reminded to examine the all areas near each unit thoroughly, not just from afar.

Shari provided an update on the work in Entry 14, the on-going efforts for better communication with Terra and some details on the summer work day projects. The Entry Coordinators were reminded to have all resident requests turned in by July 1st. She also gave an update in her participation in the Rossmoor wide Landscape Chairs Committee and some of their projects.

We also discussed the ongoing and frustrating efforts for Pest Control in our Mutual.

Our guest, Carol Colligan, thanked us for our work and said she had no idea of how hard the committee worked.

Respectfully Submitted,  
Kathy Parish  
Landscape Co-Chair

The Landscape Committee dealt with the emergency removal of one Eucalyptus and the safety pruning of another on the golf course. The planned safety pruning of another behind 632 Terra Cal., Entry 11, and the emergency removal of a large tree behind Entry 12.

### **Governing Documents Committee:**

Nothing to report.

### **Building Maintenance Committee:**

Nothing to report

### **Alteration/Architectural Review Committee:**

Nothing to report.



## Walnut Creek Mutual Forty

### **Emergency Preparedness Committee:**

Ms. Parish reported the following:

INSERT KATHY'S REPORT HERE.

**Recycling and Green Committee:** The Board is continuing to look for a volunteer to lead this Committee. Anyone interested should contact one of the Board members.

Ms. Parish thanked Doug Fountain for his help replacing all the fly traps in each trash shed.

### **Old Business**

No old business.

### **New Business**

No new business

### **Managers' Report**

**Jeroen Wright**, Director of Mutual Operations addressed the reporting of out of hour's emergencies (trees down, water pipe leaks or flooding, etc). In such cases, the Resident's should immediately contact the Securitas emergency number. Securitas will respond to the emergency if they have resources available. If there is an emergency situation that must be immediately addressed, Securitas will notify GRF emergency after hours contact. The GRF after hours contact will notify the correct party to respond to the emergency. Residents can contact any Mutual Director at any time in case of an emergency. Mr. Wright and his team are working to refine and ensure compliance with this process.

### **Member's Forum:**

1. Water pipe break/flooding
2. Landscape
3. Wood chips
4. Pest control
5. Guest Parking

### **Executive Session**



## Walnut Creek Mutual Forty

### **Executive Session Summary.**

The Board met in executive session from 2:00 pm to 3:10 pm to discuss the following:

1. Member Matters – violation
2. Member Matters – violation

### **Announcements**

The next scheduled Board meeting will be on July 25, 2024 at 1:00 pm in Multipurpose Room #3 at the Gateway Complex.

### **Adjournment**

With no further business, the meeting was adjourned at 1:45 p.m.

Nancy Herney

---

**Secretary**

Walnut Creek Mutual No. Forty