

Walnut Creek Mutual Forty

BOARD MEETING MINUTES OF THE BOARD
THURSDAY, MAY 15, 2025, AT 1:00 PM
CLUB ROOM AT CREEKSIDE
1010 Stanley Dollar Drive – Walnut Creek, CA 94595

Call to Order

President Gould called the meeting to order at 1:05 p.m.

Directors Present

Greg Gould – President
Kathy Parish – Vice President
Pam Jester -Treasurer
Nancy Herney – Secretary
Joe Tracy – Director

Staff Present

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

Approval of Minutes

1. Board Meeting Minutes of April 17, 2025
2. Executive Meeting Minutes of April 17, 2025

Mr. Gould asked for a motion to approve the minutes from the above meetings. Mr. Tracy made a motion and Ms. Jester seconded, to approve the minutes of the Board Meetings. **Approved 5-0.**

President's Report

Greg Gould requested that Jeroen Wright provide a brief presentation regarding AB 3074 and AB1572:

Jeroen presented an update on two new laws affecting fire safety and landscaping. AB 3074 introduces defensible space guidelines, with stricter enforcement expected in high fire danger zones. Cal Fire currently recommends removing flammable mulches and materials in Zone 0 and installing ember-resistant screening for foundation vents. Jeroen advises mutuals to proceed cautiously with changes until detailed regulations are available.

AB 1572 focuses on new water conservation and fire safety regulations affecting landscaping in Rossmoor. Jeroen explained that non-functional turf irrigation will be prohibited, with some exceptions for functional areas like sports fields and civic gathering spaces. The implementation timeline for these regulations is January 1, 2029, for multifamily properties.

Treasurer's Report.

Ms. Jester mentioned that MOD has not provided any financial report. Therefore, no report was made.

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Motion to certify compliance with §5500 by review of the monthly financial reports by all Board Members.

No motion was made as there was no information available from the accounting department.

Todd Arterburn, CFO, provided an update on the NetSuite transition. He acknowledged the frustrations experienced by staff and members during the shift to the new software system and emphasized his understanding of the challenges involved.

Todd reported that Q1 budget-to-actuals have been distributed to Board members. He noted that April financials are expected to close by the end of the week, and the full 2024 audits will be completed by the end of the month.

Finance Committee Report:

Nothing to report.

Committee Reports

Landscape Committee:

Ms. Parish gave the following report:

The meeting was held on May 7th and was attended by Karyl Toms, Shari Carroll, Susie Manners, Susie White, Lois Cain, and Marilyn Reigelhuth. Carol Colligan attended as a guest.

We were pleased to welcome Juan Chavez, the new landscape manager for Terra. He introduced himself, answered questions, and explained that the rest of the Terra team will be the same.

Shari gave a summary of the EBMUD/ Ruth Bancroft Waterwise tour that she and Kathy attended. She mentioned we got new ideas for plants and, in general, found it very informative and helpful. Another Committee member also attended.

As of last week, relying on John's information, there is \$41,541 remaining in Landscape Reserves and \$ 21,575 in Tree Reserves. Kathy stated that she has not yet seen the Work Orders that have been paid this year and appreciated John's help.

There was a discussion of Yearout Park and the required maintenance needed. Two issues are the repair of the DG paths and bender boards, and replacement of the benches. A motion was made by Susie White and seconded by Karyl Toms to spend \$6,000. for the repairs and 2 benches.

Regarding planned tree removals, we are still waiting for Walnut Creek approval.

It was announced that the Ice Cream Social will be June 22nd at 4:00 and flyers were given to Entry Coordinators to distribute to their neighbors.

The next meeting is scheduled for June 4th at 3:30 in the Mulligan Room.

Governing Documents Committee:

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Nancy Herney gave the following report:

The GDC held a virtual meeting on April 22 to review the motion to increase the Board President's authorization limit in Section 4.4.3 of the Rules and Policies from \$500 to \$2000. The motion was discussed and a draft of the change was prepared and sent to all Mutual 40 Residents for a 28-day comment period. To date there have been no substantive comments to consider. The comment period ends May 23 and the proposal will be considered for adoption at the June 19 Board meeting.

As the Chair of the GDC I am making a motion that Pat Kelly and Cynthia Schneider confirmed as Committee members for 2025.

Nancy Herney made a motion, Greg Gould seconded to appoint Pat Kelly and Cynthia Schneider confirmed as Committee members for 2025.

Moved, Seconded, Carried 5-0

Building Maintenance Committee:

Clayton Clark reported that the committee is collaborating with Fred Kern to finalize the light post project. He also gave a brief update on gutter cleaning bids and the status of smoke detectors.

Additionally, a contractor in Entry 6 experienced an electrical shock. As a result, that building is currently under inspection by an electrician

Alteration/Architectural Review Committee:

Mr. Tracy reported that one Alteration Permit has been submitted in the past month.

Emergency Preparedness Committee:

Nancy Herney made the following report:

The Committee did not have a meeting in April, however, our EP event for July 16 with Tom Cashion and Fran Gibson is confirmed. An initial Save the Date has been send and 2 more reminders will be delivered in early June and early July.

As the Chair of the EP committee, I am making a motion that the following residents be confirmed as committee for 2025:

- Pat Shanahan
- Eileen Levin
- Christine Hagelin
- Hilary Dreyfus
- Judy Freed
- Kathy Parish
- Steve Gunther Murphy
- Jane Moran

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Nancy Herney made a motion, Greg Gould seconded to appoint the aforementioned members to the committee.

Moved, Seconded, Carried 5-0

TRC Committee:

Greg Gould made a motion, Pam Jester seconded to switch all metal containers to plastic.

Moved, Seconded, Carried 4-1 (Parish)

Managers' Report

Jeroen Wright, Director of Mutual Operations, reported that Clayton Clark will be retiring after 36 years of dedicated service.

He also shared that the Firewise Committee will be conducting research on opportunities to obtain additional grants. Additionally, he announced the appointment of a new committee member, who is a former Mayor of the City of Moraga.

Old Business

New Business

- a. Approval of Susie White to implement and produce a Mutual 40 Quarterly Newsletter
Greg Gould made a motion, Kathy Parish seconded to approve Susie White to implement and produce a Mutual 40 Quarterly Newsletter.

Moved, Seconded, Carried 5-0

Member's Forum:

Members were afforded the opportunity to express their general concerns and make comments. Topics discussed were maintenance issues and fire hazards.

Executive Session Summary

The Board met in executive session from 2:07pm- 2:30pm to discuss the following items:

1. Member Matters: A discussion was held , no decisions were made.

Announcements

The next Meeting is scheduled for Thursday, June 19, 2025, at 1pm, in the Fairway Room at Creekside.

Adjournment

With no further business, the meeting was adjourned at 1:58 p.m.

Lucy Limon

Secretary

Walnut Creek Mutual No. Forty