



Walnut Creek Mutual Forty

MEETING MINUTES OF THE BOARD
THURSDAY, MAY 16, 2024, AT 1:00 PM
CLUB ROOM AT CREEKSIDE
1010 STANLEY DOLLAR DR – WALNUT CREEK, CA 94595

Call to Order

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

Directors Present

Susie White – President
Gayl Westendorf – Treasurer
Nancy Herney – Secretary
Kathy Parish – Director

Directors Absent

Greg Gould – Vice 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 April 11th, 2024
2. Executive Meeting Minutes of April 11th, 2024

Ms. White made a motion and Mr. Westendorf seconded to approve the minutes to the aforementioned Board Meetings. Ms. Parish abstained from the vote as she had not reviewed the meeting minutes.

Approved 3-0.

President's Report

Ms. White gave the following report:

This month we have been very busy. The new “Rendezvous” gathering area in Saklan Indian Entry 2 has been completed which Kathy will discuss in her Landscape report. Kathy and Shari have done a great job keeping this on track and working with MOD. If you haven't seen it, please stop by, sit a while, and enjoy it. Entry 2 residents are excited to add some plants; and two umbrellas have been donated as have a grill, 2 propane tanks, and a fire extinguisher! The placement of the BBQ has been completed with input from the Contra Costa County Fire Prevention District so we can be sure the placement is safe. Everyone in the Mutual is invited to stop by and enjoy the space.



Walnut Creek Mutual Forty

The 10-year rehab process is well underway. Stop by Saklan Entry 10 to see the completed project. Saklan Entry 2 is well underway and will be completed this year including the carports and trash enclosures, entry lighting, entry sign, and the wrought iron fencing up to Terra California Entry 14. To give you an idea of where your Rehab/Reserves budget fits in, last year we spent roughly \$28,000 on 2601 Saklan, Entry 2. This includes dry rot repair and termite abatement, deck refurbishing/recoating, power washing, and painting including the garage doors. We are also adding building address numbers on the sides of the buildings so people unaccustomed to our addresses will know which building is which. A fresh sample of the paint choices will soon be on the trash enclosure wall in Saklan Entry 2 across from 2603 Saklan.

As we go through the rehab process, we learn of other repairs which must be made, some of which will be completed this year, and some abated and planned for future years. We are also discovering failures in some of the water lines below our units and we are addressing them as we discover them, however, we will need to plan our future budgets to address these impending needs as well as decking issues we are discovering.

This all leads me to the fact that your board and several members of the building maintenance committee and the finance committee will attend a Helsing informational meeting next week to learn more about their recommendations for future years' planning. A Helsing report is located in your budget booklet which you received last winter.

We are finally merging all of the policies into one document and hope that it will replace the individual policies on our Mutual website in early June. A big thank you to Nancy Herney, Cynthia Schneider, and Pat Kelly for all their hard work on these documents. We will indicate when the policies were adopted and as they are revised or added, an additional date will indicate this.

And finally, it is with a heavy heart and sadness I must report that we will say a hearty thank you and goodbye to Gayl Westendorf at this meeting. He and his wife, Laura, have moved to a new home in Mutual 3. We have tried to annex his entry on Rossmoor Parkway, but it is impossible, and Mike Abels would never let that happen! His unit is in the final days of closing, and we will welcome a new neighbor in Saklan Entry 8. Thank you Gayl for all you have done for us including leading us to the merger of Projects 40 and 41, the merger of our bank accounts, and countless other treasury and finance functions. You will be missed by all your board members and the Mutual 40 community.

Treasurer's Report.

Mr. Westendorf thanked the president for her kind remarks about his upcoming departure from the board. He commented that he would miss working with the board, committees and MOD staff, but that he knew he was leaving Mutual 40 in strong financial shape and in the good hands of the remaining directors.

Mr. Westendorf then gave the following report:



Walnut Creek Mutual Forty

1. The board has received and reviewed the monthly financial reports for March and April, and made a motion to certify compliance with Civil Code section 5500.

Moved, Seconded, Carried 4-0

2. The Treasurer and other directors are continuing to work with MOD accounting to answer some outstanding questions about the financial reports and to complete the consolidation of the bank accounts of old Projects 40 and 41 into a single set of accounts.

3. According to the new GRF CFO, Todd Arterburn, the reviewed financial statements for 2023 should be finalized before the end of May, and then distributed to members.

4. Mutual 40 is in good financial shape. We continue to perform better than budget in the aggregate and have strong cash positions and fund balances. Currently, there is approximately \$280,000 of cash in the operating bank accounts, and the total reserve fund is approximately \$2 million.

5. Mr. Westendorf made a motion to elect Todd Arterburn as the Assistant Treasurer, replacing Amanda Davis who has been serving as interim Assistant Treasurer.

Moved, Seconded, Carried 4-0

6. The Finance Committee continues to work on reserve expense forecasts and evaluating ways to improve the usefulness of the Helsing annual reserve reports. The board and Finance Committee will be meeting with Helsing on May 24 to better understand the Helsing reports and discuss ideas for improving the reports.

7. Jeff Cheung, a member of the Rossmoor insurance task force, gave an update on the task force's ongoing work on property insurance. They are working with legislators and regulators to try to get relief from the full replacement coverage requirement of mortgage lenders and are also discussing whether to propose that the Rossmoor Mutuals enter into a shared risk agreement related to any loss that might be suffered above and beyond the aggregate insurance coverage in place from time to time. Jeroen Wright commented that in his view it is unlikely that Rossmoor would ever suffer a loss in excess of the \$1.14 billion of coverage that we currently have.

Finance Committee Report:

No report was given.



Walnut Creek Mutual Forty

Committee Reports

Landscape Committee -

Ms. Parish gave the following report:

The Landscape Committee met on May 1st and Lois Cain, Marilyn Riegelhuth, Shari Carroll, Rod Williams, Pam Jester, Susie Manners, and Susie White attended.

It was announced that all the work by MOD, Terra, and Warner Trees was in line with the 2024 Landscape Budget for the first quarter of the year. There were also various updates from the Entry Coordinators. The schedule for our summer MOD Workdays will be July 15th-19th. Therefore, all resident requests should be given to Shari by the end of June. Coordinators for Entries, 1, 12, and 14 will look for areas that may need mulching.

Shari gave a detailed report of all the projects undertaken this year and the longer ones that are still in progress. She also spoke about the continuing efforts for pest control. In addition, she provided an update on the efforts of some Mutual Landscape Chairs to share information, brainstorm ideas for dealing with common interests and increasing expenses.

The next meeting will be Wednesday, June 5th at 3:30 in the Mulligan Room.

Governing Documents Committee:

Ms. Herney reported the following:

The GDC has finalized all of the revisions and formatting guidelines for the Policies and Rules Manual. Ms. Herney recognized Ms. White for all her assistance with word processing.

Building Maintenance Committee:

Mr. Kern reported the following:

The Building Maintenance Committee has made progress on the selection of lighting for Yearout Park. They are considering solar lighting because there is no convenient electrical source in the area. They are considering smart lights for that area and will be installing a few to see if they perform as described.

Alteration/Architectural Review Committee:

No report.

Emergency Preparedness Committee:

Ms. Parish reported the following:

The EPO Committee met on Thursday, April 25th and Judy Freed, Eileen Levin, Pat Shanahan, Nancy Herney, Christine Hagelin, and Jane Moran attended.



Walnut Creek Mutual Forty

Sandra Hauserman, a guest speaker, explained and demonstrated the Emergency Features available on an iPhone. This is in preparation for a future Mutual-wide demonstration. Possible dates in June and July were discussed.

Also, there was a brief general discussion about pursuing availability and function for white boards for Emergency Updates in each Entry.

The Committee was asked to inform their Entries of the MOD Town Hall on May 20th for Emergency Preparedness, Fire Exits, etc.

Ms. Parish made a motion to approve adding Hillary Dreyfus to the membership of the EPO Committee, seconded by Ms. Herney.

Moved, Seconded, Carried 4-0.

Recycling and Green Committee:

No report. The Board is looking for a volunteer to lead this Committee. Anyone interested should contact one of the Board members.

Old Business

No old business.

New Business

1. Ms. White made a motion to appoint Charice Jimenez as Interim Assistant Secretary, Ms. Parish seconded.
Moved, Seconded, Carried 4-0.
2. Ms. White explained that all enclosure alterations request must include a statement of the frame color for windows being installed. If the wrong frame color is installed it is very expensive for the resident to change them out because they cannot be painted. In general, the frame color for any window replacement should be the same as those already in the building.

Managers' Report

Todd Arterburn, Chief Financial Officer shared his philosophy on creating a more interactive role between the Mutuals and MOD accounting. He committed to working in a much more strategic way with all of the Mutuals

Jeroen Wright, Director of Mutual Operations extended a warm welcome to Mr. Arterburn and commented that they were already forming a very collaborative partnership within MOD. By removing some of the functional silos in MOD, they expect to greatly improve how they work with the Mutuals.

FireWise certification requires GRF to volunteer a specific number of hours working on wildfire prevention and education about fire safety. This can be completed by residents attending the upcoming GRF Town Hall meeting. Volunteer credit is given when residents attend these presentations in person



Walnut Creek Mutual Forty

or via Zoom. The next Town Hall is on May 20, topics will include public safety, emergency preparedness, fire exits and front gate access.

Clayton Clark, Building Maintenance Manager reported that in the process of rehabbing the buildings and carports, they are finding that some water erosion is causing a buildup of soil behind some carports. The resolution for this will be to erect retaining walls to prevent further erosion.

There have been a few reports of water line breakage in the concrete slab of some units in Mutual 40. Residents should be aware of abnormally high PG&E bills. This could be an indication that the unit's water heater is working overtime to keep hot water coming to the unit because of a leak. Any concerns similar to this or other evidence of a water leak in the floor should be reported to the work order desk.

Member's Forum:

1. Petition for Tree removal

Executive Session

The Board met in executive session to discuss member matters.

Announcements

The next scheduled Board meeting will be on June 20, 2024 at 1:00 pm in the Club Room at Creekside.

Adjournment

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

Charice Jimenez

Assistant Secretary

Walnut Creek Mutual No. Forty