



Walnut Creek Mutual Forty

MEETING MINUTES OF THE BOARD
THURSDAY, NOVEMBER 14, 2024, AT 1:00 PM
FAIRWAY ROOM AT CREEKSIDE
1010 Stanley Dollar Drive – Walnut Creek, CA 94595

Call to Order

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

Directors Present

Susie White – President
Greg Gould – Vice President
Pam Jester -Treasurer
Nancy Herney – Secretary
Kathy Parish – 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. Special Board Meeting Minutes of October 24, 2024
2. Regular Board Meeting Minutes of October 24, 2024

Ms. White asked for a motion to approve the minutes from the October meeting. Ms. Parish made a motion and Ms. Jester seconded, to approve the minutes of the Board Meetings. **Approved 5-0.**

President's Report

Ms. White had no formal comments however, she confirmed that the Mutual 40 Annual meeting will be held on March 27, 2025, in either the Club Room or the Fairway Room at the Creekside Complex.

She encouraged all residents to return their 4041 forms indicating their delivery preference for official correspondence from the Mutual. The email only delivery option can save the Mutual administrative and postage expenses.



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Treasurer's Report.

The most current financials have not been received and therefore there is no motion to certify October financials.

Ms. Jester had nothing further to report.

Finance Committee Report:

Nothing to report.

Committee Reports

Landscape Committee:

Ms. Parish had nothing to report but did discuss the Landscape Committee desire for information and education regarding FireWise and its impact on our landscape plans going forward.

Mr. Wright interjected that he is interested in partnering with the committee to provide additional information, especially as it relates to Zone '0' and the future use of potable water. He advised that MOD will not be issuing mandates as much around FireWise as education about how to effectively implement changes to protect our community. Many of the laws can have sizable financial impacts and must be done thoughtfully. Mr. Wright acknowledged we need better education to promote water conservation and fire hardening. Rossmoor residents can get more information on these topics by viewing the Rossmoor 2025 video on the Rossmoor website.

The next Landscape meeting will be December 6 at 3:30 pm in the Mulligan Room.

Governing Documents Committee:

Ms. Herney reported that the GDC met on October 30. Those present were Nancy Herney and Cynthia Schneider.

Two items of business were discussed:

1. Finalize the carport/garage project.
2. Discussed the issue with window frames colors when approving an alteration for window replacement.

They also developed draft language to the Maintenance Matrix which will be presented to the building Maintenance committee on December 2.



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Building Maintenance Committee:

Fred Kern covered the following items:

1. The LED light conversion project to replace path lights with LEDs is continuing. The committee is now looking at some alternatives as the previously selected LEDs seem to be too bright.
2. The painting and repair of path light stands is being scheduled with MOD. There is an additional effort underway to add small numbers to each stand for easier identification of those in need of light replacement.
3. A subcommittee is looking at a variety of new entry signs and met on November 14 to finalize a new design. Mr. Kern asked for a motion to approve a \$600 expenditure for a graphic designer to create a mock up. Ms. White so motioned, Ms. Jester seconded, Approved 5-0.
4. Mr. Fountain is in the process of cleaning out storm drains in anticipation of the rainy season.
5. Mr. Tracy has distributed a flyer for dry vent clean out. Residents are strongly encouraged to partner with neighbors to take advantage of the reduced group rate.

Alteration/Architectural Review Committee:

Mr. Gould reported that one Alterations Permit has been submitted in the past month.

Emergency Preparedness Committee:

Ms. Herney reported that the EPO Committee met on Thursday, October 24, 2024. Eileen Levin, Pat Shanahan, Nancy Herney, Kathy Parish, Christine Hagelin, and Jean Moulaison attended.

The following agenda items were discussed:

Status on the distribution of the new EP packets: Progressing slowly but everyone is working on them.

2025 Meeting Schedule: We will continue to meet monthly for at least 1Q25.

2025 Events/Presentations:

The group decided to sponsor the following events for 2025

1. Senior Scams in February or March
2. Fire Prevention with CCCFPD Noell Cross in May or June
3. Evacuation/Communications/Go Bag Demo Early Fall TBD.

They discussed the following topics:

- COVID test kits availability through the Federal Government (covid.gov)
- FEMA readiness map and CCCo's relatively poor performance



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- Orinda Fire Evacuation (one way in and one way out): this led to a discussion of how the Mutuals will interact with the city to provide status in the event of an area wide natural disaster. The committee is clearly not sure but Nancy will investigate the Rossmoor Emergency Operations Plan (EOP) to see if it address this. Nancy is still trying to get information on the Saturday morning Call In, how we might participate and IF this is part of a bigger communication plan i.e. links to the Rossmoor EOP.

Pat and Nancy shared details about the Trash and Readiness meeting conducted by Pat, Nancy and Eileen to the residents in Entries 9, 10, 12. It was very well received, and there were over 25 in attendance. Nancy will email copies of flyers, to do lists and outlines to Jean and Christine should they want to consider a similar event.

There will be no meetings in November and December.

TRC Committee:

John Moe had nothing to report but did comment that a green can on E12 is missing, he is working with Republic to replace it.

Managers' Report

Mr. Arterburn advised that the 2023 audited financials are nearly complete and will be distributed with the 2025 budget and annual report. A fiscal calendar of events (Board Meetings, report distribution dates, etc.) will soon be available on a SharePoint site. This is part of the implementation of the new NetSuite application.

Mr. Wright discussed a spreadsheet of motions and action items from Board meetings that will soon be available on a ShareDrive. This will allow the business managers to track their commitments.

The FireWise task force has applied for the 2024-25 certification for FireWise recognition. The 2024 volunteer hours commitment has been met and it is expected we will be recertified. On January 14, 2025, from 2:00 pm-4:00 pm there will be another FireWise Town Hall at the Event Center, Everyone is encouraged to attend so that Rossmoor may continue to record volunteer hours. This Town Hall will be announced in the Rossmoor News with more details.

Old Business

None

New Business

1. The documentation of the carport and garage assignments for old P41 and verification of carports and garages for old P40 is complete. Ms. Herney asked for a motion to approve amending our



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CC&Rs appendix to include carport and garage assignments for old P41. Ms. White so motioned, Ms. Jester seconded, **Approved 5-0.**

2. 4041 forms. Mr. Wright encourages everyone to complete the 4041 forms that were recently sent to all residents. The email only option will save on postage and administrative cost.

Member's Forum:

Member comments focused on the 4041 process and drop off procedure.

Executive Session

The Board met in executive session to discuss member matters including landscape.

Announcements

The next scheduled Board meeting will be on January 16, 2025, in the Fairway Room.

Adjournment

With no further business, the meeting was adjourned at 1:40 p.m.

Nancy Herney

Secretary

Walnut Creek Mutual No. Forty