



Walnut Creek Mutual No. Forty-Eight

**REGULAR MEETING MINUTES OF THE BOARD  
WEDNESDAY, JULY 17, 2024, AT 2:00PM  
MOD – LARGE CONFERENCE ROOM  
800 ROCKVIEW DR – WALNUT CREEK, CA 94595**

**Call to Order**

President Ford called the meeting to order at 2:03 pm.

**Roll Call**

**Directors:**

Sonya Ford, President  
David Bartlett, Vice President  
Rick Boyer, Treasurer  
Tim Andrews, Secretary  
Judy Rolke, Director at Large

**Committees:**

Sonya Ford, Landscape Maintenance  
David Vereeke, EVCS Committee (*Absent*)  
Rick Boyer, Solar  
Tim Andrews, Recycling & Waster Champion  
Alice Lowe, Social (*Absent*)

**Staff Present:**

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

**Approval of Meeting Minutes**

President Ford if there were any additions or corrections to the following minutes:

- a. Regular Meeting Minutes of June 19, 2024

Sonya Ford made a motion, seconded by Rick Boyer to approve the aforementioned minutes.

**Moved, Seconded, Carried 5-0**

**Treasurer's Report: Rick Boyer**

Rick Boyer gave the following report:



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<u>Mutual 48 Financial Report</u>			June 30, 2024
	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
<u>Income Statement - Operating</u>			
YTD Revenue	\$433,385	\$429,630	\$3,755
YTD Expense	\$385,871	\$401,874	\$16,003
YTD Net	\$47,514	\$27,756	\$19,758
<u>Income Statement - Reserve &amp; Investments</u>			
YTD Revenue	\$139,183	\$119,073	\$20,110
YTD Expense	\$150,591	\$172,370	\$21,779
YTD Net	(\$11,408)	(\$53,297)	\$41,889
<u>Balance Sheet</u>			
Operating	\$251,345	\$238,039	\$13,306
Reserve including investments	\$841,458	\$802,568	\$38,890
Total net worth	\$1,092,803	\$1,040,607	\$52,196
Interfund borrowing	\$0		
Aged receivables / Delinquencies	\$722	No new receivables, but existing receivables overdue >90 days	
<u>Items of note:</u>			
April Gutter replacement \$8626.66 charged to operating, still pending recharge to reserve.			
Elevator unfavorable due to \$450 fees for annual inspection conducted 6/19/24			
PG&E unfavorable (\$263) due to increased summer pump house use			
Reserve building maintenance unfavorable due to SB326 phase II payments to GBG \$30,890	Should be recategorized from Inspection 72070-50 to Carpentry 72005-50 to match prior SB326 repair payments		
Reserve asphalt maintenance unfavorable due to June payment to Black Diamond Paving \$11,875			

Rick Boyer made a motion, seconded by Tim Andrews, to certify compliance with Civil Code 5500.  
**Moved, Seconded, Carried 5-0**



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### **Landscape Report: Sonya Ford & John Tawaststjerna**

Sonya Ford submitted quotes for the tree trimming work. Total cost will be \$5,475.

David Bartlett made a motion, seconded by Judy Rolke, to approve \$5475 for tree work.

**Moved, Seconded, Carried 5-0**

John Tawaststjerna responded to a comment that the wood left on the hill following tree removal is causing concern with residents. John explained what is left is more than 150 feet from the Mutual and is left as natural habitat.

### **Building Maintenance Report: Rick West**

Rick West gave the following report:

INFORMATION ITEMS: Work scheduled, In Progress or Completed

#### **SB326 per FWC Reports**

Phase I completed

Phase II – work in progress Est. \$58,648.71

#### **3250 2B – Dry rot and leak repair**

Waiting for contracts from GBG - 1 for Mutual and 1 for resident pay  
Resident and Mutual approval will follow.

#### **3306 3B - Leak repair**

GBG contracts needed – 1 for Mutual and 1 for resident pay  
Resident and Mutual approval will follow.

#### **New refuse area roofs for 3318 and 3324.**

Estimate \$5997.25 approved. Will be scheduled on receipt of supplies.

#### **Painting of new scuppers and gutters:**

Awaiting schedule and est. cost.

#### **Broken sewer pipe under 3266 1A**

Five Star Estimate approved \$2,220  
Sanitation cost tbd.

#### **PENDING PROJECTS**

KR Electric – replacement of main panels.

Many circuit breakers were replaced in 2022 at cost of \$10,065.  
\$86,619.22 remaining on original quote.

Rick Noted that the Helsing report 1<sup>st</sup> draft is due back at the end of July. Our worksheets were



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submitted June 30<sup>th</sup>. We have 2 free revisions, and we want the report back by September to correlate with the budget.

### **Solar Committee**

No report was made.

### **EVCS – Electric Vehicle Charge Station Committee**

No report was made.

### **Recycling and Waste Champion**

No report was made.

### **Social Report:**

No report was made.

### **New Business**

- a. President Ford made a motion, seconded by Treasurer Boyer to approve the Helsing Sustainment Renewal Program Contract –*contract attached*  
**Moved, Seconded, Carried 5-0**
  
- b. President Ford made a motion, seconded by Secretary Andrews to approve the Code of Conduct Policy and proceed to send out to the membership for 28-day review and comment period. –  
*Contract attached*  
**Moved, Seconded, Carried 5-0**
  
- c. Committee Chairs were reorganized- with the change effective August 1, 2024, as follows:
  1. Sonya Ford moved, and David Bartlett seconded, to appoint Tim Andrews as the Building Maintenance Chair  
**Moved, Seconded, Carried 5-0**
  
  2. Sonya Ford Moved, and Tim Andrews seconded, to appoint Judy Rolke as the Landscape Chair. It was noted that at a previous meeting David Bartlett had volunteered to chair the Landscape committee. The Board then discussed the responsibilities and expectations of the Landscape Chair. The motion was amended to appoint David Bartlett and Judy Rolke as Co-Chairs of the Landscape Committee.  
**Moved, Seconded, Carried 5-0**
  
- d. Rick Boyer presented and proposed a Mutual 48 quarterly newsletter. Discussion included contributors and possible topics. The item was deferred to August when Rick will present a draft newsletter to the Board.

### **Members Forum**

No comments were made.



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### **GRF Reports**

- a. Directors Report provided by Jeroen Wright  
Budget season is upon Rossmoor and if Jeroen is unable to attend a Mutual meeting it is most likely due to budget meetings. Firewise is going well, and we hope to have another Town Hall by the end of the year. The topic at the next Town Hall will be regarding the different public services agencies and what their role will be in the event of an emergency evacuation.
  
- b. CFO Report provided by Todd Arterburn  
NetSuite will provide several changes, including the seasoning of the budget, 10-year forecasts, standardization of the Treasurer's report, a dashboard with more access and authority for the Treasurer. All these changes will create more transparency and better communication. Bud Baxter will be the Mutual's point of contact for all things Budget related. Todd also reported on a new check signature policy.

### **Announcements**

The next scheduled meeting will be held on Wednesday, August 21, 2024, at 2:00PM, in the Large Conference Room at MOD.

### **Adjournment**

President Ford adjourned the regular meeting at 3:04 p.m.

### **Secretary's Certificate**

I hereby certify that the foregoing is a true and correct copy of the minutes of the Board of Director's meeting.

Charice Jimenez

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**Assistant Secretary  
Mutual 48**