



**REGULAR MEETING MINUTES OF THE BOARD  
WEDNESDAY, SEPTEMBER 18, 2024, AT 2:00PM  
MOD – LARGE CONFERENCE ROOM  
800 ROCKVIEW DR – WALNUT CREEK, CA 94595**

**MINUTES**

**Call to Order**

President Ford called the meeting to order at 2:00 pm.

**Roll Call**

**Directors Present:** Sonya Ford, President  
David Bartlett, Vice President  
Tim Andrews, Secretary

**Directors Absent:** Judy Rolke, Director at Large

**Committees:** Bartlett, Landscape Maintenance (*Rolke Absent*)  
David Vereeke, EVCS Committee (*Absent*)  
Rick Boyer, Solar  
Tim Andrews, Recycling & Waster Champion  
Alice Lowe, Social (*Absent*)

**Staff Present:** Todd Arterburn, Chief Financial Officer  
Rick West, Building Maintenance Manager  
Charice Jimenez, Interim Board Services Coordinator

**Approval of Meeting Minutes**

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

- a. Regular Meeting Minutes of August 21, 2024
- b. Special Board Meeting Minutes of September 3, 2024

President Ford made a motion, seconded by Tim Andrews, to approve the aforementioned meeting minutes.

**Moved, Seconded, Carried 3-0**

**Treasurer’s Report: President Ford**

President Ford presented the following financial report due to the Treasurer seat:



09/16/2024  
9:34 AM

WALNUT CREEK MUTUAL FORTY-EIGHT  
INCOME STATEMENT-YEAR TO DATE  
08/31/2024

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800 ROCKVIEW DRIVE  
WALNUT CREEK CA 94595

PRELIMINARY

GOLDEN RAIN FOUNDATION  
1001 GOLDEN RAIN ROAD  
WALNUT CREEK CA 94595

	Operating Fund	Replacement Reserve	Total YTD	Total YTD Prior Year
Member Assessments	572,736	156,384	729,120	664,640
Interest Income	3,214	25,142	28,357	17,564
Other Income	1,504	3,150	4,654	3,952
<b>Total Revenues</b>	<b>577,454</b>	<b>184,676</b>	<b>762,130</b>	<b>686,156</b>
<b>Expenses</b>				
Golden Rain Foundation	166,006	0	166,006	163,640
MOD Management Fee	33,763	0	33,763	32,087
Building Maintenance and Public Works	30,755	170,091	200,845	92,170
Landscape Maintenance	48,817	15,507	64,324	59,158
Elevator Maintenance	3,711	0	3,711	6,091
Custodial Services	2,351	0	2,351	2,374
Insurance	174,204	0	174,204	120,761
Utilities	51,089	0	51,089	52,900
Professional Services	4,720	0	4,720	1,850
Other General & Administration	813	0	813	1,474
Income Taxes	133	12,647	12,780	0
<b>Total Expenses</b>	<b>516,363</b>	<b>198,245</b>	<b>714,608</b>	<b>532,506</b>
<b>Excess(Deficiency)of Revenues over Exp</b>	<b>61,091</b>	<b>(13,569)</b>	<b>47,522</b>	<b>153,651</b>
<b>Beginning Fund Balance</b>	<b>203,831</b>	<b>852,866</b>	<b>1,056,697</b>	<b>872,055</b>
<b>Ending Fund Balance</b>	<b>264,922</b>	<b>839,297</b>	<b>1,104,219</b>	<b>1,025,706</b>

Tim Andrews made a motion, seconded by Sonya Ford, to certify compliance with Civil Code 5500.  
**Moved, Seconded, Carried 3-0**

**Landscape Report: Judy Rolke, David Bartlett & John Tawaststjerna**

Mr. Bartlett reported the following:

The committee met with John Tawaststjerna and Jesus to perform a walk around. During this time, they were able to discuss resident reports that have come in. Moss that has grown in the Mutual must be removed due to the risk of slipping and falling when stepping on it. The moss will be removed by pressure washing.

**Building Maintenance Report: Rick West**

Rick West provided the following report:

**MUTUAL FORTY-EIGHT**  
**Regular Board Meeting**  
**September 18th, 2024.**  
**Building Maintenance Report**  
**Rick West**

**INFORMATION ITEMS: Work scheduled, In Progress or Completed**



**SB326 per FWC Reports**

**Phase II - Work Completed Est. \$58,648.71**

**3318 Railing Dry rot work. MOD has material on order.**

**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.**

**3324 Railing Dryrot estimate**

Mr. West noted that in order for KR Electric to complete the project the power would need to be shut down by PG&E. Historically, when there needs to be a shutdown of this nature, PG&E has been here to restore the power promptly at 4:30 p.m. In the event they are not here to restore power, KR Electric has a generator that can be used to provide power through the night. Also, it is important to consider outside temperatures when selecting dates to complete this project. The bid was received some time ago and will need to be updated prior to the commencement of the project. Labor and materials should not see any significant increases. Supply issues have gotten better. Once complete, we will need to have it inspected. Kingsway has gone out of business. The new company who will conduct the inspection is AAntex.

**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:**

Sonya Ford reported that a date for the holiday party has been chosen. It will take place on December 4, 2024. Please save the date.

**New Business**

- a. Appointment of the following non-board member committee chairmen for the purpose of coverage under the D&O insurance:
  - 1. Rick Boyer – Solar Committee
  - 2. David Vereeke – Vehicle Charge Station Committee
 David Bartlett made a motion, seconded by Tim Andrews, to appoint the members as committee chairmen.

**Moved, Seconded, Carried 3-0**

- b. Fire Extinguisher Inspection:  
The Board discussed the mandatory monthly fire extinguisher inspection requirements. MOD has outbid all other companies and will perform the inspection at the cost of \$6.50 per



extinguisher for 11 months out of the year. Centas will continue to perform the more involved yearly inspection. The cost will be incorporated into the 2025 budget.

- c. President Ford expressed the need to fill the Board Treasurer Vacancy

### **Members Forum**

Members were invited to address the Board in an open forum. The topics included: there are 44 fire extinguishers in the Mutual, replacement of plastic fire extinguisher enclosures with metal, the newsletter advertisements that had been placed in the trash enclosures, the newsletter content.

Todd Arterburn, CFO offered to contribute content to the newsletter.

### **GRF Reports**

Todd Arterburn reported on transparency from MOD. He explained that the staff is diligent in ensuring that all information is presented clearly to all Directors. His team has been working on an accounting flowchart which should be available next year. Lastly Mr. Arterburn presented the Board with the following stats on the progression of the NetSuite implementation:

- All trial balances have been input as of August 2024.
- 2024 will not be loaded until all the adjustments are complete
- NetSuite will provide internal control audits
- All rolls will have security measures attached with them
- There will be 3 year forecasting and 3-year operating plans
- They are on track to go live with phase 1 on January 1, 2025
- Phase 2 go live will include even more functions.
- The transactional data will show a significant improvement

He concluded his report by thanking the Board for their patience with his entire team during this transition.

### **Announcements**

The next scheduled meeting will be held on Wednesday, October 16, 2024, at 2:00PM, in the Large Conference Room at MOD.

### **Adjournment**

President Ford adjourned the regular meeting at 3:07 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**