

Walnut Creek Mutual Four

## **BOARD OF DIRECTORS REGULAR MEETING**

**Monday, September 15, at 1:30 p.m.**  
**Meeting is Conducted In-Person and Virtually**  
**Board Room – Gateway Clubhouse**  
**1001 Golden Rain Road, Walnut Creek, CA 94595**

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### **MINUTES**

#### **1. Call to Order**

President Brown called the meeting to order at 1:32 p.m.

#### **2. Roll Call of Directors**

Linda Brown - President  
Robert Amans– Vice President  
Beverly Mirsky - Secretary  
Pam Ovalle – Director-at-Large

#### **Directors Absent**

Rajasundaram Sivasubramanian – Treasurer

#### **Mutual Operations Staff**

Jeroen Wright – Director of Mutual Operations  
Todd Arterburn – Chief Financial Officer  
Luis Dueñas – Building Maintenance Manager  
Jesus Morales – Landscape Supervisor  
Lisa Kam – Interim Board Services Coordinator  
Janneth Lujan- Board Services Coordinator

#### **3. Members' Forum**

Members were afforded the opportunity to express their concerns, make comments, or have questions for the Board.

A member of the mutual trash committee praised the community's efforts in managing trash enclosures effectively and offered feedback to the committee.

#### **4. Meeting Minutes**

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

- a. Board of Directors Annual Meeting Minutes – August 7, 2025

Motion made by Ovalle, seconded by Mirsky, to approve the minutes as submitted.

**Approved by unanimous vote. (4-0)**

#### **5. President's Report – Linda Brown**

President Brown introduced Janneth Lujan as the new Board Service coordinator who attended the meeting.

Brown stated that no one else in the mutual has expressed interest in joining the board.

**6. Treasurer's Report – Siva**

Financials were not received for the month of August. The report presented is for the July Financials.

For July 2025, operating expenses were less than income by 8K. Even though our insurance was less, we had a water bill of 53K for this month. For June and July, we averaged about 34K YTD, our operating expenses were 14745 less than budget. Utilities were 35K over budget.

For July 2025, our reserve expenses were 27K less than income. YTD, our reserve expenses were 9K over budget.

At the end of July 2025, Mutual 4 had \$698,235 in our operating fund account and 3,285,909 in our reserve account in the bank for a total of \$3,984,144. These are reconciled balances and not the bank balance as of July 31, 2025.

Delinquency reporting is still not current. The report will be sent to them when they are available. Mutual also had interest income as of \$77,686 year to date at the end of July.

Motion made by Mirsky, and Amans seconded to certify compliance with Civil Code §5500  
**Approved by unanimous vote. (4-0)**

**7. Mutual Operation's Report – Jeroen Wright**

Wright updated the Board on the Management Agreement which was discussed at length. A few changes were made, including removing the scope from the main agreement and turning it into an exhibit. This exhibit will serve as a living document and is subject to annual revisions.

Wright has scheduled a budget meeting for 9/26/25.

**8. Chief Financial Officer's Report – Todd Arterburn**

Arterburn will send the budget breakdowns for RWC and RPM to Pam Ovalle before the end of the meeting. Arterburn welcomed Jason Lopez, as a Financial Planning Analyst.

**9. Building Maintenance Report – Luis Dueñas**

Action Items: Proposals for Review or Approval

Entry 13 trash enclosure #A RPM \$1,638- 5STAR \$2,133  
Entry 10 trash enclosure #A RPM \$5,899 – 5STAR \$5,950  
Divider fence 1613 #3-4 RPM \$2,185- 5STAR \$2,150

Motion made by Mirsky, seconded by Amans, to approve the (3) 5-STAR proposals in the amount of \$10,233.

**Approved by unanimous vote. (4-0)**

Informational Items: Work Scheduled, In Progress, or Completed

Entry signs (16) work in progress  
SB326 Dry Rot and Touch Painting Project RPM 2025-2026  
Replacement of 880 Smoke Detectors with new 10-year sealed Lithium Battery Detectors.  
Contractor: Five Star COMPLETED

**10. Landscape Report – John Tawaststjerna**

- a. Lawn Conversion, work order, 2109 Skycrest, Entry 17

Motion made by Mirsky, seconded by Amans to approve the lawn conversion project at Entry 17 in the amount of \$6,621.14, which will be funded through an East Bay Mud rebate.

**Approved by unanimous vote. (4-0)**

Landscape supervisor Jesus presented plans for fall landscaping work, scheduled for October 13-23 (9 total days).

## **11. Committee Reports**

- a. Governing Documents- No report

- b. EV Charging – Carl Brown shared concerns on parking spaces 13-13A signage.

- c. Trash Committee

One ongoing concern in our mutual is the disposal of intact boxes into our trash bins. This, of course, takes up a lot of space, precluding others from sharing the bin, and/or closing the lids securely to prevent predators. Our mutual can be charged for non-compliance, which can impact our monthly coupon.

Please break down cardboard boxes before disposing of them and instruct any house cleaning service members to do the same. Any oversize boxes can be dropped off at MOD. A suggestion was made to invest in laminated signs to improve compliance.

- d. Communications Committee – Carl Brown

Carl Brown will update the website to include Janneth Lujan as the new Board Services Coordinator.

- e. Alterations Committee- No report

- f. Fire Extinguisher Inspection Committee

Currently 3 months behind on fire extinguisher inspections – Jeroen will follow up and report back.

## **12. New Business**

- a. Billing for Golf Cart Charging - No report

- b. Guest Parking

The Board discussed parking concerns around entries 11-15, including a blind curve where cars were parked improperly, and Wright agreed to follow up with Tom Castron about painting red curbs.

- c. Carport Storage – No report

- d. Flooring options for upstairs residents- No report

## **13. Announcements**

The upcoming budget meeting is tentatively scheduled for September 26, 2025, from 1-3 PM, pending confirmation of availability from all board members.

The next scheduled Board of Directors Regular Meeting is October 20, 2025, in the Board room at Gateway Clubhouse at 1:30 p.m.

**14. Adjournment**

The Board of Directors adjourned at 2:38 p.m.

**Board Assistant Secretary's Certificate**

I hereby certify that the foregoing is a true and correct copy of the minutes.

*Janneth Lujan*