

FIFTH WALNUT CREEK MUTUAL

BOARD OF DIRECTORS REGULAR MEETING

Friday, May 17, 2024 at 11:00 a.m.

Meeting was Conducted In Person and Virtually

**Gateway Clubhouse – Board Room
1001 Golden Rain Road, Walnut Creek, CA 94595**

MINUTES

1. Call to Order

President Lew called the meeting to order at 11:00 a.m.

2. Roll Call of Directors

Sandra Lew – President - *Virtually*
Joy Todd – Vice President
Mary Fielder – Treasurer - *Absent*
Marlene Farrell – Secretary
Nancy Valencia – Director-at-Large

Mutual Operations Staff

Jeroen Wright – Director of Mutual Operations
Todd Arterburn – Chief Financial Officer
Rick West – Sr. Building Maintenance Manager
John Tawaststjerna – Landscape Manager
Victoria Thomas – Board Services Coordinator

3. Members' Forum – Sandra Lew

Residents were afforded the opportunity to express their concerns, make comments, or have questions for the Board. No comments were made.

4. Approval of Minutes

- a. Board of Directors Regular Meeting Minutes – April 3, 2024
- b. Board of Directors Special Meeting Minutes – April 5, 2024
- c. Board of Directors Special Meeting Minutes – April 10, 2024

Motion made by Valencia, seconded by Farrell, to approve the minutes. Approved by unanimous vote. (4-0)

5. President's Report – Sandra Lew

A Special Task Force consisting of 12 Board Members is reviewing insurance premiums and the GRF Management Agreement.

6. Vice-President's Report – Joy Todd

No Report

7. Secretary's Report – Marlene Farrell

No Report

FIFTH WALNUT CREEK MUTUAL

WALNUT CREEK MUTUAL FIVE
For Year 2024
RESERVE FUND

	Budget	January	February	March	April	May	June	July	August	Sept.	Oct.	Nov.	Dec.			
Total Revenues	10,668	11,675	11,706	11,671												
Expenses:																
Building Maint/Public Wks	7,269	36,613	34,367	1,100												
Carpentry	1,465	840	1060	1100												
Decks	4,363	35,578	33,307													
Termite Control		195														
Doors, Windows,Hdwr	500															
Painting	192															
Roofing																
Sheet Metal/Gutter																
Gutters																
Rain Leaks																
Electrical																
Lighting																
Plumbing																
Fire Safety																
Landscape Maintenance	929	32	32	600												
Tree Removal/Maint	584															
Rehabilitation				568												
Pest Control	275															
Irrigation	71	32	32	32												
Elevator Maint & Repair	83															
Professional Services																
Reserve Study	58															
Other General & Admin.																
Federal/State Tax Expense																
Total Expenses	10,668	36,645	34,399	1,700												
Excess/Deficit																
Beginning Balance		287,971	???													
BALANCE	287,732	263,000	???													

Recommendation: The Board of Directors certifies compliance with Civil Code §5500.

Motion made by Lew, seconded by Valencia, to certify the compliance with Civil Code 5500 with the March 2024 financials. Approved by unanimous vote. (4-0)

Arterburn said he plans to be an active member to assist the Board. He will work with Fielder to answer any questions on financials and plans for more transparency and collaboration.

9. **Manager’s Report** – Jeroen Wright

Firewise scheduled a Townhall on June 10, 2024 from 10:00 a.m. – 12:00 p.m. at the Event Center in the Tahoe Room and virtually. The topic is emergency evacuation. Contra Costa County Fire Department and the Walnut Creek Police Department will be in attendance to present their plans on emergency evacuations in Rossmoor. Each attendee counts as two hours of volunteer time and is applied towards the required volunteer hours.

An additional education outreach meeting will be planned towards the end of the year.

If the Board Members find that there is an issue with any area of GRF and/or MOD to contact Wright and/or Arterburn as soon as possible to allow them time to correct an issue before it escalates.

10. **Building Maintenance Manager’s Report** – Rick West

Informational Items: Work scheduled, In Progress, or Completed
Contractor: GBG - Balconies Completed.

1221 AS 4C / 1221 AS 3C / 1221 AS 3A / 1221 AS 2B /1221 1A /1209 1A

Balconies In Progress:

- 1209 2B – In progress missing stucco paint and topcoat.
- 1221 3B LVRM – In progress working on stucco and coating.
- 1221 3B BDRM – In progress working on stucco and coating.
- 1221 1C – In progress
- 1209 1B – In progress

FIFTH WALNUT CREEK MUTUAL

11. Committee Reports

- a. Landscape Committee – *John Tawaststjerna/Joy Todd*
Tawaststjerna received two permits for the two Monterey Pines behind 1221. Removal was budgeted for \$7,000. Warner’s estimate is slightly under budget at \$6,840. A response was received from the Diablo Fire Safe Council that Rossmoor is on their list for grant funding for the removal of the two trees. It is anticipated that the Mutual will receive the grant funding in two years.
- b. Building Maintenance – *Rick West*
No Report
- c. Budget and Finance – *Mary Fielder*
No Report
- d. Alterations Committee – *Marlene Farrell*
No Report

12. Old Business

13. New Business

- a. Appoint Todd Arterburn as the Assistant Treasurer.

Motion made by Lew, seconded by Valencia, to appoint Todd Arterburn as the Assistant Treasurer. Approved by unanimous vote. (4-0)

- b. Approve Mary Fielder and Sandra Lew to sign checks over \$5,000.

Motion made by Farrell, seconded by Valencia, to approve Mary Fielder and Sandra Lew to sign checks over \$5,000. Approved by unanimous vote. (4-0)

- c. Manor Lube

Wright explained that a manor lube is when MOD does an inspection on manors to ensure everything is in good working condition. Items inspected are filters under the sink to change out the water, filters for the heaters and air conditioners, toilets, check angle stops, and the general health of the manor.

West will provide a list of projects that need to be done during the manor lube along with estimates from MOD.

Lew asked if the dryer vents are inspected during the manor lube. West replied no, a different vendor is used for dryer vent inspections. He will contact Bay Air Flow to get an estimate and will report back to the Board.

14. Announcements – The next scheduled meeting is the Annual Members and Organizational Meetings which will be held on Friday, June 21, 2024 at 11:00 a.m. in the Board Room at the Gateway Clubhouse and virtually.

15. Adjournment

There being no further business the meeting was adjourned at 11:30 a.m.

Secretary's Certificate

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

Victoria Thomas