

FIFTH WALNUT CREEK MUTUAL

BOARD OF DIRECTORS REGULAR MEETING

Friday, December 6, 2024 at 8:30 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 8:41 a.m.

2. Roll Call of Directors

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

Mutual Operations Staff

Jeroen Wright – Director of Mutual Operations
Rick West – Sr. Building Maintenance Manger – Virtually
John Tawaststjerna – Landscape Manager – Virtually
Victoria Thomas – Board Services Coordinator – Virtually

3. Members’ Forum – Sandra Lew

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

4. Approval of Minutes

a. Board of Directors Regular Meeting Minutes – September 27, 2024
Motion made by Lew, seconded by Todd, to approve the minutes. Approved by unanimous vote. (3-0)

5. President’s Report – Sandra Lew

Only Mutual Presidents are permitted to attend the Presidents’ Forum meetings and the Mutual Treasurers are permitted to attend the Treasurers’ meeting. If a President wants their Treasurer to attend a Presidents’ Forum meeting they need to make the request prior to the meeting.
Thanks and appreciation was given to the Board and Staff for their efforts.

6. Vice-President’s Report – Joy Todd

No Report

7. Secretary’s Report – Marlene Farrell

No Report

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8. **Treasurer's Report** – *Mary Fielder*

No Report

Motion made by Lew, seconded by Todd, to certify compliance with Civil Code §5500 for the November financials. Approved by unanimous vote. (3-0)

9. **Director of Operations Report** – *Jeroen Wright*

- Wright recommended the Mutual conduct election voting via electronic to save money. In order to do electronic voting the CC&Rs will need to be amended.
- FWCM experienced a fire in their carport resulting in damages that are estimated to be around \$500,000.

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

Informational Items: Work scheduled, In Progress or Completed

November 2024 Gutter and Downspout Cleaning was completed. Contractor: Outdoor Keepers.
Building Roofs / Carports and Balconies.
Total Cost \$ \$5,183.00

Staff will order two additional lighted address signs at approximately \$100.00 each.

Contractor: GBG - Update on SB326 items to be completed.
1221 AS Breezeway

11. **Landscape Manager's Report** – *John Tawaststjerna*

Junipers will be removed during the MOD work days.

Tree pruning estimated at \$1,950.

Motion made by Lew, seconded by Todd, to approve the Waraner Brothers quote of \$1,950 for tree pruning paid from the operating fund. Approved by unanimous vote. (3-0)

Removal of three sycamore trees estimated at \$2,400.

Motion made by Lew, seconded by Todd, to approve the Waraner Brothers quote of \$2,400 for removing three sycamore trees paid from the reserve fund. Approved by unanimous vote. (3-0)

12. **Committee Reports**

- a. Landscape Committee – *Sandra Lew*
No Report
- b. Building Maintenance – *Rick West*
No Report
- c. Budget and Finance – *Mary Fielder*
No Report
- d. Alterations Committee – *Marlene Farrell*
No Report

13. **Old Business**

None



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14. New Business

a. 2025 Proposed Budget

Budget was approved and the annual disclosure booklet was mailed to the membership.

b. Co-Occupancy Guidelines. Request for Co-Occupancy

Lew reported that she received an application for a co-occupancy. The Co-Occupant is under 55 years of age and is not a caregiver to the owner of the manor. It appears that the co-occupant's intention is to access the amenities and facilities available in Rossmoor without necessarily residing here.

Motion made by Fielder, seconded by Todd, to deny the application as the request does not fit within the criteria. Approved by unanimous vote. (3-0)

15. Announcements – The next scheduled meeting is the Board of Directors Regular Meeting which will be held on Friday, January 17, 2025 at 11:00a.m. in the Board Room at the Gateway Clubhouse and virtually.

16. Adjournment

There being no further business the meeting was adjourned at 9:03 a.m.

Secretary's Certificate

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

Victoria Thomas