

# **BOARD OF DIRECTORS REGULAR MEETING**

## Friday, January 17, 2025 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 11:06 a.m.

2.	Roll Call of Directors	Sandra Lew – President
		Joy Todd – Vice President
		Mary Fielder – Treasurer
		Marlene Farrell – Secretary
		Nancy Valencia – Director-at-Large

<u>Mutual Operations Staff</u>	Jeroen Wright – Director of Mutual Operations
	Todd Arterburn – Chief Financial Officer
	John Tawaststjerna – Landscape Manager
	Victoria Thomas – Board Services Coordinator

#### 3. <u>Members' Forum</u> – Sandra Lew

Residents were afforded the opportunity to express their concerns, make comments, or have questions for the Board. Comments were: request to remove a Tea tree, flammable plants need to be removed, no plan to remove the line in the street.

#### 4. Approval of Minutes

a. Board of Directors Regular Meeting Minutes – December 6, 2024 Motion made by Lew, seconded by Valencia, to approve the minutes. Approved by unanimous vote. (5-0)

#### 5. <u>President's Report</u> – Sandra Lew

During the Presidents Forum it was decided that going forward only the Presidents are permitted to attend the meeting. If Treasurers want to attend they need to be invited. The Treasurers decided the same for their meetings.

- 6. <u>Vice-President's Report</u> *Joy Todd* No Report
- 7. <u>Secretary's Report</u> Marlene Farrell No Report



# 8. <u>**Treasurer's Report**</u> – Mary Fielder

		<b>Operating F</b>	und		Reserve Fund		
	Actual	Budget	Variance	Actual	Budget	Variance	
Total Revenues	19897	19897	0	11416	10668	748	
Expenses:							
Golden Rain Foundation	6024	6024	0				
MOD Management Fees	1264	1260	-4				
Building Maint & Public Works	2670	1234	-1436		7269	7269	
Carpentry	33	250	217		1465	1465	
Deck Expense	0	0	0		4363	4363	
Termite Control	0	34	34				
Power Wash	0	25	25				
Doors, Windows, Hardware	0	25	25				
Painting	0	15	15		500	500	
Roofing	0	8	5				
Sheet Metal/Gutter Repair	0	42	42		0	8	
Gutter Cleaning	0	375	375				
Rain Leaks	1479	67	-1412				
Electrical	0	. 8	8		0	6	
Lichting	144	67	-77		192	192	
Plumbing	0	250	250				
Fire Safety	1014	67	-947				
Landscape Maintenance	993	1266	273	32	929	897	
MOD Contracted Services	516	548	32				
Grounds/Entry Maintenance	477	477	0				
Tree Removal/Mainenance	0	175	175		584	584	
Rehabilitation	0	E.	0		275		
Pest Control	0	67	67				
Irrigation	0	1	0	32	71	39	
Elevator Mainenance & Repairs	219	155	-64 *	bill\$17421	83	83	
Custodial Services	351		54				
Insurance	6622	6424	-198				
Utilities	5513	and the second se	-2842				
Trash Pick Up	355		Contraction of the second s				
Solid Waste Disposal	86	72	-14				
PG&E	235						
Water	3548						
Telephone	1289		2 Control 10				
Professional Services	0			64	58		
Other General & Administration	133				-		
Total Expenses	23791		the second se	96	10668	10572	
Balance	1,051,125	1		271,974			



	OPERATING FUND												
	Budget		February	March	April	May	June	July	August	Sept.	Oct.	Nov.	Dec.
Total Revenues	19,897	19,897	19,897	19,897	19,897	19,897	19,897	20,098	20,017	19,897	19,897	19,897	19,897
Expenses:													
Golden Rain Roundation	6024					6024	6025	6024	6024	6024	6024	6024	6024
MOD Management Fees	1.260		1264			1204	1354	1264	3264	1204	3264	1264	1264
Building Maint/Public Wks	1,234			985	1,321		2,461	734	924	164	1,451	1,167	2,670
Carpentry	250	434	40	-40	.40	542	.0	45	225	190	45	90	33
Decks	0		0	0	0	0	0	0	0	0	0	0	0
Power Wash	- 25		0	0	0	0	0	0		0	0	0	0
Doors, Windows, Hdwr	25		0	0	0		0	0	115	0	0	0	0
Panting	15		0	0	- 0	0	263	0	510	0	934	119	0
Sheet Netal/Gutter	42	0	0	0	0	0	2,108	6.89	0	0	937	0	0
Gutters	375						0	0	0	0	0	0	0
Rain Leaks	67	0	10	0	0	0	0	0	0	0	405	625	1,479
Electrical		0	0	0	0			0		0	0	0	0
Lighting	67	230	3.76			0	0	0	24	74	0	223	144
Plumbing	250	0	0	810	1,175	265	70	0	0	0	0	0	. 0
Fire Safety	67	0		0	30			0	. 0	0	0	100	1,014
Landscape Maintenance	1,266	993	993	993	993	993	993	993	5993	993	993	993	993
MOD Contracted Serv.	548	516	516	516	516	516	516	516	516	516	516	516	516
Grounds/Entry Mtnc.	477	477	477	477	477	477	477	477	477	477	477	477	477
Tree Removal/Maint	175	0	0	0	0	0	0	. 0	0	0	0	0	0
Rehabilitation		0	0	.0	0	0	0	0	0	0	0	0	
Pest Control	67	0	0	0	0	0	0	0	0	0	0	0	
Imigation		0	0	0	0	0	0	0	0	0	0	0	0
Elevator Maint & Repar	155	174	174	345	244	0	114	319	174	578	45	124	211
Custodial Services	407	353	353	353	353	353	353	353	353	353	353	353	
Insurance	6,424	5,851	7.095	6,391	6,338	- 8,448	6.446	6.445	8.445	1.357	6,446		
Utilities	2,671	487	2,723	640	2,391	638	3,120	611	4,832	652	1.225	2,411	5,513
Trash Pick Up	350	338	338	755	1 355	255	355			355		205	
Solid Waste Disposal	72	60	21	4	69	205	60	. 51	63	63	1. A 1.	60	
PG&E	170	81	244	226	52							205	
Water	1,910			0	1,515	0	2.519	0	4,212				
Telephone	130		0	0		1				23			
Professional Services	243		0 0	0	1	0	0	1 6	0	0			
Reserve Study	58			. Sa		0	0	1 0	1 1	0			
Other General & Admin.	23		1 6		0	0	0	41	0			31	
Total Expenses	19,897		18,342	16,999	18,928	15,465	20 915	16.854	21.010	11,368	18,357		
Beginning Balance		1000	1	1	1.			a constant				and a start	
BALANCE	87,429	91,032	89,522	92,420	93.388	96.821	95.882	99,026	96,033	105.440	107.980	109.022	1,051,129

					RESER	VE FUND							
	Budget	January	February	March	April	May	June	July	August	Sept.	Oct.	Nov.	Dec.
Total Revenues	10,668	11,675	11,706	11,671	11,792	11,788	11,872	11,652	11,416	11,450	11,424	11,432	11,41
Expenses:													
Building Maint/Public Wks	7,269	30,613	34,367	1,100	52,723	7,299	315	362	-45	850	45	45	(
Carpentry	1,465	840	1060	1100	0	1465	315	45	45	225	45	45	1
Decks	4,363	35,578	33,307	0	0	4363	0	-1,208	0	0	0	0	
Termite Control		195	0	0	0	0	0	1525*	0	0		0	
Doors, Windows, Hdwr	500	0	0	0	0	0	0	inspect	0	0	0	0	1
Painting	192	0	0	0		0	0	0	0	0	0		1
Roofing		0	0	0	0	0	0	0	0	0	0	0	1
Sheet Metal/Gutter		0	0	0	0	0	0	0	0	0	0	0	1
Gutters		0	0	0	0	0	0	0	0	0	0	0	1
Rain Leaks		0	0 0	0		0	0	0	0	0			1
Electrical		0	0 0	0	0	0	0	0	0	0	0	0	1
Lighting		0	0 0	0	0	192	0	0	0	0	0	0	
Plumbing		0	0 0	0	0	0	0	0	0	inspect.	0	0	
Fire Safety		0	0 0	0	0	0	0	0		6251*	0	0	
Landscape Maintenance	929	- 37	32	600	32	6.872	32	32	32	32	32	32	3
Tree Removal/Maint	584	(	0 0	0	0	6,840	0	0	0	0			
Rehabilitation		0	0 0	568	0	0	0		0	0	0	0	0 01
Pest Control	275	. (	0 0	0		0	0	0	0	0		0	1
Irrigation	71	37	32	32	32	32	32	32	32	32	32	32	3
Elevator Maint & Repar	83					0	0		4642*	0			1
Professional Services		0	0 0	0		0	0		test	0			6
Reserve Study	58	0	0	0		0	0			0	0		
Other General & Admin.		0	0 0	0	0	0	0	0	0	0	0	0	
Federal/State Tax Expense		0	0 0	0	0	0	0	0	0	0	3,178	0	
Total Expenses	10,668	36.645	34,300	1,700		19.050			and the second se				
Beginning Balance					and all the								
BALANCE		263,000	240,307	250.278	209,316	202.054	213.579	224.837	231.335	241,258	249.353	260.654	271.97



#### EBMUD Bills 2024

Bill Date	Dates of Service	\$ - Water	Gallons	\$-Fire Hydrant	Total \$	Gallons 2023	Gallons 2022	Gallons 2021
2/22/2024	12/15-2/15	\$1,452.36	83,766	\$663.74	\$1,570.00	86,020	116,688	116,688
4/23/2024	2/15=4/17	\$1,250.88	65,076	\$663.74	\$1,915.00	64,328	172,788	157,080
6/21/2024	4./17-6/14	\$1,855.36	121,176	\$663.74	\$2,519.37	197,472	255,066	267,232
	6/15-8/14							
10/21/2024	8/15-10/15			\$728.91	\$728.91		297,704	302,192
11/18/2024	8/15-10/15	\$1,786.38	101,728		\$1,786.38	114,444	214,676	261,052
12/20/2024	10/15-12/26	\$2,827.63	190,740	\$728.16	\$3,555.79	193,732	193,732	114,444
			Yearly Tota	al				
			Yearly Bud	get Amount	\$22,920.00			
				Excess 2024				

Motion made by Valencia, seconded by Farrell, to certify compliance with Civil Code §5500 for the December financials. Approved by unanimous vote. (5-0)

## 9. <u>Mutual Operations Director's Report</u> – Jeroen Wright

- Corporate Transparency Act no longer requires the Board Directors to be reported.
- Staff is in negotiations with the Board Presidents Taskforce on the GRF Management Agreement.
- A town hall was held on January 14<sup>th</sup> to present the Firewise Program and emergency evacuations. The presentation can be watched on YouTube at <u>https://youtu.be/VbF2hPeeIOU?feature=shared</u>.

### 10. <u>Chief Financial Officer's Report</u> – Todd Arterburn

- The NetSuite launch was impacted by an issue with automatic payments failing to clear accounts.
- Insurance premium came in less than budgeted for. \$90,971 was budgeted for the Mutual and actual final number is \$67,741.



# 11. <u>Building Maintenance Manager's Report</u> – Rick West

## No Report

#### 12. Landscape Manager's Report – John Tawaststjerna

Below are your MOD days for 2025 and below is a brief overview of work being cmpleted during each season. Please reach out to Jesus and I to schedule a meeting or phone call about a month in advance of work days. That gives us enough time to create plans and order materials necessary for the work required. MOD Landscaping looks forward to helping you in 2025!

Mutual	Total Days	Spring	Summer	Fall	
_	3	1	1	1	
5		2/21	7/18	11/21	

#### Spring

- Priority Mulching 1/3<sup>rd</sup> of the Mutual
- Secondary Planting rehabs

#### Summer

- Priority Irrigation repairs and upgrades
- Secondary Hardscaping work

#### Fall

- Priority Plant & Tree Replacements
- Secondary Planting rehabs

*Motion made by Fielder, seconded by Farrell, to not purchase a bench. Approved by vote. (4-1 Farrell voted no)* 

Motion made by Fielder, seconded by Valencia, to approve the removal of the juniper trees and replace with plants in the amount not to exceed \$1,741.90 from the reserve fund. Approved by unanimous vote. (5-0)

#### 13. Committee Reports

- a. Landscape Committee *Joy Todd* No Report
- b. Building Maintenance Committee Rick West
- c. No Report
- d. Budget and Finance Committee Mary Fielder
- e. No Report
- f. Alterations Committee *Marlene Farrell* No Report



#### 14. Old Business

#### **Action Items**

a. Co-Occupancy Dispute

Motion made by Fielder, seconded by Farrell, to deny the second request for a resident's family member to have co-occupancy rights in the manor. Approved by vote. (4-1 Lew abstained)

#### **15. New Business** Action Items

- a. 2025 Shared Deductible Agreement Motion made by Fielder, seconded by Lew, to approve the 2025 Shared Deductible Agreement. Approved by unanimous vote. (5-0)
- b. Electronic Voting CC&Rs Proposed Amendment

New law allows for electronic voting for everything except when there are special assessments that are greater than 5% of operating fund or if you want to increase your assessment more than 20% from one year to the next will require a written ballot.

Motion made by Fielder, seconded by Valencia, to approve to not do electronic voting. Approved by unanimous vote. (5-0)

- c. Lawyer for the Mutual Fielder proposed that the Mutual hire Melissa Ward from Adams Stirling as needed. Lew, Todd, and Valencia volunteered to review the CC&Rs.
- d. Join another Mutual Fielder reported that Mutual 5 is the most financially stable Mutual and suggested to table the topic.
- e. Manor Lube Topic Deferred

#### **16. Informational/Discussion Item**

- a. MOD Workdays Previously Discussed
- b. Plans to Resign from Board No Discussion
- 17. Announcements The next scheduled meeting is the Board of Directors Regular Meeting which will be held on Friday, March 21, 2024 at 11:00a.m. in the Board Room at the Gateway Clubhouse.
- 18. Adjournment to Executive Session If necessary for legal issues, contracts, disciplinary hearings, personnel issues, delinquencies, or foreclosures.

#### Secretary's Certificate

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