

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

Mutual Operations Staff

Jeroen Wright – Director of Mutual Operations
Todd Arterburn – Chief Financial Officer
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. 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. President's Report – 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. Vice-President's Report – Joy Todd

No Report

7. Secretary's Report – Marlene Farrell

No Report

FIFTH WALNUT CREEK MUTUAL

 8. Treasurer's Report – Mary Fielder

	Operating Fund			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	8			
Sheet Metal/Gutter Repair	0	42	42		0	
Gutter Cleaning	0	375	375			
Rain Leaks	1479	67	-1412			
Electrical	0	8	8		0	
Lighting	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/Maintenance	0	175	175		584	584
Rehabilitation	0	0	0		275	275
Pest Control	0	67	67			
Irrigation	0	0	0	32	71	39
Elevator Maintenance & Repairs	219	155	-64	*bill\$174..21	83	83
Custodial Services	353	407	54			
Insurance	6622	6424	-198			
Utilities	5513	2671	-2842			
Trash Pick Up	355	350	-5			
Solid Waste Disposal	86	72	-14			
PG&E	235	170	-65			
Water	3548	1910	-1638			
Telephone	1289	130	-1159			
Professional Services	0	243	243	64	58	-6
Other General & Administration	133	23	-110			
Total Expenses	23791	19897	-3894	96	10668	10572
Balance	1,051,129			271,974		

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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 Total					
			Yearly Budget 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. **Mutual Operations Director’s Report** – *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 14th to present the Firewise Program and emergency evacuations. The presentation can be watched on YouTube at <https://youtu.be/VbF2hPeeIOU?feature=shared>.

10. **Chief Financial Officer’s Report** – *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.

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11. **Building Maintenance Manager’s Report** – *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 completed 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
5	3	1	1	1
		2/21	7/18	11/21

Spring

- Priority – Mulching 1/3rd 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

FIFTH WALNUT CREEK MUTUAL

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.

Victoria Thomas