

FIFTH WALNUT CREEK MUTUAL

BOARD OF DIRECTORS REGULAR MEETING

Friday, July 19, 2024 at 11:00 a.m.

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

MINUTES

1. Call to Order

Vice President Todd called the meeting to order at 11:04 a.m.

2. Roll Call of Directors

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

Mutual Operations Staff

Jeroen Wright – Director of Mutual Operations
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: manor inspections need to be conducted.

4. Approval of Minutes

a. Annual Members & Organizational Meetings Minutes – June 21, 2024

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

5. President's Report – *Sandra Lew*

No Report

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

	OPERATING FUND							
	Budget	January	February	March	April	May	June	July
Total Revenues	19,897	19,897	19,897	19,897	19,897	19,897	19,897	
Expenses:								
Golden Rain Roundation	6024	6024	6024	6024	6024	6024	6025	
MOD Management Fees	1260	1264	1264	1264	1264	1264	1264	
Building Maint/Public Wks	1,234	704	216	985	1,321	747	2,461	
Carpentry	250	474	40	40	40	542	0	
Decks	0	0	0	0	0	0	0	
Power Wash	25	0	0	0	0	0	0	
Doors, Windows,Hdw	25	0	0	0	0	0	0	
Painting	15	0	0	0	0	0	283	
Sheet Metal/Gutter	42	0	0	0	0	0	2,108	
Gutters	375	0	0	0	0	0	0	
Rain Leaks	67	0	0	0	0	0	0	
Electrical	8	0	0	0	0	0	0	
Lighting	67	230	176	135	76	0	0	
Plumbing	250	0	0	810	1,175	205	70	
Fire Safety	67	0	0	0	30	0	0	
Landscape Maintenance	1,266	993	993	993	993	993	993	
MOD Contracted Serv	548	516	516	516	516	516	516	
Grounds/Entry Mtnc.	477	477	477	477	477	477	477	
Tree Removal/Maint	175	0	0	0	0	0	0	
Rehabilitation								
Pest Control	67	0	0	0	0	0	0	
Irrigation								
Elevator Maint & Repar	155	174	174	348	244	0	174	
Custodial Services	407	353	353	353	353	353	353	
Insurance	6,424	5,851	7,095	6,391	6,338	6,446	6,446	
Utilities	2,671	487	2,223	640	2,391	638	3,120	
Trash Pick Up	350	338	338	355	355	355	355	
Solid Waste Disposal	72	68	71	69	69	101	68	
PG&E	170	81	244	226	52	182	178	
Water	1,910	0	1,570	0	1,915	0	2,519	
Telephone	130	0	0	0	0	0	0	
Professional Services	243	0	0	0	0	0	0	
Reserve Study	58	0	0	0	0	0	0	
Other General & Admin.	23	0	0	0	0	0	0	
Total Expenses	19,897	15,850	18,342	16,999	18,928	16,465	20,835	
Beginning Balance								
BALANCE	87,429	91,032	89,522	92,420	93,388	96,821	95,882	

	RESERVE FUND							
	Budget	January	February	March	April	May	June	July
Total Revenues	10,668	11,675	11,706	11,671	11,792	11,788	11,872	
Expenses:								
Building Maint/Public Wks	7,269	36,613	34,367	1,100	52,723	7,299	315	
Carpentry	1,465	840	1060	1100	0	1465	315	
Decks	4,363	35,578	33,307	0	0	4363	0	
Termite Control		195	0	0	0	0	0	
Doors, Windows,Hdw	500	0	0	0	0	0	0	
Painting	192	0	0	0	0	0	0	
Roofing		0	0	0	0	0	0	
Sheet Metal/Gutter		0	0	0	0	0	0	
Gutters		0	0	0	0	0	0	
Rain Leaks		0	0	0	0	0	0	
Electrical		0	0	0	0	0	0	
Lighting		0	0	0	0	192	0	
Plumbing		0	0	0	0	0	0	
Fire Safety		0	0	0	0	0	0	
Landscape Maintenance	929	32	32	600	32	6,872	32	
Tree Removal/Maint	584	0	0	0	0	6,840	0	
Rehabilitation		0	0	568	0	0	0	
Pest Control	275	0	0	0	0	0	0	
Irrigation	71	32	32	32	32	32	32	
Elevator Maint & Repar	83	0	0	0	0	0	0	
Professional Services		0	0	0	0	0	0	
Reserve Study	58	0	0	0	0	0	0	
Other General & Admin.		0	0	0	0	0	0	
Federal/State Tax Expense		0	0	0	0	0	0	
Total Expenses	10,668	36,645	34,399	1,700	52,755	19,050	347	
Beginning Balance								
BALANCE		263,000	240,307	250,278	209,316	202,054	213,579	



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	Operating Fund			Reserve Fund			Total Actuals
	Actual	Budget	Variance	Actual	Budget	Variance	
Total Revenues	19897	19897	0	11872	10668	1205	
Expenses:							
Golden Rain Foundation	6024	6024	0				
MOD Management Fees	1264	1260	-4				
Building Maint & Public Works	2461	1234	-1227	315	7269		
Carpentry	0	250	250	315	1465		
Deck Expense	0	0			4363		
Termite Control	0	34	34				
Power Wash	0	25	25				
Doors, Windows, Hardware	0	25	25				
Painting	283	15	-268		500		
Roofing	0	8	8				
Sheet Metal/Gutter Repair	2108	42	-2066		0		
Gutter Cleaning	0	375	375				
Rain Leaks	0	67	67				
Electrical	0	8	8		0		
Lighting	0	67	67		192		
Plumbing	70	250	180				
Fire Safety	0	67	67				
Landscape Maintenance	993	1266	273	32	929		
MOD Contracted Services	516	548	32				
Grounds/Entry Maintenance	477	477	0				
Tree Removal/Maintenance	0	175	175		584		
Rehabilitation	0				275		
Pest Control	0	67	67				
Irrigation	0			32	71		
Elevator Maintenance & Repairs	174	155	19		83		
Custodial Services	353	407	54				
Insurance	6446	6424	-22				
Utilities	3120	2671	-449				
Trash Pick Up	355	350	-5				
Solid Waste Disposal	68	72	4				
PG&E	178	170	-8				
Water	2519	1910	-514				
Telephone	0	130	130				
Professional Services	0	243	243		58	0	
Other General & Administration	0	23	23				
Total Expenses	20,835	19897	-938	347	10668	10321	
Balance	95,882			213,579			

	Operating Fund			Reserve Fund			Total Actuals
	Actual	Budget	Variance	Actual	Budget	Variance	
Total Revenues	19897	19897	0	11788	10668	1121	
Expenses:							
Golden Rain Foundation	6024	6024	0				
MOD Management Fees	1264	1260	-4				
Building Maint & Public Works	747	1234	487	12178	7269	-4909	
Carpentry	542	250	-292		1465		
Deck Expense	0	0			4363		
Termite Control	0	34	34				
Power Wash	0	25	25				
Doors, Windows, Hardware	0	25	25				
Painting	0	15	15		500		
Roofing	0	8	8				
Sheet Metal/Gutter Repair	0	42	42		0		
Gutter Cleaning	0	375	375				
Rain Leaks	0	67	67				
Electrical	0	8	8		0		
Lighting	0	67	67		192		
Plumbing	205	250	45				
Fire Safety	0	67	67				
Landscape Maintenance	993	1266	273	6840	929	-5911	
MOD Contracted Services	516	548	32				
Grounds/Entry Maintenance	477	477	0				
Tree Removal/Maintenance	0	175	175	6840	584		
Rehabilitation	0				275		
Pest Control	0	67	67				
Irrigation	0			32	71		
Elevator Maintenance & Repairs	0	155	155		83		
Custodial Services	353	407	54				
Insurance	6446	6424	-22				
Utilities	638	2671	2033				
Trash Pick Up	355	350	-5				
Solid Waste Disposal	101	72	29				
PG&E	182	170	-12				
Water	0	1910	1910				
Telephone	0	130	130				
Professional Services	0	243	243		58	0	
Other General & Administration	0	23	23				
Total Expenses	16465	19897	3432	19050	10668	-8382	
Balance	96821				202054		



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	Operating Fund			Reserve Fund			Total Actuals
	Actual	Budget	Variance	Actual	Budget	Variance	
Total Revenues	19897	19897	0	11792	10668	1124	
Expenses:							
Golden Rain Foundation	6024	6024	0				
MOD Management Fees	1264	1260	-4				
Building Maint & Public Works	1321	1234	-87	52723	7269	-45454	
Carpentry	40	250	210		1465		
Deck Expense	0	0			4363		
Termite Control	0	34					
Power Wash	0	25					
Doors, Windows, Hardware	0	25					
Painting	0	15			500		
Roofing	0	8					
Sheet Metal/Gutter Repair	0	42			0		
Gutter Cleaning	0	375					
Rain Leaks	0	67					
Electrical	0	8			0		
Lighting	76	67	-9		192		
Plumbing	1175	250	-925				
Fire Safety	30	67	37				
Landscape Maintenance	993	1266	273	32	929		
MOD Contracted Services	516	548	32				
Grounds/Entry Maintenance	477	477	0				
Tree Removal/Maintenance	0	175	175		584		
Rehabilitation	0				275		
Pest Control	0	67	67				
Irrigation	0			32	71		
Elevator Maintenance & Repairs	244	155	-89		83		
Custodial Services	353	407	54				
Insurance	6338	6424	86				
Utilities	2391	2671	279				
Trash Pick Up	355	350	-5				
Solid Waste Disposal	69	72	5				
PG&E	52	170	118				
Water	1915	1910	-5				
Telephone	0	130	130				
Professional Services	0	243	243		58	0	
Other General & Administrator	0	23	23				
Total Expenses	18928	19897	969	52755	10668	-42963	
Balance	93,388			209,316			

EBMUD Bills 2024

Bill Date	Dates of Service	\$ - Water	Gallons	\$-Fire Hydrant	Total \$	Gallons 2023	Gallons 2022	Gallons 2021
2/22/24	12/15-2/15	\$1,452.36	83,766	\$663.74	\$1,570.00	86,020	116,688	116,688
4/23/24	2/15-4/17	\$1,250.88	65,076	\$663.74	\$1,915.00	64,328	172,788	157,080
6/21/24	4./17-6/14	\$1,855.36	121,176	\$663.74	\$2,519.37	197,472	255,066	267,232
	6/20-8/16						297,704	302,192
	8/16-10/13						214,676	261,052
	10/13-12/15						193,732	114,444
					Yearly Total			
					\$17,896.78			
					Yearly Budget Amount			
					\$22,920.00			
					Excess 2023			
					\$5,023.22			

Recommendation: The Board of Directors certifies compliance with Civil Code §5500.
Motion made by Todd, seconded by Farrell, to certify the compliance with Civil Code 5500 with the June financials. Approved by unanimous vote. (4-0)

Lew and Fielder will be out of town in September.
Motion made by Fielder, seconded by Valencia, to approve Todd Arterburn to sign checks for the month of September. Approved by unanimous vote. (4-0)

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9. **Manager's Report** – *Jeroen Wright*
 - Firewise Townhall was a success.
 - Zone Zero mandates plant material be removed.
 - Staff is moving into the budget season. Wright will email the Board the budget schedule.
10. **Building Maintenance Manager's Report** – *Rick West*

No Report
11. **Landscape Manager's Report** – *John Tawaststjerna*

No Report
12. **Committee Reports**
 - a. Landscape Committee – *Joy Todd*

No Report
 - b. Building Maintenance – *Rick West*

No Report
 - c. Budget and Finance – *Mary Fielder*

Budget meeting in August
 - d. Alterations Committee – *Marlene Farrell*

Unit 4C plans to do luxury vinyl tile. Flooring will be the same as the other two manor's in the Mutual.
13. **Old Business**

None
14. **New Business**
 - a. Helsing Group Agreement for reserve study ground floor reserve.
Motion made Fielder, seconded by Valencia, to approve the contract with Helsing Group and authorize Joy Todd to sign the contract on the Mutual's behalf. Approved by unanimous vote. (4-0)
 - b. Inspection of all dryer vents and homes (electrical, drains, seal on toilets, and air conditioner hoses)
MOD will conduct inspections on dryer vents. West will present three bids to the Board for consideration.
 - c. Replacing mulch with gravel – Cost? Necessary? Where?
Board is waiting for a response from Tawaststjerna on this as it will need to be budgeted for.
15. **Announcements** – The next scheduled meeting is the Board of Directors Regular Meeting which will be held on Friday, September 20, 2024 at 11:00 a.m. in the Board Room at the Gateway Clubhouse and virtually.
16. **Adjournment**

There being no further business the meeting was adjourned at 11:47 a.m.

Secretary's Certificate



ROSSMOOR
WALNUT CREEK

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

Victoria Thomas