



## FIFTH WALNUT CREEK MUTUAL

### BOARD OF DIRECTORS REGULAR MEETING

**Friday, March 21, 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**

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### 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  
Joy Todd – Vice President  
Mary Fielder – Treasurer  
Marlene Farrell – Secretary  
Nancy Valencia – Director-at-Large

#### Mutual Operations Staff

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. Comments were: address sign located behind a tree requested it to be moved and roots from the tree are causing the driveway to buckle between two garages creating a puddle of water.

#### 4. Approval of Minutes

- a. Board of Directors Regular Meeting Minutes – January 17, 2025
- b. Board of Directors Emergency Executive Session Meeting Minutes – February 11, 2025

*Motion made by Lew, seconded by Valencia, to approve the minutes. Approved by unanimous vote. (5-0)*

#### 5. President's Report – Sandra Lew

Electric Vehicle Car Charger - Residents are required to go through the Alterations Department to obtain a permit prior to using an electric vehicle car charger in their garage. Residents who are charging their vehicles without a permit are improperly using the Mutual's electricity, leading to increased costs that are not being reimbursed. Starting April 1, 2025, any resident charging their vehicle will be charged \$50 per month. Thomas will mail a letter to the residents informing them of this change.

#### 6. Vice-President's Report – Joy Todd

Continued issues with boxes not being broken down and not being placed in the recycling bins. Letters will be sent to all residents for educational purposes.

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### 7. **Secretary's Report** – *Marlene Farrell*

No Report

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

The Mutual has not received financial statements since December 2024. Therefore, nothing to report.

*Motion made by Valencia, seconded by Lew, to amend the agenda and move to the Building Maintenance Manager's Report. Approved by unanimous vote. (5-0)*

### 9. **Building Maintenance Manager's Report** – *Rick West*

Action Items

Proposals for review or Approval

1221 AS Breezeway repairs and recoating Project per SB326 Inspection

Install exterior protection as needed during repairs. Install safety cones around working areas to re-route pedestrian foot traffic during the deck coating repairs. NOTE: This project Excludes manufacturer's warranty. Contractor will provide 1 year workmanship warranty. Hidden damages, structural framing repairs, concrete repairs, sheet metal flashings, plywood pedestrian ramps, or detaching and resetting doors are Excluded from this proposal. HOA water will be used during repairs. Pressure wash existing breezeways to remove all dirt, oils, and mildew. Mechanically abrade approx. 3,439SF of existing deck coating system at 2nd and 3rd level breezeways to adhere (new) and existing deck coating systems. Inspect existing deck coating conditions after etching and report any adverse conditions back to management. Route and seal existing concrete cracks 1/16" or greater. Furnish and apply approx. 3,439SF of (new) Excel-coat #120 Epoxy primer over existing prepped coating system at breezeway decks per manufacturer's recommendation. Furnish and install approx. 3,439SF of (new) Excel-coat fiberglass mat and #1 resin over existing primed coating system per manufacturer's recommendation. Furnish and install approx. 3,439SF of (new) Excel-coat base coat and let dry per manufacturer's recommendation. Fill in low spots. Furnish and install approx. 3,439SF of (new) Excel-coat texture. Furnish and install approx. 3,439SF of (new) Excel-coat #300 topcoat in Spanish Brown. Seal all deck to wall transitions with polyurethane sealant. Final cleanup of construction related debris.

Total: 76,444.80

This was approved at an Executive Session meeting. *Motion was – Motion made by Lew, seconded by Valencia, to approve the contract with GBG for breezeway deck coating repair, in the amount of \$76,444.80. Approved by unanimous vote. (4-0)*

Change Order (RFC) No: 1 Date: 2/6/2025 Location: 1221 Avenida Sevilla Stair Landing Description: RFC#1 Dry Rot at Stairs. After demo the stucco on the stair landing, we found decay on the pony wall at landing and on the pony wall going down the stair

1. Remove and replace approx,270 sf of stucco at stair and landing
2. Remove and replace approx., 270 sf of 3/8 plywood at walls
3. Remove and replace approx,70 LF of 2X4 framing
4. Remove and replace approx,24 lf of 6X6 framing
5. Remove and replace approx,100 LF of 2X6 Framing
6. Remove and replace approx,10 lf of 6X14 Beam at stair landing
7. Remove and replace T&G Soffit at stair Landing and Breezeway approx., 200 lf
  
8. Install shoring at stair landing and the stair wall
9. Remove and replace approx,40 sf of 3/8 at stair landing floor. Prime and paint all new material to match as close as possible.

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Total \$29,229.00

Presented to the Board for Ratification

*Motion made by Fielder, seconded by Valencia, to approve the change order with GBG in the amount of \$29,229 from the reserve account. Approved by unanimous vote. (5-0)*

### 10. **Mutual Operations Director's Report** – *Todd Arterburn reported on behalf of Jeroen Wright*

- GRF Management Agreement negotiations continue. The agreement is a boiler plate with appendices for each Mutual to allow for specificity. The base level service will cover essential support, while additional services can be tailored to specific needs that will incur extra charges.
- Staff is currently compiling the answers to the questions that stem from the Firewise town hall. Once done answers will be posted on the Firewise webpage on Rossmoor's website.
- NetSuite implementation continues.

### 11. **Chief Financial Officer's Report** – *Todd Arterburn*

- 2023 audit report is complete. 2024 audit report is in progress.
- Treasurer will have access to NetSuite

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

No Report

### 13. **Committee Reports**

#### a. **Landscape Committee** – *Joy Todd*

Plans to remove three sycamore trees by 1221 building. Lew will generate a workorder.

*Motion made by Fielder, seconded by Farrell, to approve Waraner to the remove of the three sycamore trees and grind the stumps in the amount of \$2,400 from the reserves account. Approved by unanimous vote. (5-0)*

#### b. **Building Maintenance Committee** – *Rick West*

No Report

#### c. **Budget and Finance Committee** – *Mary Fielder*

No Report

#### d. **Alterations Committee** – *Marlene Farrell*

No Report

### 14. **Old Business**

#### **Action Items**

There were none

### 15. **New Business**

#### **Action Items**

##### a. **Manor Lube**

Rick West will provide the Board with an estimate.

##### b. **5502 Resolution** – Authorization for Financial Transfers

*Motion made by Lew, seconded by Valencia, to approve the 5502 Resolution. Approved by unanimous vote. (5-0)*



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### 16. Informational/Discussion Item

#### a. Landscape 1255 Request

For landscaping needs, work orders are exempt from the \$25 fee.

#### b. Fire Extinguisher Training for Residents

All residents should know where the extinguishers are and how to inspect them for functionality. Valencia inspected all the extinguishers for functionality. One needed to be replaced. Valencia volunteered to inspect all extinguishers at the beginning of each month. A sign up sheet will be posted for a training day.

### 17. Announcements – The next scheduled meeting is the Board of Directors Regular Meeting which will be held on Friday, May 16, 2025 at 11:00a.m. in the Board Room at the Gateway Clubhouse.

### 18. Adjournment

There being no further business the meeting was adjourned at 12:19 p.m.

### Secretary's Certificate

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

*Victoria Thomas*