

FIFTH WALNUT CREEK MUTUAL

BOARD OF DIRECTORS REGULAR MEETING

Friday, September 27, 2024 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

Vice President Todd called the meeting to order at 11:00 a.m.

2. Roll Call of Directors

Sandra Lew – President – Virtually
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
Rick West – Sr. Building Maintenance Manger – Virtually
John Tawaststjerna – Landscape Manager – Virtually
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. There were no comments.

4. Approval of Minutes

- a. Board of Directors Regular Meeting Minutes – July 19, 2024
- b. Board of Directors Special Meeting Minutes – September 4, 2024

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

5. President's Report – Sandra Lew

Insurance will increase 30%, water will increase 8.5% starting July 1st, 7% increase in management fee for cost of living and two additional employees in administration at MOD. Equates to \$122 per manor month; \$104 of this is for maintenance and operation, \$9.28 reserve replacements, and \$19 for GRF. 2025 monthly coupon will be \$1,725.00

6. Vice-President's Report – Joy Todd

No Report

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

No Report

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

Arterburn reported that utilities were high due to the hot summer weather, but still running a positive variance of approximately \$14,000 for the year.

Operating account on the reserve side is not as good due to the deck repairs that was spent up front making that account underwater from what was budgeted. Making a \$56,000 deficit.

Fund balance \$98,033 operating account, \$231,000 reserve account total year to date \$329,368.

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

- Staff presented the preliminary numbers on the budget to the Board.
- To ensure Staff attendance at Board Meetings Wright and Arterburn will divide up attendance at 5 meetings.
- Firewise Townhall is scheduled for the end of January. Required volunteer hours for the year have been met.
- New Staff has been hired in the Accounting Department to allow for restructuring of Staff for better organization to match employee's skillsets, which will provide for better customer service.
- MOD and GRF budgets are complete and have been approved.

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

West reported a path 5 hydraulic full load safety test was completed by Otis, which occurs every five years. Cost was \$4,8041.53. Board will need to ratify this cost.

Motion made by Lew, seconded by Valencia, to approve the cost of \$4,801.43 for Otis to conduct a full load safety test. Approved by unanimous vote. (4-1 Farrell opposed)

SB-326 Structural Engineering Observation

FWC conducted an inspection on remaining decks that need repairs at a cost of \$1,525.00. The inspection showed repairs would be in the amount of \$19,818.08.

Motion made by Lew, seconded by Valencia, to approve the expenditure of \$19,818.08 to repair the remaining decks as require under SB-3226. Approved by unanimous vote. (4-1 Farrell abstained)

Informational Items

Work scheduled, In Progress or Completed

Contractor: Otis Elevator - Scope of Work

California CAT 5 Hydraulic Full Load Safety Test must be completed every 5 years. Cost \$4,841.53
Board to Ratify this expenditure.

Contractor: FWC - Scope of Work

SB 326 -Structural Engineering Observation. Cost \$1,525.00

SB326 Raised Wood Component inspection. Contractor: FWC Structural Engineer.

5th Mutual is now in compliance with Senate Bill 326. FWC sent report on July 31, 2024.

Matrix SOW will be completed by MOD.

Contractor: GBG - Update on Balconies Remaining to be completed.

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

Lew, Ferrell, and Todd will do a tree walk with Tawaststjerna first week in November to inspect the trees.

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 applications were received

13. **Old Business**

None

14. **New Business**

- a. Rules and Regulations Governing Co-Occupancy of an Apartment
 - Age of Consent Occupant 55 or over
 - If co-occupant is under 55 say 50
 - Does the Mutual want to set a precedent of accepting applications for co-occupants who are between the age 54-59. Does Golden Rain Foundation accept this?
 - Definition of Co-Occupant – can they live in the manor without the owner living there?
Lew reported that the co-occupant will not live in the manor but plans to use the facilities.
Topic Deferred
- b. Juniper pruning & removal & replacement plant
Lew opined that she wants all the junipers removed. Tawaststjerna reported that a plan is being constructed and will be presented to the Board different options.
- c. Ratify expenditure for Load Testing of elevator \$4,841.53
Topic Deferred

15. **Announcements** – The next scheduled meeting is the Board of Directors Regular Meeting which will be held on Friday, November 15, 2024 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 11:39 a.m.

Secretary's Certificate

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

Victoria Thomas