

WALNUT CREEK MUTUAL FIFTY**BOARD OF DIRECTORS REGULAR MEETING**

Tuesday, April 15, 2025 at 1:00 p.m.

Meeting was Conducted In Person and Virtually

**Creekside Clubhouse – Club Room
1010 Stanley Dollar Drive, Walnut Creek, CA 94595**

MINUTES

1. Call to Order

President Bolinger called the meeting to order at 1:01 p.m.

2. Roll Call of Directors Present

Jim Bolinger – President
Vacant – Vice President
Rich Johnstone – Treasurer
Steve Vartabedian – Secretary
Peter Jones – Director

Mutual Operations Staff

Jeroen Wright – Director of Mutual Operations
Clayton Clark – Sr. Building Maintenance Manager
John Tawststjerna – Landscape Manager
Victoria Thomas – Board Services Coordinator

3. Approval of Minutes – Bolinger

- a. Board of Directors Regular Meeting – January 21, 2025
- b. Board of Directors Regular Meeting – February 18, 2025
- c. Board of Directors Executive Session Meeting – April 4, 2025
Motion made by Johnstone, seconded by Bolinger, to approve the minutes. Approved by unanimous vote. (4-0)
- d. Board of Directors Regular Meeting – March 18, 2025
Motion made by Vartabedian, seconded by Jones, to approve the minutes. Approved by unanimous vote. (3-1 Johnstone Abstained)

4. Mutual Operations Director's Report – Wright

- GRF Management Agreement negotiations continue.
- Working on a project to determine total amount of square footage with the buildings in Rossmoor.
- Firewise is currently researching grants for Rossmoor.
- Answers from questions that stemmed from the Firewise Town Hall will be posted on the Rossmoor's website.
- Shaded fuel break project continues.

5. Chief Financial Officer's Report – Arterburn

No Report

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6. **Landscape Manager's Report** – *Tawaststjerna*

Water irrigation controllers were turned on. Residents were asked to call the Work Order Desk if they discover a broken sprinkler so it can be repaired.

7. **Building Maintenance Manager's Report** – *Clark*

- Work orders will be generated to allow for various repairs to be made.
- Plans to install wire mesh behind lattice work. Project should be complete in October.

8. **President's Report** – *Bolinger*

- Bolinger plans to walk the Mutual's landscape to see what needs to be tended to.
- Plans to remove the rosemary and any plants that are at the end of life as they are flammable.
- Plans to remove privet tree.
- Zone zero project to remove all landscaping five feet from buildings continues.
- Birch trees are being removed in Entry 22 and 23.
- Plans to install screens under porches to prevent fire embers from entering.

9. **Secretary's Report** – *Vartabedian*

No Report

10. **Treasurer's Report** – *Johnstone/Arterburn*

Board has not received financial statements since December 2024. It is anticipated to receive first quarter financial statements in April.

11. **Committee Reports**

a. Finance Committee – *Johnstone*

Plan to prepare the long term forecast beginning in June. The updated forecast will include reserve funding for Firewise projects.

b. Building and Facilities Committee – *Johnstone*

Dryer Vent Cleaning

- The committee has discussed alternative solutions for a contractor to clean dryer vents in all M50 units. The concern is clogged vents might become a fire hazard.
- A demonstration cleaning by a contractor was conducted at 5401 #2A. The cleaning process (brushing, vacuuming, and blowing) was effective but the vent had a low amount of lint.
- A second demonstration cleaning will be scheduled for 5301 #1B. Depending on the results, the committee will evaluate a plan for the cleaning of all units.

Lighting

- As a demonstration, an electrical contractor installed a new fixture to light a portion of the Rossmoor Greens wall next to 5501. The light appears satisfactory.
- Jim Bolinger will recommend the number of additional fixtures that are needed to light the desired portion of the wall.

Water Pressure

- The high water pressure currently delivered by EBMUD (which is within their service level) to entry 25 buildings can damage appliances and cause flooding in a unit.
- A plumbing contractor installed a pressure reducing valve (PRV) at 5581, which reduced building water pressure to a preferred level. The cost was \$2,300.

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- During April 9-15, the contractor is scheduled to install PRVs on 10 lines at the remaining 8 manor buildings on Entry 25 at a total cost of \$22,000.

Building rehabilitations

- MOD is planning to solicit bids in July from multiple contractors for the rehabilitation of buildings 5313, 5325, 5333, and 5349. Manor building and garage rehabilitation occurs approximately every 10 years and consists of carpentry repairs, painting, and deck recoating.
- Rehabilitation work is tentatively scheduled to begin in August.

Potential structural issue at 5581 #2B

- A misaligned door frame between the master bedroom and balcony might be the result of a structural issue affecting the portion of the 5581 building that includes the master bedroom.
- A contractor will be asked to provide an opinion of the problem cause and a repair cost estimate.

c. Governing Documents Committee – *Vartabedian*
No Report

d. Landscaping – *Bolinger*
Previously Discussed

e. Social Committee
BBQ is scheduled for August 14th. Back Forty will cater.

12. **Old Business** – *Bolinger*
There was none.

13. **New Business** – *Bolinger*
a. 5502 Resolution – Authorizing 2025 Budgeted Transfers
Motion made by Vartabedian, seconded by Johnstone, to adopt the 5502 Resolution. Approved by unanimous vote. (4-0)

14. **Residents' Forum** (3 minutes per speaker) – *Thomas*
All residents are invited to address the Board with questions, comments, and suggestions. There were no comments made.

15. **Announcements**: Next scheduled meeting is the Annual Members and Organizational Meetings on Wednesday, May 28, 2025 at 1:00 p.m. in the Fairway Room at the Creekside Clubhouse and virtually.

16. **Adjournment to Executive Session**: There being no further business the meeting was adjourned at 2:13 p.m.

Secretary's Certificate

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

Victoria Thomas