

BOARD MEETING MINUTES
FRIDAY, APRIL 25, 2025, AT 2:00 P.M.
CLUB ROOM– CREEKSIDE AND ZOOM MEETING
1010 STANLEY DOLLAR DR – WALNUT CREEK, CA 94595

Call to Order

President Schimek called the Regular Meeting of the Board to order at 2:01 p.m.

Directors Present

Brad Schimek, President	
David Hendricks, Vice President	Matt Kaplan, Treasurer
Barbara Landberg, Secretary	Barbara Mintz, Director

Staff Present:

Jeroen Wright, Director of Mutual Operations
Clayton Clark, Building Maintenance Manager
John Tawaststjerna, Landscape Manager
Lucy Limon, Board Services Coordinator

Members Forum

Residents were afforded the opportunity to express their general concerns and make comments.
No comments were made.

Approval of Meeting Minutes

President Schimek asked if there were any additions or corrections to the following minutes:

- a. Regular Meeting Minutes..... March 28, 2025

Dave Hendricks made a motion, and Barbara Mintz seconded, to approve the minutes to the aforementioned Board meeting.

Moved, Seconded, Carried 5-0

President's Report

President Schimek provided the following report:

We are really close to the restoration of the Deer Highlands entry sign. The sign now has two base coats of paint on it. Barbara Landberg and Marge Graham are now arranging a time to paint the letters and highlights on the front of the sign.

The steps in preparation for the building rehabs on Level B are progressing. There will be further details about that later on in this meeting.

I was notified by Clayton Clark, our MOD manager, that Fiala Roofing finally received the permits from the City of Walnut Creek and the reroofing of the final roofs and carports will be started next week.

When getting ready to send out the Election Rules, I discovered that there were still 17 owners that had not returned their 4041 forms for 2025 which is required by State law. After numerous requests by Dave Hendricks to get those returned, we are using their past year's responses in

how they receive Mutual correspondence. If you are one of those owners and need a form, please email the Board, wcmutual53@gmail.com or if you have a completed form to turn in, please put it into Dave Hendrick's mailbox at 4348 2A.

The electrical issue for two of the garages that had the garage circuit wired to the wrong unit seems to have been isolated to that one building. Jim Jennings stated he has a large enough sampling to determine that result. We will now have a MOD contract with an electrician to remedy that issue.

2. MOD Report

a. Jeroen Wright, Director of Mutual Operations:

Jeroen Wright, Director of Mutual Operations, reported that the Fire Wise Committee is still compiling a list of the most frequently asked questions from the January town hall. Once completed, the committee will provide detailed responses and post them on the Rossmoor website for community access. The committee welcomed a new member, Dennis Fay, who is a former Moraga Mayor.

Jeroen noted that the management contract continues to progress well, and the committee is making significant strides. The appendix for the Resales and Alterations department is nearly complete and is scheduled to be presented at the next committee meeting.

b. Todd Arterburn, Chief Financial Officer:

Todd Arterburn reported that the financial statements for the first quarter will be released soon. Regular monthly financial reporting is set to resume next month.

The NetSuite implementation is ongoing, but nearing completion. Progress continues and the finish line is in sight.

A technical hiccup with SharePoint was reported. The issue is being addressed, and a new access link will be provided shortly.

Treasurers Report

Matt Kaplan provided the following report:

We did not receive detailed financial reports for Jan – Mar 2025 in time to include in this report.

As of March 31, 2025 our bank statement balances (not our actual cash balances) were as follows:

- Operating checking account - \$151,442
- Reserve checking account - \$357,119
- Reserve account - City National Securities (CDs) - \$433,550
- Total Reserve account - \$716,778 (\$863,248 in Prior Year)
- Total Bank Statement Cash & Equivalents - \$901,563

We also received a Q1 2025 Summary Income Statement with no supporting documentation. The only significant variance noted was approximately \$12K “favorable” in insurance expense.

- a. Motion to certify compliance with Civil Code 5500 by review of the latest Financial Report.

No motion was made.

Committee Reports

Architectural Review

Three alteration applications were reviewed and approved.

Landscape

Bonnie reported that MOD days are scheduled for next week, with a primary focus on the grassy areas located at 4412 and 4424 TG.

Bonnie and John noted that several small trees need to be removed. These trees are below the size threshold requiring a city permit.

John confirmed that the irrigation controllers were activated on April 19.

John also emphasized that residents should not approach or obstruct Republic trucks during their operations. There have been multiple complaints from Republic regarding this issue.

If there are any related concerns or further complaints, please direct them to Lisa Lankford at MOD.

Building Maintenance

Albert Oliver provided the following report for Jim Jennings:

As Jim is away on vacation I have submitted this report on this month's activities.

1. Exterior fire extinguisher enclosure update – As some of our residents have observed, the plastic covers on the exterior fire enclosures have been prone to cracking around the latching tabs. It was discovered that a fix for this has been to add Velcro tabs to these areas, which has proven to be successful.
2. Basement inspections - Laurie Krell was good enough to volunteer to be on hand during the first crawl space inspections on Level B. 4400 and 4424 took place on May 14th. The inspection of 4412 and 4436 is due to occur on May 2nd. Jim will be presiding over those. It's assumed that a report will be issued upon completion of all the inspections.
3. Garage Circuit Testing – after it discovering that the wiring at the garages for 4372 2A & 2B was switched between the units the committee initiated a review by residents of the wiring for all the garages. There were no other conflicts discovered, and it was recommended that the wiring for 4372 2A & 2B be corrected.
4. Dry Rot – West Coast Windows discovered dry rot when performing work at 4436. MOD was alerted and replied that AMC was going to perform the repair. This is currently slated to happen late May. Due to liability issues, the WCW scaffolding can not be used by another company, so will be taken down.
5. Building Maintenance Scope – This was a concern of some of the residents - to be determined by the Board of Directors.

Governing Documents

No report was given.

Finance Committee

No report was given

Social Committee

No report was given

Old Business:

- a. Updating of Building Rehab Progress: The Board reviewed the current deck coating products and considered two estimates provided by different companies. No decision was reached, as the Board agreed to table the item until the next meeting to allow for a more thorough review of the estimates.
- b. Update on Election Rules: The proposed election rules have been distributed to members for the required 28-day comment period. The Board intends to formally adopt the rules at the next scheduled meeting.

New Business:**Announcements**

Next scheduled meeting will be held on Friday, May 30, 2025, at 2:00 pm in the Fairway at the Creekside Clubhouse and via Zoom.

Adjournment

There being no further business President Schimek adjourned the Board Meeting adjourned at 2:48 p.m.

Secretary's Certificate

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

Lucy Limon

Assistant Secretary
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