



WALNUT CREEK MUTUAL FIFTY-FIVE

ANNUAL MEMBERS MEETING

Tuesday, January 28, 2025 at 2:30 p.m.

Hillside Clubhouse – Vista Room
3400 Golden Rain Road, Walnut Creek, CA 94595

MINUTES

Meeting began at 2:46 p.m.

Board of Directors

Bobbie Richards – President
Dave Blanchard – Vice President
Jan Klein – Treasurer
Nancy Gibbs – Secretary – Absent
Kris Carey – Director-at-Large – Absent

Mutual Operations Staff

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

a. **Certification of Notice of Meeting** – *Victoria Thomas*

I, Victoria Thomas, Assistant Secretary to Walnut Creek Mutual Fifty-Five, certify that a Call for Candidates notice was published three times in the Rossmoor newspaper on October 16th, 23rd, and the 30th 2024 and was posted on the Mutuals' Board. The notice announced that there is one position open in the 2024 election with a term of three years. If at the close of the time period for making nominations, there are the same number or fewer qualified candidates as there are board positions to be filled, then the Board of Directors may, after voting to do so, seat the qualified candidate by acclamation.

The Mutual received one nomination for the one vacant position.

In accordance with Corporations Code § 7511(b), a notice of the Annual Members Meeting was mailed to the membership on January 15, 2025.

b. **Announce Election Results**

Kris Carey was appointed as a Board Director and will be seated on the Board at the Board of Directors Organizational meeting via acclamation.

Motion made by Richards, seconded by Klein, to appoint Kris Carey as a Board Director for a three year term via acclamation. Approved unanimously by vote. (3-0)

c. **Residents' Forum**

Members were afforded the opportunity to express their concerns, make comments, or have questions for the Board. Comments included: Resident has no vents in their manor.

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d. Report of Officers & Committees

a. President's Report

Governing Documents The CC&Rs required a restated amendment eliminating the "full insurance coverage" and inserting "reasonable level of insurance with appropriate deductible coverage and the best and highest amount available taking into account availability and reasonable cost."

Building Rehabilitations 4773 & 4785 underwent rehab this year. All work has been completed except for the exterior painting. Painting will be accomplished Spring 2025 once the rainy season is over. Building 4761 will begin rehabilitation in Spring 2025

Building Exterior Paint Colors A resident group, Sherwin Williams consultant and the MOD Asst. Building Manager worked to determine a palette of three color options for all M55 building exterior painting. Buildings will be repainted as each undergoes rehabilitation.

Nixie Sign Up For new residents or those who have not signed up for Rossmoor Nixie and would like to receive communications or emergency notifications from GRF or MOD need to TEXT 333111 to sign up, or a form can also be obtained from thei.com website. It is also recommended to sign up for the City of Walnut Creek NIXLE also. See their website for information.

Firewise Town Halls June 2024 and January 2025 Firewise town halls were held, both extremely well attended. These town halls were both recorded and can be found on the Rosemoor.com website in the section of You Tube videos if you did not have the opportunity to attend either of these very important events.

Property Insurance Good news - we have insurance for 2025 and it is slightly cheaper than 2024; not so good news - still without 100% coverage for all GRF Mutual buildings in 2025. Mortgage companies continue to reach out to resident owners asking for insurance coverage information. Contact Brenda Campos, MOD Insurance Coordinator at 925-988-7649 if your mortgage company is asking for property insurance information.

Fire Extinguisher Inspections A new monthly fire extinguisher inspection program was begun the Summer 2024. Prior to this the Contra Costa Fire Inspector checked all external extinguishers on a quarterly basis, but informed Rossmoor that monthly inspections needed to begin. Because of the added cost of monthly inspections M55 chose to develop our own inspection program under the guidance of Clayton Clark, our MOD Buildings Manager. Two gracious residents stepped forward to conduct these inspections on a monthly basis.

Exterior Light Bulbs Our resident, Steve Blotzer, continues to change any exterior light bulbs on buildings and garden pagoda lanterns. He operates under the direction of the Board of Directors as we provide the replacement light bulbs. A big thanks to Steve for keeping us all well lit.

EPO Committee This committee was reactivated in 2024 with Nancy Gibbs as chairperson and four resident committee members. They put together one educational activity on emergencies and wildfires in 2024. We look forward to what they have planned for 2025.

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Annual Communications Preference Form This form is a statutory requirement for all HOAs in California and must be completed on a yearly basis. We will circulate the 2025 form soon. Please complete and return to the Mutual 55 President at your earliest convenience.

Community Events The Community Committee planned a BBQ in June and Holiday Party in December. Both events were well attended. There was a Contra Costa Food Bank collection conducted at the Holiday Party.

New Residents for 2024

4603 #2A: Anthony & Theresa Dunlevy

4615 #3B: Carlton & Elizabeth Sexton

4701 #1A: Joseph Zaffiro & Elizabeth

Bell 4701 #1B: Michael Foster

4737 #2A: Barry & Alleen

Hodgkin 4773 #2B: Celia Maddox

4817 #1B: Kam Choy & Natalie Yeh

A big welcome to the new neighbors!

b. Vice President's Report

No Report

c. Treasurer's Report

At our regularly scheduled meetings we have reviewed spending in relationship to the budget and find that in our operating budget we are right on target and well within our budgeted parameters. In the reserve budget, we are getting the work done that we had originally anticipated but the cost to rehab our units is higher than the original estimates. Therefore, we may be spending a little bit more than we budgeted this year when the final bills are in, but we have plenty of time to make changes for our future rehabs, and budgets as we update the numbers in anticipation of additional work necessary.

The board met in December with the finance staff of MOD and reviewed the budget for next year. Other than some small inflationary increases, there is not a lot of change from this year's operating budget. There are two items that will impact the coupon rate more than just an inflationary amount. The first is that we have been rebating a PPP refund received two years ago through a coupon reduction for the past two years. Those funds will be completely rebated at the end of March. So the coupon will go up almost \$17 per month just to make up the reduction from the rebate. Additionally, as we look out further in the cost to rehab our units, there will have to be an increase in the contribution to the repair and replacement budget to cover current and future rehabs.

The numbers for the budget are not yet final. There will be a meeting on September 11 at 9 o'clock in the MOD building with the finance committee to finalize the budget and establish the coupon rate. The Mutual 55 coupon does not change until April one because of our fiscal year. We will communicate the changing coupon rate to the community as soon as final numbers have been agreed upon.

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- d. Secretary's Report
No Report
- e. Community Committee
Held a summer and holiday party.
Dates for upcoming events are:
May 22nd BBQ at the Buckeye Tennis Courts from 5:00-8:00pm and
December 8th Holiday party at the Stanley Dollar House from 5:00-8:00pm
- f. Building and Facilities Committee
Dryer vent cleaning project is near completion.
- g. Governing Documents Committee
Previously Discussed
- h. Landscape Committee
No Report

5. **Managers' Report**

- a. Director of Mutual Operations
GRF Management Agreement is currently being negotiated. It is anticipated to be in place by September 2025.
Firewise Program Town Hall on emergency preparedness was a success. Presentation was on evacuations, go bags, using cell phones to scan important documents, and take pictures of pets. Answers to the questions that were asked during the Town Hall will be posted on Rossmoor's website. The presentation was recorded and can be found on Rossmoor's website under Mutual 55's webpage.
The insurance premium came in lower than budgeted making a surplus in the operating fund. Wright recommended retaining funds in reserves in light of the uncertainty surrounding potential insurance premium fluctuations following the significant losses from the recent fires in Los Angeles.
- b. Chief Financial Officer
New software program, NetSuite, was launched.
January financials will be sent out in February.
- c. Building Maintenance Manager
Currently working on a deck coating project. Painting will follow when weather permits.
Termite inspection was completed on building 4761. Termite treatments will follow in the summer.
SB 326 Balcony inspections have been completed.
Reserve Study has been completed. Electrical panels will need to be replaced in approximately three years. Costs are estimated at \$6,000 per panel.
Gas and water meters are located on the left or right side of each building in a double door closet.
New Contra Costa County fire inspector is requiring fire sprinklers be tested annually. Also required is a five year certification on the fire sprinklers. To obtain a certification, 4-5

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sprinklers need to be tested, in each building, to demonstrate their functionality and compliance with safety standards. If one fails, all fire sprinklers in the building will need to be replaced.

d. **Landscape Manager**

Below are your MOD days for 2025 and a brief overview of work being completed during each season. Please reach out to Eddy and I to schedule a meeting or phone call about a month in advance of work days. That gives us enough time to create plans and order materials necessary for the work required. MOD Landscaping looks forward to helping you in 2025!

Mutual/Project	Total Days	Spring	Summer	Fall
MSS	7	3	2	2
		5/7 to 5/9	7/31 to 8/1	9/29 to 9/30

Spring

- Priority- Mulching 1/3 of the Mutual
- Secondary- Planting rehabs

Summer

- Priority- Irrigation repairs and upgrades
- Secondary- Hardscaping work
- Priority - Plant & Tree Replacements
- Secondary Planting rehabs

6. **Announcements**

The Board of Directors Organizational Meeting to follow the adjournment of the Annual Members Meeting.

7. **Adjournment**

There being no further business the meeting was adjourned at 3:43 p.m.

BOARD OF DIRECTORS ORGANIZATIONAL MEETING

Tuesday, January 28, 2025 at 2:30 p.m.

Hillside Clubhouse – Vista Room
3400 Golden Rain Road, Walnut Creek, CA 94595

MINUTES

1. **Call to Order**

President Richards called the meeting to order at 3:47 p.m.

2. **Roll Call of Directors**

Bobbie Richards – President
Dave Blanchard – Vice President
Jan Klein – Treasurer
Nancy Gibbs – Secretary – Absent
Kris Carey – Director-at-Large – Absent

Mutual Operations Staff

Jeroen Wright – Director of Mutual Operations
Victoria Thomas – Board Services Coordinator

3. **Residents' Forum**

Members were afforded the opportunity to express their concerns, make comments, or ask questions for the Board. There were no comments.

4. **Consent Calendar**

a. Board of Directors Regular Meeting Minutes – December 16, 2024

Motion made by Richards, seconded by Klein, to approve the Consent Calendar. Approved unanimously by vote. (3-0)

5. **Appointment of Officer Positions**

a. President

Motion made by Blanchard, seconded by Klein, to appoint Bobbie Richards as the Board President. Approved unanimously by vote. (3-0)

b. Vice President

Motion made by Richards, seconded by Klein, to appoint Dave Blanchard as the Board Vice President. Approved unanimously by vote. (3-0)

c. Treasurer

Motion made by Richards, seconded by Blanchard, to appoint Jan Klein as the Board Treasurer. Approved unanimously by vote. (3-0)

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d. Director-at-Large

Motion made by Richards, seconded by Klein, to appoint Kris Carey as the Board Director-at-Large. Approved unanimously by vote. (3-0)

e. Secretary

Motion made by Richards, seconded by Blanchard, to appoint Nancy Gibbs as the Board Director-at-Large. Approved unanimously by vote. (3-0)

6. Appointment of Committee Chairs

a. Community/Social Committee

Motion made by Richards, seconded by Blanchard, to appoint Jan Klein as the Chair of the Community/Social Committee. Approved unanimously by vote. (3-0)

b. Building and Facilities Committee

Motion made by Richards, seconded by Klein, to appoint Dave Blanchard as the Chair of the Building and Facilities Committee. Approved unanimously by vote. (3-0)

c. Emergency Committee

Motion made by Richards, seconded by Klein, to appoint Nancy Gibbs as the Chair of the Emergency Committee. Approved unanimously by vote. (3-0)

d. Governing Documents Committee

Motion made by Blanchard, seconded by Klein, to appoint Bobbie Richards as the Chair of the Governing Documents Committee. Approved unanimously by vote. (3-0)

e. Landscape Committee

Motion made by Richards, seconded by Blanchard, to appoint Kris Carey as the Chair of the Landscape Committee. Approved unanimously by vote. (3-0)

f. Finance Committee

Motion made by Richards, seconded by Blanchard, to appoint Jan Klein as the Chair of the Finance Committee. Approved unanimously by vote. (3-0)

7. Appointment of Todd Arterburn Assistant Treasurer

Motion made by Richards, seconded by Klein, to appoint Todd Arterburn as the Assistant Treasurer on the Board. Approved unanimously by vote. (3-0)

8. Appointment of Victoria Thomas as Assistant Secretary

Motion made by Richards, seconded by Blanchard, to appoint Victoria Thomas as the Assistant Secretary. Approved unanimously by vote. (3-0)

9. Old Business

a. Update on 4773 & 4885 Rehabilitation Work
Previously Discussed

b. Update of Dryer Vent Cleaning
Previously Discussed

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10. New Business

a. 2025-26 Budget

Budget meeting is scheduled for February 11th at 9:00am at MOD.

b. 2025 Shared Deductible Agreement

\$645.56 is Mutual 55's share in the deductible.

Motion made by Klein, seconded by Richards, to approve the 2025 Shared Deductible Agreement. Approved unanimously by vote. (3-0)

c. Insurance Premium

Previously Discussed

d. Mutual Entry Signs



Topic Deferred

e. Fire Sprinkler Inspections

Previously Discussed

11. Announcements – The next meeting scheduled is the Board of Directors Regular Meeting held on April 1, 2025 at 1:30 p.m. in the Board Room at the Gateway Clubhouse.

12. Adjournment – There being no further business, the Organizational Meeting was adjourned at 4:01 p.m.