

**MINUTES**  
**MUTUAL 56 BOARD OF DIRECTORS MEETING**  
**WEDNESDAY, APRIL 17, 2024, at 10:00 A.M.**  
**BOARD ROOM at GATEWAY**  
**IN PERSON**

**CALL TO ORDER**

Board President Ward called the Mutual 56 Regular Board Meeting on April 17, 2024, to order at 10:00 a.m. in the Board Room at Gateway.

**ROLL CALL**

Present:        Bob Ward – President  
                     Don Jennings – Vice President  
                     Nancy McClellan – Treas/Sec

Excused:        None

Representing Staff were Rick West, Sr. Building Maintenance Manager; John Tawaststjerna Landscape Manager; Todd Arterburn, acting MOD CFO; and Linda Schoeffner, Assistant Secretary.

Jeroen Wright, Director Mutual Operations - excused.

Eighteen residents who were present were welcomed to the meeting.

**BALLOT TABULATION FOR CC&R's AMENDMENT**

-Tom Palmer, Inspector of Elections

There were twenty-eight (28) qualifying ballots received to amend the CC&Rs by changing the verbiage to remove the 100% Replacement Fund on the property valuation.

Yes:    27                      No:    1

President Ward publicly thanked Tom on behalf of the Mutual for his efforts as Inspector of Elections.

**CONSENT CALENDAR (Minutes) – Nancy McClellan**

1. January 17, 2024, Board of Directors Meeting
2. January 25, 2024, Special Board Meeting
3. February 13, 2024, Special Board Meeting
4. March 4, 2024, Special Board Meeting

Motion to approve Consent Calendar

*President Ward made a motion to approve the Consent Calendar Minutes as submitted for the following meetings: January 17, 2024, Board of Directors Meeting, January 25, 2024, Special Meeting, February 13, 2024, Special Meeting, and March 4, 2024, Special Meeting. Treasurer/ Secretary McClellan seconded the motion, and it passed without dissent. 3-0*

## **TREASURER'S REPORT – Nancy McClellan**

- Financial Report  
The Operating Fund ending fund balance at the end of March was \$ 138,867 and the Reserve Fund cash ending fund balance at that time was \$ 189,442.

- Motion to Certify Board's Compliance with Civil Code Section 5500

*Treasurer/Secretary McClellan made a motion to acknowledge that the Board has reviewed the financial statements for December 31, 2023, January 31, 2024, February 29, 2024, and March 31, 2024, in accordance with Civil Code 5500. President Ward seconded, and the motion carried without dissent. 3-0*

- The new acting MOD CFO, Todd Arterburn was introduced.
- President Ward publicly praised Secretary McClellan for identifying \$17,000 in insufficient payments from MOD for water for Iris Park and praised Jeroen Wright and John Tawaststjerna for their prompt transfer of that amount to Mutual 56.

## **MANAGEMENT REPORT – Jeroen Wright, Director of Mutual Operations – Excused**

## **COMMITTEE REPORTS**

### Building/Maintenance - Don Jennings

- Don reported that all Main Panel maintenance has been completed and all subpanel work will be completed by the end of the week.
- Once the electrical panel maintenance project is completed, the panels should be maintenance free for the next 25-40 years and no panel maintenance plan is needed at this time.

### Landscape - Gene Voelkel

- John Tawaststjerna reported that Brightview had identified areas needing resodding and would replace those areas at no cost in compliance with their contract.
- John also pointed out that areas that had not been part of the recent resod project, e.g., those around the ponds, were not eligible for resodding under the contract but reseeding would take place.
- President Ward asked John and Gene to consider the possibility of relandscaping around the ponds to reduce watering and maintenance and to offer a plan and recommendations to the board if relandscaping seemed cost effective.

### Ponds – Howard Chung

- Howard recommended that we proceed with at least one pond biofilter maintenance at a cost of ~\$15,000, and some selected reed removal on Pond #3 at a cost of ~\$2,700. Howard also noted these estimates were made late last year and might need to be updated.
- President Ward offered his opinion that now that the electrical panel maintenance was nearly complete and the total cost of that maintenance was understood, based on the recent Mutual Financials, the requested funding would be available.
- President Ward noted that based on the low fountain performance of Pond #3 we should consider Pond #3 next for biofilter maintenance.

#### Social - Nancy Ward

- Nancy reported a very good turnout for the Mutual 56 Spring Fling and planning for an outdoor party in June was underway.

#### **OLD BUSINESS – Bob Ward**

Motion to authorize pond maintenance.

*President Ward made a motion to authorize \$15,000 for pond biofilter maintenance and \$3000 for Pond #3 selected reed removal. Treasurer/Secretary McClellan seconded the motion, and it passed without dissent. 3-0*

#### **NEW BUSINESS**

Motion to appoint Amanda Davis as Assistant Treasurer to replace Tom Hand.

*President Ward made a motion to appoint Amanda Davis as Assistant Treasurer for the Board of Directors to replace Tom Hand. Treasurer/Secretary McClellan seconded the motion, and it passed without dissent. 3-0*

#### **MEMBERS' FORUM**

- Nick Neuheisel reported he recently walked the neighborhood knocking on doors in an effort to improve resident attendance at the board meeting, and that meeting friends and new neighbors along the way was very rewarding for him.

**ANNOUNCEMENT:** Next Board of Directors Meeting will be on July 17, 2024, at 10:00 a.m. in the Board Room at Gateway

**ADJOURNMENT** – There being no further business, the meeting adjourned at 11:45 a.m.

*Linda Schoeffner*

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Linda Schoeffner, Assistant Secretary

Walnut Creek Mutual #56