



WALNUT CREEK MUTUAL NO. SIXTY-FIVE

BOARD OF DIRECTORS ANNUAL BOARD MEETING

Tuesday, April 15, 2025, at 9:30 a.m.

Meeting is Conducted In-Person
Event Center – Donner Room
1021 Stanley Dollar Drive, Walnut Creek, CA 94595

MINUTES

1. **Call to Order**

President O'Dea called the meeting to order at 9:32 am

2. **Roll Call of Directors**

Ed O'Dea - President
Lois Kadosh - 1st Vice President
Gary Miller – 2nd Vice President
Clark Nelson – Treasurer - *Absent*
Jan Howard - Secretary

3. **Mutual Operations Staff**

Jeroen Wright – Director of Mutual Operations
Todd Arterburn – Chief Financial Officer - *via Zoom*
Rick West – Building Maintenance Manager
John Tawaststjerna – Landscape Manager - *Absent*
Anna Rocha – Board Services Coordinator

4. **Certification of Notice of Meeting** – Anna Rocha, Assistant Secretary

Rocha certified the meeting.

5. **Resident's Forum**

Member wanted to share with her neighbors and the board. There is a young fellow between 15-20 yrs old who she has seen for years going around on Comstock with a net. He was removing rocks and catching lizards, puts the rocks back, but they are put back loosely, not secured. She told him to stop doing this. She is not sure who he is but has seen him for years.

Member introduced new resident in M65, Frank, welcome.

6. **Reports of Officers**

a. **President's Report** – Ed O'Dea

O'Dea reported in the last year that the major project we did was amend the CCR's for insurance which we did in the fall. We have been working on GRF management contract. Moving along seriously now and we are to a point we have some drafts that are fairly final and various forms. We have combined with five other mutuals to share an attorney to take a look at it which is fine. It is a long way from being done because there are exhibits and subsections, Jeroen knows more about this than he cares to know. It is moving forward, not going to change our lives one way or another, it may clarify a few things. A lot of effort going into it so we want to see results. One of the big results from my standpoint is that when this agreement was done

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before, the relationship between the mutuals and GRF was not good. There was an attorney there who messed up the work quite dramatically. GRF has gotten an attorney that the people in the other mutuals enjoy working with. That process has been very positive. This year we have done the standard stuff, landscaping, etc. We will talk a little later about moving forward on some other items but basically all-in-all we survived the year in pretty good shape and financially we are in good shape. Snuck a little surplus because like all mutuals we overbudgeted our insurance and the actual insurance came in substantially lower so we ended the year with a little surplus which we can always use.

b. Vice President's Report – Lois Kadosh

No report at this time

c. 2nd Vice President's Report – Gary Miller

No report at this time

d. Treasurer's Report – Clark Nelson

No report at this time

e. Secretary's Report – Jan Howard

No report at this time

7. MOD Reports

a. Mutual Operation Manager's Report – Jeroen Wright

Wright reported about the management agreement; it is a huge undertaking. We have the contract portion of it pretty much dialed in, which is currently with Legal counsel. That portion of the document is where there has been hang ups in the past. Right now we are working off a management agreement from 2011. Then in 2021 there were negotiations to renew the document there were some stumbling blocks between the GRF attorney and some mutual attorneys on some indemnification language. We have all that straightened out with the assurance from our insurance agent about what GRF coverage is. A lot had to do with the fact that MOD provides services as well ie. Carpenter services, painting services and if there were to be a defect in the work we knew who would be responsible for that repair. Our legal and insurance agent has worked out a line of insurance that we would be covered if something like that happens, so that is good. Another thing we have done is completely separated the scope out of that portion of the agreement. The contract is very much a contract and speaks to the term of the contract, termination of contract, insurance, indemnification, key performance indicators, evaluations, those types of things and the scope of the contract we are pulling out and putting into appendixes that will speak to every single task that MOD performs for the mutuals starting with administrations and going through my department and Todd's departments so there is a lot of administration, building maintenance, landscape, resales/alterations, work order desk, accounting so it is a huge list. It is very educational for myself as well as Todd and also for the mutuals as well as it shows exactly what we do every single day. What Anna does, what I do, what Rick does, what John does. So far we have completed the landscape, the building maintenance, the administration, resales/alterations, we will be moving to accounting, IT, and member records to finish up. Hopefully we will have that completed by June/July so we can work with the new agreement for budgeting for 2026. We are all working really well together, happy with the production that we have gotten. Resident asked in his talk he is saying "we", is that GRF or the Mutual, Wright replied both. Wright continued another big project I am in the middle of the third year of the New Valuation for the entire valley is a big lift for the building maintenance department which has to go through and provide the exact square footage of every building. There had not been a valuation of the valley since 2016. Will use for next years insurance. That is our Kroll. Firewise is

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doing very well. The townhall was a very good meeting. Received over 300 questions and will condense down to 35 questions and will have that up on the website.

b. Chief Financial Manager's Report – Todd Arterburn

Will have some financials today for the first quarter. NetSuite working on phase 2 implementation. Advantages of Net Suite as certain tools will allow real time viewing of reports and numbers. It's going to be a game changer. Next week presentation and deep dive into customer service and transparency. Share Point drive will be accessible to board members. All historical documents will be uploaded onto Share Point for transparency and accessibility.

c. Building Maintenance Manager's Report – Rick West

West reported they have started the Helsing reserve study and will do a 30-year assessment for projects. Trying to get ahead of the game.

d. Landscape Manager's Report – John Tawaststjerna**8. Summary of 2024 Projects and 2025 Planned Projects****9. Announcements**

The next scheduled meeting is the Board of Directors Regular Session Meeting scheduled to take place on Tuesday, July 15, 2025, in the Donner Room.

10. Adjournment

President O'Dea adjourned the meeting at 9:56 am

Board Services Coordinator

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

Lisa Kam

Interim Board Coordinator