



WALNUT CREEK MUTUAL SEVENTY

ANNUAL MEMBERS MEETING

Monday, June 23, 2025 at 9:00 a.m.

Meeting is Conducted In Person and Virtually

Gateway Clubhouse – Fireside Room
1001 Golden Rain Road, Walnut Creek, CA 94595

MINUTES

Call to Order

President Lichtenstein called the meeting to order at 9:04 am

Roll Call of Directors

Herma Lichtenstein – President
Wally Brohaugh – Vice President
Tom Henkels – Treasurer
Dennis Fay – Secretary
Jane Seleznow – Director-at-Large

Mutual Operations Staff

Jeroen Wright – Director of Mutual Operations
Todd Arterburn – Chief Financial Officer - *Absent*
Luis Duenas – Building Maintenance Manager
Jesus Morales – Landscape Supervisor
Lisa Kam – Interim Board Coordinator

Certification of Notice of Meeting – *Lisa Kam*

I, Lisa Kam, Interim Board Secretary to Walnut Creek Mutual Seventy, certify that in accordance with Corporations Code § 7511(b), a notice of the Annual Meeting was posted to the membership on June 10, 2025.

Additionally, I certify that a Call for Candidates was published in the March 5, 12 and 19, 2025, editions of the Rossmoor News.

The Mutuals' Board Office received 3 nominations from the membership – Herma Lichtenstein, Joel Dimsdale & Dennis Fay.

In accordance with the Davis Stirling Act, Walnut Creek Mutual Seventy was eligible to appoint candidates via acclamation for this year's election, given that at the close of the period for making nominations, there were the same number or fewer qualified candidates as there were Board positions to be filled.

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Announce Election Results

On June 23, 2025, the Walnut Creek Mutual 70 Board will move to appoint Herma Lichtenstein, Joel Dimsdale & Dennis Fay to the Board via acclamation for a 2-year term during the organizational meeting.

Introduction of Officers and Staff – *Herma Lichenstein*

Tom Henkel Treasurer; Wally Brohaugh Vice President, Dennis Fay Secretary and Jane Seleznow Director at Large.

Committee Members in attendance were introduced.

The new building maintenance manager, Luis Duenas was introduced along with Jesus Morales, Landscape Manager.

Annual Presentation

Lichenstein gave an overview and Henkels discussed finances. Items covered included deck work, termite repair, painting, electrical panel replacement program, roofing update, and more information about insurance based on what the task force has been working on.

See presentation attached at the end.

Treasurer's Report

See presentation attached at the end.

Questions and Answers

Officers and Committees Reports

Communication Report and Social Committee Report

No Report

Landscape Manager's Report – *Jesus Morales*

No Report

Building Maintenance Manager's Report – *Luis Duenas*

Welcome Luis Duenas

Mutual Operations Director's Report – *Jeroen Wright*

No Report

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Chief Financial Officer's Report – *Todd Arterburn*

No Report

Residents' Forum

No comments were made.

Announcements

The next scheduled meeting is the Board of Directors Organizational Meeting following the Annual Members Meeting.

Adjournment to Executive Session

There being no further business, the meeting was adjourned at 10:14 a.m.

Board Services Coordinator

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

Lisa Kam



WALNUT CREEK MUTUAL SEVENTY

BOARD OF DIRECTORS ORGANIZATIONAL MEETING

Monday, June 23, 2025 at 9:00 a.m.

Meeting is Conducted In Person and Virtually

Gateway Clubhouse – Fireside Room
1001 Golden Rain Road, Walnut Creek, CA 94595

MINUTES

Call to Order

President Lichenstein called the meeting to order at 10:30 am

Roll Call of Directors

Herma Lichtenstein
Joel Dimsdale
Tom Henkels
Dennis Fay
Jane Seleznow

Mutual Operations Staff

Jeroen Wright – Director of Mutual Operations
Todd Arterburn – Chief Financial Officer
Luis Duenas – Building Maintenance Manager
Jesus Morales – Landscape Supervisor
Lisa Kam – Interim Board Coordinator

Appointment of Herma Lichtenstein, Joel Dimsdale and Dennis Fay to the Board Via Acclamation for a Two (2) Year Term for 2025-2027.

Seleznow made a motion and Henkels seconded to appoint Herma Lichenstein, Joel Dimsdale and Dennis Fay to the Walnut Creek Mutual Seventy Board. *Approved by unanimous vote 5-0.*

Selection of Officer Positions

Dimsdale made a motion and Seleznow seconded to appoint Herma Lichenstein to the position of Board President for 2025-2027. *Approved by unanimous vote 5-0.*

Lichtenstein made a motion and Joel seconded to appoint Jane Seleznow to the position of Board Vice President for 2025-2027. *Approved by unanimous vote 5-0.*

Lichtenstein made a motion and Fay seconded to appoint Tom Henkels to the position of Board Treasurer for 2025-2026. *Approved by unanimous vote 5-0.*

Henkels made a motion and Lichtenstein seconded to appoint Dennis Fay to the position of Board Secretary 2025-2027. *Approved by unanimous vote 5-0.*

Lichtenstein made a motion and Henkels seconded to appoint Joel Dimsdale to the position of Director at large for 2025-2026. *Approved by unanimous vote 5-0.*

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Appointment of Assistant Treasurer

Lichtenstein made a motion and Henkels seconded to appoint Todd Arterburn as the Assistant Treasurer of Walnut Creek Mutual Seventy. *Approved by unanimous vote 5-0.*

Treasurers Report – Tom Henkels Review of financials

Mutual 70 Treasurer's Report Board Meeting 6/23/25

<u>Key Financial Performance Indicators</u>	As of <u>5/31/2025</u>
Operating Fund Cash Balance	<u>\$ 565,976</u>
Reserve Fund Cash & Investments Balance	<u>\$ 2,387,381</u>
As of <u>4/30/2025</u>	
Year-To-Date Excess (Deficiency) vs. Budget	
Operating Fund	<u>\$ 45,129</u>
Reserve Fund	<u>\$ (144,105)</u>

Motion made by Henkels, seconded by Lichtenstein, to certify the 5500, as the financial statements for January through May. *Approved by unanimous vote 5-0.*

Repayment of loan of \$150,000 from Operating Fund to Reserve Fund.

Henkels made a motion and Dimsdale seconded to repay \$150,000 from the Operating Fund to the Reserve Fund borrowed in January 2025 to finance 2025 insurance premiums. Repayment is for the full amount borrowed. *Approved by unanimous vote 5-0.*

Appointment of Assistant Secretary

Lisa Kam, Interim Board Coordinator

Lichtenstein made a motion and Fay seconded to appoint Lisa Kam as Assistant Secretary to Walnut Creek Mutual Seventy. *Approved by unanimous vote 5-0*

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Appointment of Committee Chairs

Finance Committee

Lichtenstein made a motion and Fay seconded to appoint Tom Henkels as the Liason to the Finance Committee. *Approved by unanimous vote 5-0.*

Building and Facilities Committee

Lichtenstein made a motion and Seleznow seconded to appoint Dennis Fay as the Liason to the Building and Facilities Committee. *Approved by unanimous vote 5-0.*

Landscape Committee

Lichtenstein made a motion and Henkels seconded to appoint Joel Dimsdale as the Liason to the Landscape Committee. *Approved by unanimous vote 5-0.*

Communication Committee

Lichtenstein made a motion and Fay seconded to appoint Jane Seleznow as the Liason to the Communication Committee. *Approved by unanimous vote 5-0.*

Approval of Minutes

Regular Meeting Minutes of April 17, 2025

Deferred.

Old Business

Landscape – Jesus Morales

Approve Waraner Tree Bid

Seleznow made a motion and *Lichtenstein* seconded to approve the Waraner Bros Tree bid for yearly tree maintenance at \$30,020.00. *Approved by unanimous vote 5-0.*

Approve purchase and placement of benches throughout mutual.

Lichtenstein reported there are several locations which can be used for social areas and small patio sets have been reviewed by the Landscape Committee. Prior to installation of the sets all private items will be removed from the common area.

Seleznow made a motion and *Henkels* seconded to approve the purchase of 6 “benches” (patio set to include 2 chairs, 1 bench and 1 small table); Cost is \$700.00 each; 6 set for a total of \$4,500.

Approved by unanimous vote 5-0.

Building – Luis Duenas

Approve new Main meter panel and switchgear at 3425 Terra Granada, KR Electric Estimate at \$45,689.21, this is also attached to the elevators.

Lichtenstein made a motion and Fay seconded to approve the change order for a new Main meter panel and switchgear at 3425 Terra Granada with KR Electric for \$45,689.21. *Approved by unanimous vote 5-0.*

Pre-approve additional amount for change orders Phase 4 rehab work.

Lichtenstein made a motion and Fay seconded to pre-approve \$50,000 additional for any upcoming change orders. *Approved by unanimous vote 5-0.*

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Lichtenstein proposed a correction related to Phase 4 change orders to ensure they were correctly coded. Both of these change orders were approved at previous meetings.

Approve carport storage request from resident at 3644 Terra Granada 2A. (Building committee recommendation).

Lichtenstein made a motion and Henkels seconded to approve the adding of a removable carport storage unit at 3644 Terra Granada #2A. *Approved by unanimous vote 5-0.*

Documents – Jane Seleznow

Door Policy distribution update. To be mailed out to residents on July 1, 2025 for a 28-day review before the board votes.

CC&R revisions update
Jane sent CC&R revisions to attorney.

New Business

No report

Residents' Forum

No comments were made.

Announcements

The next Board of Directors Meeting will be held on Thursday, July 17, 2025 in the Gateway Clubhouse Board Room at 2:00 p.m.

Adjournment to Executive Session

There being no further business, the meeting was adjourned at 10:59 a.m.

Board Services Coordinator

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

Lisa Kam