



WALNUT CREEK MUTUAL SEVENTY

BOARD OF DIRECTORS REGULAR MEETING

Thursday, April 17, 2025, 2:00 p.m.

Meeting is Conducted In-Person and Virtually

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

MINUTES

Call to Order

President Herma called the meeting to order at 2:04 p.m.

Roll Call of Directors

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

Mutual Operations Staff

Jeroen Wright – Director of Mutual Operations
Todd Arterburn – Chief Financial Officer
Rick West – Sr. Building Maintenance Manager on Zoom
John Tawaststjerna – Landscape Manager on Zoom
Jesus Morales – Landscape Supervisor on Zoom
Anna Rocha – Board Services Coordinator

Resident's Forum – Herma Lichtenstein

There were no comments

Meeting Minutes - Herma Lichtenstein

Approve Board of Directors Regular Meeting Minutes – March 20, 2025

Brohaugh made a motion; Seleznow seconded to approve March 20, 2025, Regular Meeting Minutes. *Approved by unanimous vote (5-0).*

President's Report - Herma Lichtenstein

Lichtenstein reported on the GRF Management Agreement progress and gave an Insurance Task Force update.

Treasurer's Report – Tom Henkels

Review & Discuss Monthly Financials: Operating Fund balance is 380,745, Reserve Balance is \$1,773,872 and CDAR is \$1 million.

No financial report for March 2025 as the new financial management system is still not operational

b. Resolution to Record a Lien:

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- A.S.A.P. Cases No 25-01552 & 25-02001

WHEREAS, the abovementioned accounts remain delinquent in accordance with the Collection policy; THEREFORE, BE IT RESOLVED, that the Board of Directors Authorize A.S.A.P. Collection Services to continue in the collection activities Including but not limited to recording an assessment lien and/or any successive lien(s) Periodically for the purpose of securing debt for the current face value figures.

Lichtenstein made a motion; Fay seconded to approve ASAP Collect penalties, interest, fees and fines. *Approved by unanimous vote (5-0).*

Mutual Operations Manager's Report– *Jeroen Wright*

Wright reported on the following:

Progress of the GRF Management Agreement and the interface with the 2026 budgeting process.
Rossmoor's final phase of insurance valuation.

Firewise community goals. which includes preparing a FAQs which will be uploaded to the Rossmoor website.

SharePoint Drive will allow pertinent information, historical items, audits, financials, motion tracker, minutes, to be uploaded and accessed by board members.

Chief Financial Officer Report - *Todd Arterburn*

Arterburn reported on the following:

Demonstration of share point.

Preparation of an onboarding package for new Board members.

Q1 financials will be sent out soon, next month will be back on track/schedule with financials.

Setting up the treasurer's dashboard on NetSuite so that treasurers have access.

Committee Reports

Landscape Committee – *Herma Lichtenstein/Jesus Morales*

Weed abatement begins in May. Tree walk this month, waiting on bid for priority items.

Lichtenstein reported the landscape committee is looking at atrium buildings for zone zero project.

Communication Committee – *Jane Seleznow*

April newsletter went sent out. The Mutual's Spring Party is set for May 7 from 5-7pm in the Fireside Room.

Governing Document Committee – *Wally Brohaugh*

No report from Wally.

Seleznow is reviewing draft updates done by our lawyer. Hoping to have a final document to be voted on by the members soon.

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Building Maintenance Manager's Report – Rick West/ Wally Brohaugh

Exterior Electrical Panel Replacement Program

West reported four panels have been signed off and approved. The rest are in good shape for the 4-unit buildings. Wally recommended all original panels be replaced over a 3- or 4-year period.

Withdraw motion to develop implementation funding plan and accept to report by Herma; Fay seconded the motion. *Approved by unanimous vote (5-0).*

Authorize pre purchase of 12 Exterior Main Electrical Panels

KR Electric – 12 exterior electrical panels need to be replaced, currently 4 are being worked on. 12 panels are the same as the current ones. \$80,000 for all 12 electrical panels, want to pre-purchase so we can beat the rising cost.

Brohaugh made a motion; Fay seconded to approve the purchase of 12 exterior electrical panels for \$80,000. *Approved by unanimous vote (5-0).*

Request to Authorize \$150,000 in Change Order for Phase 4 SB326 Construction

West reported during Phase 3 pre-authorized amounts above the \$5,000 threshold, to keep the project moving. Preapproved \$150,000 as it is in the \$400,000 budgeted for contingency.

Motion made by Seleznow to authorize to authorize \$150, 000 in change orders for Phase 4; Fay seconded. *Approved by unanimous vote. (5-0).*

Flat Roofs

Several members of the Mutual attended a presentation on a 100% silicon product with a 20 year life. If it is found to be viable, the cost for new roofs will be substantially less than expected.

ACTION ITEMS: Proposals for review or Approval

Owner Change Order (RFC) No: 1
Location: 3401 Terra Granada Unit 1A
Description: RFC#1 Unit 3401 TG 1A

After the demolition to replace the stair ledger, GB Group discovered dry rot in the entry landing, GB Group to replace the framing that is located at the landing soffit. Remove and replace 22SF of existing stucco at the lower perimeter of entry landing and remove approx. 55 SF of existing Dura-Deck vinyl membrane system and dispose, install new 6"x 4" 24-gauge Bonderized deck to wall flashing, install new 4"x 3" 24-gauge Bonderized edge metal, install approx. 55 SF of new expanded metal lath, install approx. 55 SF of full system excel Crete coating Remove and replace approx. 8 LF of 2x10 DF framing, remove 24 sf of soffit plywood to replace the framing (use the existing plywood) Remove and replace approx. 8 sf of 1 1/8 plywood

The above work is subject to the same conditions as specified in the original contract unless otherwise stipulated. Any amendments made to this document must be initiated in order to be considered approved by both parties. The Contract will be increased by 5 working day(s). Upon approval the sum of \$8,232.63 will be added to the contract price.

Original Contract \$512,758.08 This Request \$8,232.63

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Motion made by Lichenstein to authorize to \$8,232.63 in additional charges for additional work at 3402 Terra Granada #1A; Fay seconded. *Approved by unanimous vote. (5-0).*

New Items

a. Proposed Door Policy

An updated Door Policy was proposed. The Board discussed and made some changes. Agreed to send it out to residents for comment.

Lichtenstein made a motion; Seleznow seconded to approve the new door policy.
Approved by unanimous vote (5-0).

Announcements

The next scheduled meeting is the Board of Directors Regular Meeting on Thursday, May 15, 2025, at the Gateway Clubhouse in the Board Room at 2:00 p.m.

Adjournment to Executive Session

The Regular Session meeting adjourned at 3:58 p.m.

Board Services Coordinator

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

Lisa Kam