

WALNUT CREEK MUTUAL SEVENTY

BOARD OF DIRECTORS REGULAR MEETING

Thursday, July 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 Lichtenstein called the meeting to order at 2:04 p.m.

Roll Call of Directors

Herma Lichtenstein – President
Jane Seleznow – Vice President
Vacant – Treasurer
Dennis Fay – Secretary
Joel Dimsdale – Director-at-Large - Absent

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 Services Coordinator

New Items

Action Items

- a. Appoint Dave Munson to the Board as Treasurer until the end of term 2026

Lichtenstein made a motion to appoint David Munson to the Board as Treasurer until the end of term 2026 Fay seconded. *Approved by unanimous vote 3-0.*

Resident's Forum – Herma Lichtenstein

No comments were made.

Meeting Minutes - Herma Lichtenstein

- a. Approve Board of Directors Regular Meeting Minutes – April 17, 2025
- b. Approve Board of Directors Annual & Organizational Meeting Minutes – June 23, 2025
Deferred

President's Report - Herma Lichtenstein

- a. Insurance Update

Lichtenstein reported insurance task force looking into changing the procurement date to June 1 instead of December 1 to get better pricing. Waiting for information from Gallagher.

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b. Rehab projects update

Phase 4 are on budget with deck work 75-80% complete; breezeways at 60% on, painting planned next. The project is currently ahead of schedule, GBG is requesting to start work on Entry 6 at the end of July/ beginning of August, actual date pending. Sue Harvey, Communications Committee Chair, will send notifications to neighbors. Phase 5, Entry 6 is the last phase of rehab. Upon completion, all work covered by emergency assessment will be done.

c. Phase 5 start date and additional contingency fund request of \$50,000

Lichtenstein stated in advance of Phase 5 starting, she is requesting an additional \$50,000 pre-approval for change orders to keep things moving. The two phases will be segregated to allow for better budget monitoring. Phase 4 is under budget, but because Phase 5 is expected to go into the next fiscal year, it should be separated out.

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

Treasurer's Report – Dave Munson / Todd Arterburn

Munson going through information left by previous Treasurer. Munson to set up a meeting with Arterburn. Lichtenstein reported previous Treasurer prepared preliminary budgets with help from Luis Duenas. Seleznow stated that she would like to see at the monthly Board meetings the balances that are in the operating and reserve fund whether we are on budget or not.

Arterburn reported financials through June are complete.

Seleznow asked where she can find in the budget the cost of approximately \$300,000 that was paid for the deck work as it is not shown in the budget. Arterburn replied that a specialized GL account was created for SB326 (deck repairs). Lichtenstein stated the Board budgeted \$326,000 for termite repair and painting. Arterburn will research this and report back to the Board.

Munson asked about the transferring of money from one fund to another. Lichtenstein explained the money was for insurance purposes. Adding that costs are required to be paid up front with not knowing exact cost.

| | |
|--------------------------------|-------------|
| May/YTD | |
| Operating Fund Balance | \$543,251 |
| Over Fund Over Budget | \$115,952 |
| | |
| Reserve Fund Balance | \$2,387,381 |
| Reserve Fund Positive Variance | \$55,648 |

a. Special Assessment second payment mailer

President Lichtenstein asked about the status of second mailing to homeowners. Arterburn will research this and report back to the Board.

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Mutual Operations Manager's Report– *Jeroen Wright*

Wright reported on Firewise. Thanked the new volunteers. GRF Management Agreement almost finalized. Budget season is coming up and will be scheduling meetings with all Mutuals.

Herma reported on trip to the Villages, in San Jose. Lichtenstein shared three items: 1) The Villages used Carol Rice fire prevention expert, who provided detailed individual reports to comply with firewise and could be used when budgeting; 2) The Villages works with California Fire Chiefs Association, includes retired fire chiefs and fireman who do volunteer work, 3) The Villages Smart properties reserve program.

Chief Financial Officer Report - *Todd Arterburn*

Arterburn reported he will be using WorkDay for future budgeting purposes. It will have history as far back as 2021, allowing for better data and more transparency. Currently interviewing for the Financial Planning and Analyst Manager position.

Committee Reports

a. Landscape Committee – *Herma Lichtenstein/Jesus Morales*

Update on Landscape Committee meeting, review of weed abatement

Morales reported BrightView doing routine maintenance. Prior to RPM workdays in December Brightview is scheduled to start hard pruning the oleanders. Weed abatement 90% complete. Plans to do an inspection on areas that may have been overlooked.

Morales keeps a running list of all plant requests, which are prioritized based on the appearance of the area, the type of plants being requested, and whether any plants need to be replaced due to fire setback requirements. Adding that if a plant is 80% or more dead, then BrightView will take out. Morales will have BrightView do an inspection of any missed areas. It was asked if the big redwoods will be removed in Entry 3. Morales stated the removal of the trees is pending permits. Further discussion regarding replacements will take place prior to planting.

Waraner's Progress

Morales reported Waraner just completed the tree project on Terra Granada Entry 3 and Avenida Sevilla Entry 2, starting on Terra Granada Entry 6. Plans are to prune the oleanders and research whether to remove the pistach versus the Bradford pear tree. Morales will report to the Board costs for the atrium designs for zone zero. Opined that RPM would provide the best pricing.

b. Communication Committee – Jane Seleznow

Seleznow reported Sue Harvey working on next issue of newsletter to include the renovation schedule for Entry 6 homeowners. An email was sent to homeowners that the second half assessment is due August 1, 2025. Door policy out for member's comment.

c. Governing Document Committee – Jane Seleznow

CCR Update

The CC&R's proposed amendments were sent to the lawyer in early May.

Building Maintenance Manager's Report – *Luis Duenas / Dennis Fay*

a. Electrical Panel work

Duenas reported that KR has completed 7 panels, 3 being a 5-meter panel, and 3 being a 6-meter panel. KR is scheduled to replace another 6-meter main panel with an elevator gear panel at the

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end of July. KR is working on bulk pricing to give us a quote for 12,3-meter panels which will be done in phases within 2-3 years. The Board requested additional pricing for doing the 3-meters this year.

b. **TARC completion**

TARC completed Entry 4, 7, and the cul- de- sac on Entry 3 in front of building 3288. There was an issue with Entry 4 in front of building 3352 which will be worked on. Work is under warranty.

Announcements

The next scheduled meeting is the Board of Directors Regular Meeting on Thursday, August 21, 2025, at the Gateway Clubhouse in the Board Room at 2:00 p.m.

Adjournment to Executive Session

There being no further business, the 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