

**BOARD OF DIRECTORS REGULAR MEETING**

**Thursday, August 15, 2024, at 2:00 p.m.**

**Meeting was Conducted In Person and Virtually**

**Gateway Clubhouse – Board Room**  
1021 Gold Rain Road, Walnut Creek, CA 94595

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**MINUTES**

1. **Call to Order**

Vice President Brohaugh called the meeting to order at 2:01 p.m.

**Roll Call of Directors**

Herma Lichenstein – President Absent\*  
Wallace Brohaugh – Vice President  
Tom Henkels – Treasurer  
Guy Pollack – Secretary Absent\*  
Jane Seleznow – Treasurer – Director-at-Large

**Mutual Operations Staff**

Jeroen Wright – Mutual Operations Manager  
Todd Arterburn – Chief Financial Officer – Virtually  
Victoria Thomas – Board Services Coordinator

2. **Consent Calendar**

- a. Board of Directors Regular Meeting – July 19, 2024  
*Brohaugh made a motion; Seleznow seconded to approve the July 19, 2024, Regular Meeting Minutes. Approved by unanimous votes. (3-0)*

3. **Members Forum**

Members were afforded the opportunity to express their concerns, make comments, or have questions for the Board. *No members forum.*

4. **Secretary Report**

*No Secretary Report.*

5. **Treasurer's Reports** – *Tom Henkels*

Peakes reported:

**WALNUT CREEK MUTUAL SEVENTY**

| A  | B                | C                | D                 | E               | J  | K                |
|--|------------------|------------------|-------------------|-----------------|--|------------------|
| <b>Mutual 70 Balance Sheet</b>                                 |                  |                  |                   |                 |  |                  |
| June 30, 2024  |                  |                  |                   |                 |  |                  |
| <b>Operating Fund &amp; Reserve Fund Balance Sheet Summary</b> |                  |                  |                   | <b>COMMENTS</b> |  |                  |
| <b>Operating Fund</b>  | <b>6/30/2023</b> | <b>6/30/2024</b> | <b>23-24 diff</b> |                 | <b>Interest Income (combined ICS Sweep &amp; CDAR CDs)</b> |                  |
| Cash   | 400,122          | 352,410          | (47,712)          |                 | OF YTD   | \$ 10,586        |
| AR-Assessments   | -                | 70               | 70                |                 | RF YTD   | \$ 40,393        |
| AR-Other*  | 20,252           | 12,418           | (7,834)           | *               | <b>Total</b>   | <b>\$ 50,979</b> |
| Prepays  | 232,231          | 371,182          | 138,951           |                 | 7 day ave Yield  | 4.57%            |
| Interfund Balance*   | (194,314)        | (202,209)        | 7,895             |                 |  |                  |
| <b>Total Assets</b>  | <b>458,290</b>   | <b>533,871</b>   | <b>75,581</b>     |                 |  |                  |
| AP   | (410)            | 24,834           | 25,244            |                 |  |                  |
| Fund Balance   | 446,554          | 504,107          | 57,553            |                 |  |                  |
| <b>Total Liab &amp; FB</b>                                     | <b>458,290</b>   | <b>533,871</b>   | <b>75,581</b>     |                 |  |                  |
| <b>Reserve Fund</b>  | <b>6/30/2023</b> | <b>6/30/2024</b> | <b>23-24 diff</b> |                 |  |                  |
| Cash & CDARS Investments                                       | 1,760,363        | 1,397,758        | (362,605)         |                 |  |                  |
| AR-Assessments: SA   | 253              | -                | (253)             |                 |  |                  |
| Prepays  |                  |                  | -                 |                 |  |                  |
| Interfund Balance  | 194,314          | 202,209          | 7,895             |                 |  |                  |
| <b>Total Assets</b>  | <b>1,957,626</b> | <b>1,599,968</b> | <b>(357,658)</b>  |                 |  |                  |
| AP   | 2,836            | 49,235           | 46,399            |                 |  |                  |
| Fund Balance   | 1,960,462        | 1,550,437        | (410,025)         |                 |  |                  |
| <b>Total Liab &amp; FB</b>                                     | <b>1,957,626</b> | <b>1,599,968</b> | <b>(357,658)</b>  |                 |  |                  |
| * \$100,000 to be paid back to RF in July                      |                  |                  |                   |                 |  |                  |

**6. Mutual Operation Manager’s Report - Jeroen Wright**

Wright reported that MOD staff is now moving into the budget cycle and will be scheduling the first budget meeting after Bud Baxter prepares the first draft for the 2025 Annual Budget.

Information regarding the Fire Extinguisher inspection was brought up and that the Contra Costa County Fire Protection District is now requiring that mutuals adhere to a state fire code that involves a mandatory inspection of all fire extinguishers that the mutual owns monthly.

The Contra Costa County Fire Protection District does not want the inspections to be an added expense for the community so forming a committee of volunteers to conduct the inspections is allowed. The inspection is visual only and the committee would need to check for the following:

- Damage
- Pin is in place
- Gauge needs should be in the green so that it is fully charged
- Accessibility

MOD has reached out to Cintas for a bid for the fire inspection.

**7. Committee Reports**

- a. Landscape – *Herma Lichenstein/Jesus Morales*

### August Mutual 70 Landscape Report

#### Brightview/Maintenance Report

- Oleanders were pruned at 1289 AS. Entry 2.

#### Tree Services

- Waraner is currently putting together pruning bid, estimated to be around \$40,000.
- Hamilton will schedule the tree removals in Entry 5 Terra Granada after September 1<sup>st</sup>. Due to bird nest.
- Tree budget after Hamilton tree removal, \$8,300.00 (not including tree pruning bid for this year).

#### MOD Landscaping

- MOD days for 2024 will be December 5 – end of year.
- Plant replacement program.
- ❖ **1) The gap in planting is at least 4 feet by 4 feet.** Narrower openings will not be planted as plants must have room to mature.
- ❖ **2) The plant must be in an area that was previously occupied by planting and is currently irrigated. This program is to replace landscaping that has died, not requests for new landscaping.** For requests that surpass a simple plant replacement of two to three plants, please contact your landscape representative.
- ❖ **3) There are no pots in the area where a plant is desired.** If there are pots, the request will be denied. There should be no resident potted plants in the common area.
- ❖ **4) Requests must be submitted by August 15th.** All requests received after this date will be considered for the following year's replacement program. Requests are accepted by email only.

b. Communication Committee – No Update

MOD will update Jane Seleznow name on the Rossmoor website as it is not Spelled correctly.

c. Governing Documents Committee – *No report*

The Committee is planning a “Meet the First Mutual Board Candidates” during the week of August of 19-23, 2024.

d. Social Committee – No Committee

8. **Building Maintenance Manager’s Report** – *Rick West*

**WCM SEVENTY**



Regular Board Mtg.  
Building Maintenance Report

August. 15<sup>th</sup>, 2024  
Rick West

**ACTION ITEMS: Proposals for review or Approval**

**Job # 16203**

**Owner Change Order (RFC) No: 38 Respond by: 8/20/2024 Date: 8/13/2024**

**Location: 3330 4C TG**

**Description: RFC#38 3330 4C TG BR Balcony**

- 1. Remove and replace approx,150 sf of stucco around the beam and Pony wall to access**
- 2. Install temporary shoring to replace the beam**
- 3. Remove and replace approx. 80 sf of Soffit**
- 4. Remove and replace approx., 80 sf of Drywall soffit**
- 5. Remove and replace 1 beam like for like 6"X 12"X 20 DF**
- 6. Remove and replace approx. 20 lf of 2X8 joist at both sides of the balcony**
- 7. Install 2 new saddles at both sides of the beam and pony wall**
- 8.Prime and paint all new material**

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 initialed in order to be considered approved by both parties. The Contract will be increased by 5 working day(s). Upon approval the sum of \$16,411.94 will be added to the contract price. Original Contract \$435,104.85 Other Approved Change Orders \$344,299.62 Total Contract to Date \$779,404.47

**This Request \$16,411.94**

**Presented to the Board for Approval**

*Motion by Seleznow to Ratify Verizon Contract for hardware cost of \$877.70 and agreement to pay \$320.34 monthly for the contract; Seconded by Tom. Motion passed unanimously.  
(3-0)*

*Motion by to approve RFC #37 from GB Group for \$7,185.97 and RFC #38 from GB Group for \$16,411.94 by Brohaugh; seconded by Seleznow. Motion passes unanimously.  
(3-0)*

9. **President's Report** -

a. Resignation – Guy Pollack

*Brohaugh made a motion; seconded by Henkels to remove record Guy Pollack's Resignation. Motion passes unanimously. (3-0)*

10. **New Business** –

**Action Items**

a. Appointment of Anna Rocha new Assistant Board Secretary.

*Motion made by Brohaugh, seconded by Seleznow, to appoint Anna Rocha as new Assistant Board Secretary. Approved by unanimous vote. (5-0)*

9. **Announcements** – The next scheduled meeting is the Board of Directors Special Meeting. The meeting will be held on September 19, 2024, at 2:00 p.m. in the Gateway Clubhouse Board Room.

10. **Adjournment**

There being no further business, the Board of Directors Regular Meeting was adjourned at 12:00 p.m.

**Secretary's Certificate**

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

*Anna Rocha*