



WALNUT CREEK MUTUAL SEVENTY

## BOARD OF DIRECTORS REGULAR MEETING

Thursday, March 20, 2025, 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

Lichtenstein called the meeting to order at 2:01 p.m.

#### Roll Call of Directors

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

#### 2. Mutual Operations Staff

Jeroen Wright – Mutual Operations Manager  
Todd Arterburn – Chief Financial Officer  
Rick West – Building Maintenance Manager  
John Tawaststjerna – Landscape Supervisor – Excused  
Jesus Morales – Landscape Supervisor - Via Zoom  
Anna Rocha – Board Services Coordinator

#### 3. Members Forum

Members were afforded the opportunity to express their concerns, make comments, or have questions for the Board.

*An owner asked how much money is in the Reserves Fund.*

#### 4. Minutes

##### a. Board of Directors Regular Meeting – February 20, 2025

*Fay made a motion; Brohaugh seconded to approve January 16, 2025, Regular Meeting Minutes. There was discussion regarding the Tarc Construction proposal and that the wrong option was approved. This amount will be amended. Motion passes unanimously. (5-0).*

#### 5. President's Report

President Lichtenstein reported that the Insurance Task Force will be meeting in April that the Broker is optimistic about rates for next year despite the fires down in Southern California.

**WALNUT CREEK MUTUAL SEVENTY****6. Treasurer's Reports – Tom Henkels****Key Financial Performance Indicators**

No Report for February 2025.

**7. Mutual Operation Manager's Report - Jeroen Wright**

Wright reported that GRF and Mutual 70's attorney has reviewed the Management Agreement and have no qualms with the Management Agreement language. Wright reported that the work between both GRF and the Task Force has been productive. They are currently trying to define all departments duties and scope of work. They have completed most of the departments and are currently working on completing the Alterations Departments scope of services. Wright previewed the Exhibit A for the mutual which lists each responsibility each department is responsible for. The goal is to create a baseline for the mutuals and if extra services are needed, these would be considered add-on services. The goal is to have this done and ready for next years' Budget.

**8. Chief Financial Officer's Report – Todd Arterburn**

Arterburn shared his screen with the Board of Directors and gave the Board of Directors a small tutorial of the NetSuite interface. He shared what kind of reports the Board Treasurer will be able to generate once the new portal is live and running. Arterburn reported that they are making great strides and inching closer to having the monthly financials ready for the Board of Directors and the mutual.

**9. Committee Reports-****a. Landscape – Brightview/Maintenance Report**

Jesus reported that that they are working on hard pruning the oleanders.

He reported that they are working on controlling the weeds and doing general Maintenance throughout the mutual. There is a scheduled tree bid walk on March 26, at Entry 3.

**b. Building Maintenance Committee– Wally Brohaugh**

**Front Door Style/Review** - Brohaugh reported that people are requesting new front doors. President Lichtenstein reported that the doors that some owners are requesting are more modern than what the approved style is-adhering to the current Front Door Policy.

Brohaugh reported that the current policy states that owners must adhere to a mediterranean style. The board will work on revised language for this policy. Once that is complete, the board will send out for a 28-Day Review and comment period.

**Electric Panels** - Change Orders from KR Electric

KR Electric has identified 4 Electric Panels that are not in good shape and need to be replaced. President Lichtenstein reported that this has been budgeted for as \$75,000 has been set aside each year and should not be a major setback. The locations are:

- 1261 Avenida Sevilla - \$16,527
  - 1265 Avenida Sevilla - \$16,527
  - 3401 Avenida Sevilla - \$16,527
  - 3443 Avenida Sevilla - \$16,527
- = \$66,108

Brohaugh made a motion to approve KR Electric; Fay

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Motion passes unanimously. (5-0)

**Inspection of the Electrical Panels for the 2-Unit Buildings at \$250 a panel.**

Total of \$3,300

*Brohaugh made a motion to approve the inspection of the 2-Unit Buildings with a Not to exceed \$3,500; Seleznow seconded.*

*Motion passed unanimously. (5-0)*

Brohaugh reported the Building Committee would like to start a program to inspect & replace the interior sub panels. The original panels that were installed 45 years ago need to be replaced as they run a risk of starting a fire. The building committee would like to bid this work-

Toilet Leaks – Brohaugh reported that the Building Committee gave all owners a blue tab to test their toilets. About 15% of the toilets are leaking and more than half have been repaired. The board decided that on turnover, that the electric panels should be inspected. The Building Committee is proposing that the toilets be tested as well. President Lichtenstein reported that they do not do the blue tablets, but will inspect the plumbing. She reported that she would ask Alterations if the blue dye test can be added to the inspections during turnover.

**c. Communication Committee – Jane Seleznow**

Seleznow reported that there will be a Mutual 70 gathering on May 7, 2025, from 7 p.m. - 9 p.m. An e-mail invite was sent out to the Mutual. Sue is now working on the April Newsletter.

**d. Governing Documents – Brohaugh**

No report.

**10. Building Maintenance Report- Rick West****1. TARC Paving and Asphalt Entry 3 Proposal.**

Estimate \$45,371.00

Rick West asked the board to disregard this proposal in the board packet from TARC Paving as he recently received revised proposals for Entry 3 & 4.

These proposals were discussed and voted on under “New Items – C. TARC Construction Entry 3 Paving Bid” on the board agenda.

Trench and Treat for Sub Terranean Termites.

Contractor: Aantex Pest Control –

Tabled. Currently waiting for contractor’s option breakdown

**11. Old Business****a. Electric Panels**

This item was moved into the Building Maintenance Committee Reports.

**12. New Items****a. Gutter Cleaning –**

This item was removed.

**b. Trenching & Treatment for Subterranean Termites**

Rick West will send the estimate over to the board for review and this will be tabled until the next meeting.

**c. TARC Construction Entry 3 Paving Bid**

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The Board approved the wrong “option” last month when they approved the bid from TARC Construction for the paving at Entry 3. The board misread what the option’s Intent was when the board selected “Option 1” which did not include removing and replacing the concrete.

*Henkels made a motion to revise the bid for Entry 4 Asphaltting bid from \$53,520 to \$65,201 From TARC Construction; Fay seconded.*

*Motion passes unanimously. (5-0)*

*Lichtenstein motion to approve the Entry 3 Paving Bid from Construction for \$39,991; Henkels seconded.*

*Motion passes unanimously. (5-0)*

**d. Management Agreement Review & Discuss**

*Mutual Operation’s Manager reviewed the Management Agreement during the Mutual Operations Manager’s Report.*

**e. Insurance Ranked Risk List Review & Discuss**

*The board tabled this item.*

**f. Preapprove \$30,000 for Electrical Panels as Needed when units turn over**

*Lichtenstein motioned; Fay seconded.*

*Motion passes unanimously. (5-0)*

- 12. Announcements** – The next scheduled meeting is the Board of Directors Regular Meeting. The meeting will be held on April 17, 2025, at 2:00 p.m. in the Gateway Board Room.

- 13. 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.

*Anna Rocha*