

**BOARD OF DIRECTORS REGULAR MEETING**

**Thursday, September 19, 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

---

**MINUTES**

1. **Call to Order**

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

**Roll Call of Directors**

Herma Lichenstein – President  
Wallace Brohaugh – Vice President  
Tom Henkels – Treasurer  
Vacant – Secretary  
Jane Seleznow – Treasurer – Director-at-Large

**Mutual Operations Staff**

Jeroen Wright – Mutual Operations Manager Absent\*  
Todd Arterburn – Chief Financial Officer – Absent  
John Tawaststjerna – Landscape Supervisor  
Jesus Morales – Landscape Supervisor  
Rick West – Absent\*  
Anna Rocha – Board Services Coordinator

2. **Consent Calendar**

a. Board of Directors Regular Meeting – August 15, 2024

*Lichenstein made a motion; Seleznow seconded to approve the August 15, 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

Henkels reported:

**WALNUT CREEK MUTUAL SEVENTY**

Mutual 70 Balance Sheet					
August 31, 2024					
Operating Fund & Reserve Fund Balance Sheet Summary				COMMENTS	
Operating Fund	8/31/2023	8/31/2024	23-24 diff		
Cash	282,543	487,646	205,103	Interest Income (combined ICS Sweep & CDAR CDs)	
AR-Assessments	-	3,841	3,841	OF YTD	\$ 14,001
AR-Other	20,620	12,418	(8,202)	RF YTD	\$ 51,702
Prepays	154,387	247,455	93,068	Total	\$ 65,703
Interfund Balance*	(1,024)	(201,024)	200,000	Sweep rate @9/16/24	4.54%
Total Assets	456,976	550,335	93,359	4 Week CDAR rate for \$1M	4.96%
AP	11,765	12,716	951		
Prepaid Assessments	15,090	16,430	1,340		
Fund Balance	430,122	521,189	91,067		
Total Liab & FB	456,977	550,335	93,358		
Reserve Fund	8/31/2023	8/31/2024	23-24 diff		
Cash & CDARS Investments	788,200	2,807,385	2,019,185		
AR-Assessments: SA	-	15,188	15,188		
Prepays	2,868	2,730	(138)		
Interfund Balance	1,024	201,024	200,000		
Total Assets	1,926,112	3,026,327	1,100,215		
AP	25,923	75,517	49,594		
Accrued Income Taxes	296	296			
Fund Balance	1,899,893	2,950,514	1,050,621		
Total Liab & FB	1,926,112	3,026,327	1,100,215		

- a. Motion to Repay \$100,000 back to Reserve Fund from Operating Fund.  
*Henkels motion; Lichenstein seconded; motion passes unanimously. (4-0)*
  
- b. Motion for Preliminary Approval of 2025 Coupon not to exceed \$1,950.  
*Henkels motioned; there being no second, the motion fails.*  
*The Treasurer expressed concern that the reserve study underestimated the cost of roofing.*
  
6. **Mutual Operation Manager’s Report** - *Jeroen Wright*  
None.
  
7. **Committee Reports**
  - a. Landscape – *Herma Lichenstein/Jesus Morales*

## September Mutual 70 Landscape Report

### Brightview/Maintenance Report

- Working on scheduled maintenance.
- Will continue pruning shrubs creating a fire ladder with trees and buildings.

### Tree Services

- Hamilton will schedule the tree removals in Entry 5 Terra Granada.
- Tree budget after Hamilton tree removal, \$8,300.00
- Waraner Tree pruning bids total: \$32,915.00
- Terra Granada entry 6 tree removal: Need bid from Waraner. Will be no more than \$2,000.00
- All proposed tree work and the completed tree work done this year will put tree budget to negative \$26,615.00. (We have \$70,496.40 in Rehab Reserves).

### MOD Landscaping

- MOD days for 2024 will be December 5 – end of year.
- Landscape Rehab Reserves budget is \$70,496.40.

Warner Tree Pruning Bids Totaling \$32,915.

*Herma motioned, Jane Seconded; motion passes unanimously. (4-0)*

- b. Communication Committee –  
October Newsletter will go out soon. The board agreed to have MOD post the Newsletter to the Rossmoor Website. MOD was asked to update Directors names on the Rossmoor website and to add minutes from 2024 Meetings.
  - c. Governing Documents Committee – *No report*
  - d. Social Committee – *No Committee*
8. **Building Maintenance Manager's Report** – *Rick West*

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

Job # 16821

Owner Change Order (RFC) No: 1 Respond by: 8/21/2024

Date: 8/15/2024

Description: RFC#1 3622 1A TG Dry Rot

After we demo the stucco around the Balcony we found dry rot and subfloor decay.

- 1.Remove and replace approx,16 sf of stucco at pony wall
- 2.Remove and replace approx,60 sf of subfloor plywood
- 3.Remove and replace approx,12 sf of 1/2 plywood
- 4.Remove and replace approx,30 lf of 2X8 ring joist
- 5.Remove and replace approx,12 lf of 2X6 plate
- 6.Apply epoxy at pony wall beam

**This Request \$7,312.60**

**Presented to the Board for Approval**

Job # 16822

Owner Change Order (RFC) No: 2

Date: 9/5/2024

Description: RFC#2 3644 TG Unit 2B

During the demolition we found carpet between the coating and plywood, in order to perform the work GBGroup needs to remove 312 sf of coating, carpet and replace the plywood.

**This Request \$8,309.87**

**Presented to the Board for Approval**

Job # 16203

Owner Change Order (RFC) No: 39

Date: 8/15/2024

Location: 3330 4C TG Living Room Balcony

Description: RFC#39 3330 4C TG

After we demo the stucco around of the Balcony, we found dry rot at right corner the living room balcony

- 1.Remove and replace approx., 80 sf of stucco at pony way and right-side corner of Balcony
- 2.Remove and replace one 4X10 Beam at pony wall above garage
- 3.Install shoring as necessary to replace the beam
- 4.Remove and replace approx,30 lf of 2X4 framing at corner of pony wall
- 5.Remove approx,25 sf of 1/2 plywood at outside of the pony wall
- 6.Remove and replace approx., 20 lf of metal cap at pony wall
- 7.Prime and paint all new material

**This Request \$10,979.82**

*Herma motioned for GB Group Change #4 for \$8,352.29 & Gb Group Change Order #5 \$20,928.26. Jane seconded. Motion passes unanimously.*

*The vote was rescinded.*

*Due to inconsistencies in the amounts on Rick West's Reports, the change order proposals were tabled.*

- a. Elevator Review & Discuss – Phone lines continue to be a problem. The board is working on getting a meeting set up with the communications company.
- b. Termite/Deck/Painting Update – No update due to Rick West not being in attendance.

**WALNUT CREEK MUTUAL SEVENTY**

c. Toilet Leak Testing –

The building committee members were handing out toilet leak tests for the community. Herma thanked Herb and Dave for helping with distributing the tests. So far, 14% of the toilets inspected, have leaks. If 14% of all units have leaks and they are fixed, that would save the Mutual 343,000 gallons of water a year and would save roughly \$15,000.

d. Interior Electrical Panel Inspections

Wally Brohaugh stated that the breakers and the panels are 46 years old and are beyond their useful life. The Building Committee proposes that on turnover the breakers should be replaced instead of spending money on the breakers being inspected.

*Wally Brohaugh made a motion that the board creates a policy that on turnover, the breakers will be replaced. Herma discussed that the board would not be ready to make a motion until the budget is finalized and she would like to reach out to KR Electric for a second opinion. With no Second coming from the board, the Motion fails.*

e. Phase 4 & 5 Termite Inspections – Due to inconsistencies on the Building Maintenance report, this item was tabled.

f. Exterior Panel Inspections – There was a program to inspect the twelve (12) electric panels on the 3-story building. Four (4) have already been replaced and one (1) was replaced before the inspection. A program is in place to inspect the exterior panels on the 4-unit buildings.

*Wally Brohaugh motioned to preapprove \$4,000 pending a final proposal from KR Electric. Tom seconds. Motion passes unanimously. (4-0)*

h. Status Update by Phase for 326 Repairs – No update due to Rick West not being in attendance.

9. **President's Report** -

Lichenstein reported that there will be a working meeting in October to discuss the 2025 Annual Budget. The President updated the Mutual regarding the NetSuite software, and it is projected to launch at the beginning of January 2025 for all Mutuals. The software will provide better financial reporting and transparency for the Board of Directors and the mutual. There will be an insurance meeting in October and we may have a better idea of costs then.

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)*

11. **Announcements** – The next scheduled meeting is the Board of Directors Special Meeting. The meeting will be held on October 3, 2024, at 9:00 a.m. in the Gateway Clubhouse Board Room. The next regular scheduled board meeting will be October 17, 2024, at the Gateway Board Room.

WALNUT CREEK MUTUAL SEVENTY

12. **Adjournment**

There being no further business, the Board of Directors Regular Meeting was adjourned at 3:05 p.m.

**Secretary's Certificate**

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

*Anna Rocha*