

Mutual No. Eight

REGULAR MEETING MINUTES OF THE BOARD
TUESDAY, JULY 22, 2025, AT 1:30 PM
ZOOM AND IN-PERSON MEETING
BOARD ROOM AT GATEWAY
1001 GOLDEN RAIN RD – WALNUT CREEK, CA 94595

Call to Order

President Coleman called the Quarterly Meeting of the Board of Directors to order at 1:30 p.m.

Roll Call

Directors Present: Dick Coleman, President
John Kawamura, Vice President
Bob Eisner, Secretary
Judy Graboyes, Treasurer
Alfreda Bell, Director at Large

Mutual Operations Staff Present:

Jeroen Wright, Director of Mutual Operations
Todd Arterburn, Chief Financial Officer
John Tawaststjerna, Landscape Manager
Luis Duenas, Building Maintenance Manager
Lucy Limon, Board Services Coordinator.

Approval of Minutes

President Coleman asked for any corrections and/or additions to the following sets of minutes:

- Annual Members Meeting Minutes of May 30, 2025
- Organizational Board Meeting Minutes of May 30, 2025

Bob Eisner made a motion, seconded by Alfreda Bell, to approve the aforementioned minutes.

Moved, Seconded, Carried 5-0

GRF Staff Report

1. Directors Report – Jeroen Wright:

Jeroen reported that the management agreement is expected to be finalized by September. The FireWise committee is now at full membership. Budget season is approaching, and Casey Shelton will be scheduling meetings with the Boards. He also noted new state regulations regarding zone 0 limitations; since these regulations are not yet finalized, Boards should proceed cautiously.

2. Financial Report – Todd Arterburn

Todd Arterburn, provided an overview of the organization's financial management, highlighting the challenges of implementing new systems while managing existing processes. He answered concerns about delayed payments and the need for better understanding of financial reports, particularly regarding delinquent accounts.

3. Building Maintenance Report – Luis Duenas:

Luis gave the following report:

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INFORMATIONAL ITEMS: Work scheduled, In Progress or Completed

Exterior Panels - There are 18 exterior Building Main Panels.

Contractor: KR Electric (in progress)

Meter closets RPM (in progress)

Balcony Repairs 1268 #1 Skycrest Dr. Contractor: GBG start date Monday July 28th

Balcony Repairs 1122 #1 Skycrest Dr. Contractor: RPM start date pending

Allbay to inspect wall mounted A/C 1122 Skycrest #1 Awaiting Report

5star to provide estimate 1296 skycrest #1 Stucco and concrete/roots front entry pad.
(Luis to obtain a second estimate per Dick and Judy)

4. Landscape Report – John Tawaststjerna:

John T. reported on several topics related to landscaping and fire safety. He explained that new laws require the conversion of non-functional turf to shrubs by 2029 to conserve water. He explained to the Board also that there is concerns about removing grass, explaining that while it's mandated, there's room for discussion on what constitutes "functional turf." He mentioned the option of turning off irrigation to comply with the law, but noted this could increase fire risk.

Committee Reports

1. Finance – Judy Graboyes:

Judy reported that the operating fund exceeded budget by \$43,700 during the first half of 2025, primarily due to significant savings in insurance costs. Judy provided an update on the management of property fund accounts, noting a separate checking account with a balance of \$14,681 and an outstanding loan of \$80,000.

Judy Graboyes made a motion, Bob Eisner seconded to Certify compliance with Civil Code §5500 for January 2025 through May 2025.

Moved, Seconded, Carried 5-0

2. Maintenance – Judy Graboyes:

No report was made.

3. Landscaping – Alfreda Bell:

No report was made.

4. Social – Sharon Castilla:

Sharon reported on the Snack and Chat event held in June and announced that a potluck is scheduled for September at Stanley Dollar.

5. Membership – Sally Kennedy:

Sharon Castilla reported on the new residents that have moved in since the last Board Meeting.

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6. Emergency Prep – Lingsueh Shu:

No report was given.

7. Trash and Recycle – Jan Stone

Jan reported that the committee currently has 6–8 volunteers. She noted that new signs have been installed in Entry 2 trash enclosures reminding residents that plastic bags are not permitted in the recycling bins. She added that the committee will be reviewing their duties at the next meeting.

Old Business

a. Electrical Panel Project Update – Coleman:

This item was discussed under Building Maintenance Managers report.

b. M8 Policies and Enforcement of Them – Coleman:

The Board discussed at length the ongoing concerns regarding Mutual policies and enforcement and committed to implementing new procedures. They considered various appropriate ways to address residents who are out of compliance in a manner that upholds current policies while remaining respectful and neighborly.

New Business

a. Results of Vote on Bylaws Update – Limon

Ms. Limon reminded everyone that the ballot count will be on August 4 at 10am in the Gateway Board Room.

b. Fire Risk Issues – Coleman

No update.

c. Follow-up on Special Assessments Payments – Coleman

To be discussed during executive session.

d. Adjustments to Guidelines for Alterations – Coleman

To be discussed at the next meeting.

e. Resales Inspections – Coleman

To be discussed at the next meeting.

Members' Forum

Residents were afforded the opportunity to express their general concerns and make comments. Topics included radiant heat request, shade structure at butterfly garden, property taxes.

Next Board Meeting

Next Meeting, Tuesday, September 23, 2025, at 1:30 PM, in the Board Room at Gateway.

Executive Session Summary

The Board met in Executive Session from 3:00pm-3:26pm to discuss the following:

1. Delinquent Accounts: The Board reviewed delinquent accounts in Mutual 8 and discussed the best approach to bringing residents current. No decisions were made.

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2. Special Assessment Payments: The Board discussed the residents who have not made their special assessment payment

Adjournment

There being no further business, the meeting was adjourned at 2:52 p.m.

Secretary's Certificate

I hereby certify that the foregoing is a true and correct copy of the minutes of the Board of Director's meeting.

Lucy Limon

Assistant Secretary Mutual No. Eight