



Mutual No. Eight

MEETING MINUTES OF THE BOARD
TUESDAY, MARCH 25, 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 – via zoom
John Tawaststjerna, Landscape Manager - via zoom
Lucy Limon, Board Services Coordinator.

Approval of Minutes

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

- Quarterly Board Meeting Minutes of January 29, 2025
- Executive Board Meeting Minutes of January 29, 2025
- Executive Board Meeting Minutes of February 28, 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 provided an update on the management agreement negotiations with the Mutuals. He explained that they are working on the boilerplate language and moving the scope details into appendices. The goal is to finalize the agreement by August for use in 2026 budgeting. Jeroen shared a detailed breakdown of tasks and key performance indicators being developed to measure MOD's service quality. He emphasized the need to establish a base agreement that ensures equitable service and costs across mutuals, with additional charges for extra services.

Jeroen also discussed the structure of the new management agreement, which will include a core agreement and two exhibits. Exhibit A will detail services covered by the annual management fee, while Exhibit B will list additional billable services. The agreement aims to clarify what is included in the standard fee and what requires extra payment.

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2. Financial Report – Todd Arterburn

Todd presented a new financial reporting system, NetSuite, which will provide real-time data and detailed financial information to treasurers and the board. The system will allow for quick access to invoices, check registers, and cash flow statements, improving transparency and management of the business. The transition to NetSuite is expected to be completed within a few weeks.

3. Building Maintenance Report – Rick West:

Rick gave the following report:

ACTION ITEMS: Proposals for review or Approval

Duralast Roofing is out to bid. Buildings 1200, 1312, 1320, 1122, 1232, 1208 Contractors;
Fiala Roofing, Baker Roofing, Ben's Roofing, Black Diamond Roofing

Bid Deadline is April 11th.

Board will be presented with 3 bids for consideration.

INFORMATION ITEMS: Work scheduled, In Progress or Complete

Interior Electrical Sub-Panel & Exterior Electrical Main Panel replacement.

Contractor: KR Electric

Balcony Repairs 1268 #1 Skycrest Dr. Contractor: GBG
Work scheduled

Balcony Repairs 1122 #1 Skycrest Dr. Contractor: MOD
Work scheduled

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 Graboyes reported that the Mutual ended 2024 with a \$45,005 surplus, ahead of budget by \$47,318.

Certify compliance with Civil Code §5500.

No motion was made.

2. Maintenance – Judy Graboyes:

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No report was made.

3. **Landscaping – Alfreda Bell:**

No report was made.

4. **Social – Sharon Castilla:** Sharon Castilla reported that there will be a potluck event on September 5th along with other upcoming snack and chat gatherings.

5. **Membership – Sally Kennedy:** Sharon Castilla reported on the new residents that have moved in since the last Board Meeting.

6. **Emergency Prep – Lingsueh Shu:** No report was given.

Old Business

a. Bylaws Update:

President Coleman reported that the proposed Bylaws are complete and ready to mail to residents. He will meet with the assistant secretary to finalize the ballot materials and send to the membership.

b. Update on Mutual/GRF Management Agreement:

Discussed under Jeroen Wright's report.

New Business

a. Exterior and interior electrical panels Walnut Creek Mutual No. Eight:

• Special Assessment

The Board and management discussed with the residents the reasoning behind the need for the electric panel special assessment. The Board and management discussed at length providing answers to residents.

Judy Graboyes made a motion, Bob Eisner seconded to approve a special assessment for a total of \$66,000 - \$641 per manor.

Moved, Seconded, Carried 4-0

b. Shared Deductible:

• Agreement for 2025

Bob Eisner made a motion, Alfreda Bell seconded to approve the 2025 Shared Deductible Agreement.

Moved, Seconded, Carried 4-0

• Shared Deductible for tree damage in First Mutual

President Coleman mentioned that the Mutual 8 portion of the Shared Deductible for tree damage in First Mutual is \$1,007.

c. Corporate Transparency Act: Jeroen Wright reported that the Corporate Transparency Act has been back and forth in the Fifth Circuit Court. Currently nothing needs to be filed with FinCEN. MOD has collected the director's information and is ready to file if the court order changes.

d. Electronic Voting:

President Coleman reported on the new electronic requirements and explained this is a change that



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Melissa Ward included in the new Bylaws. Jeroen Wright explained in further detail what is required in electronic voting and the extra expenses and steps that are required.

Members' Forum

Residents were afforded the opportunity to express their general concerns and make comments. Topics included Fire Wise and Landscape.

Next Board Meeting

Next Meeting, Tuesday, March 25, 2025, at 1:30 PM, in the Board Room at Gateway.

Adjournment

There being no further business, the meeting was adjourned at 3:35 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