

BOARD OF DIRECTORS REGULAR MEETING

Tuesday, February 18, 2025, at 10:00 a.m.

Meeting was Conducted In Person and Virtually

**Creekside Building – Fairway Room
1010 Stanley Dollar Rd., Walnut Creek, CA 94595**

MINUTES

1. Call to Order

President Seldon called the meeting to order at 10:03 a.m.

2. Roll Call of Directors

Janet Seldon – President
Robert Amans – Vice President
Rajasundaram Sivasubramanian – Treasurer
Pam Ovalle – Secretary
Linda Brown – Director-at-Large (via Zoom)

Mutual Operations Staff

Jeroen Wright – Director of Mutual Operations – *Zoom*
Todd Arterburn – Chief Financial Officer - *excused*
Rick West – Building Maintenance Manager
John Tawaststjerna – Landscape Supervisor - *excused*
Anna Rocha – Board Services Coordinator

3. Resident's Forum (3 minutes per speaker)

No member's forum.

4. Meeting Minutes

- a. Board of Directors Special Meeting Minutes – January 6, 2025
Motion made by Seldon, seconded by Siva, to approve the minutes. Approved by unanimous vote. (5-0)

5. President's Report - Seldon

Seldon reported that the insurance premium for 2025 has decreased for this year, but due to fires in Los Angeles, the price may increase for 2026. This reduction means that less money will come out of the Reserves.

6. Treasurer's Report – Siva

Siva reported that the Mutual has not received January Financials yet from MOD, but would like to report on a few items for the December 2024 financials:

WALNUT CREEK MUTUAL FOUR

December end operating fund balance: \$ 523,709
December end Reserve Fund balance: \$ 3,191,000
December end total balance: \$ 3, 500,000

The insurance budget for 2025 property insurance was \$1,031,000. In 2024, the Mutual paid \$874,344. The actual for 2025 was \$766,514 which is a significant reduction.

In 2024 there was a positive variance of \$20,000 in the Operating and a positive variance of \$300,000 in the Reserve Budget.

The delinquency report is that there are two (2) delinquencies. One resident may have sold through reverse mortgage and hoping to get some of the funds back. The other is in the process of foreclosing.

- a. Motion to Certify January 2025 Financials – *tabled*.
- b. In accordance with the Collection Policy, those owners that are delinquent will be sent to A.S.A.P. Collection Services to initiate collection activities, including but not limited to recording a lien and/or any successive lien(s).
Siva motioned; Ovalle seconded.
Motion passes unanimously. (5-0)

Siva made a motion to recording a lien on APN # 186-130-034-9; Ovalle seconded. Motion passes unanimously. (5-0)

7. Mutual Operation's Report – Jeroen Wright

Wright reported that they are diving deep into MOD scope of services for all MOD roles and what this entails for the Management Agreement. The negotiations are going well, and they hope to have this finalized and ready to utilize for the 2026 Annual Budget. The shared deductible agreement has been sent to all Mutuals and the only change to the 2025 deductible is the date (2025) and the current residence of the mutual. Wright reported the board will need to make a motion during the open meeting to approve the 2025 deductible. Once approved, Wright will send out a DocuSign to all the mutual's Board President to sign.

8. Chief Financial Officer - Todd Arterburn

No report.

9. Building Maintenance Report – Rick West

- 1. 1941 Skycrest Vertical Pex Repiping. Contractors: Davis Plumbing / Five Star.
Estimated Costs presented to the Board.
Item will need to be tabled for now as Rick West is still waiting for a report from EBMUD and the estimate for the putback work.
- 2. 10-year 880 Smoke Detector Replacements out to bid. Contractors:
KR Electric / Five Star Low Bid \$53,460.00
Seldon made a motion to approve and not to exceed \$53,460; Ovalle seconded.
Motion passes unanimously. (5-0)

WALNUT CREEK MUTUAL FOUR**INFORMATION ITEMS: Work scheduled in progress or completed.**

1. SB326 Dry Rot and Touch Painting Project. Contractor: MOD
Skycrest / Pine Knoll / Tice Creek will be completed for an additional cost of \$50,000.00.
The final phases will be completed in 2025.
2. Roofing Project – Six Buildings - 1901, 1801, 1501, 1225, 1233, 1133.
This will include New DuroLast on Flat roofs, Composition on sloped roofs,
New Gutters and Downspouts. Three additional change orders due to the city mandate for R14 and
R2 insulation below the new DuroLast.
For Bldgs. 1501, 1233, 1225 - Total cost \$58,798.00
Contractor: Fiala Roofing – Grand Total Estimate \$444,832.00
Work will be completed in 2025
3. Gutter Cleaning – Contractor: Welcome Building Maintenance Scheduled for
February 2025. Cost \$13,465.00
10. **Landscape Manager's Report – Tawaststjerna**
No report how but John Tawaststjerna is working on an estimate to remove the large eucalyptus
on top of Pine Knoll, Entry 7(a).
11. **Committee Reports**
 - a. Governing Documents –
The committee is still working with a draft of the new policy and will meet again to discuss
next steps.
 - b. EV Charging –
There is a policy that the committee would like to send to the board for review.
 - c. Trash Committee – No report.
 - d. Communications –
The committee revised the website to support mobile phones and have updated some of the
pages. There is a page setup for new members needing information like forms, newsletters
and legal documents.
 - e. Alterations Committee –
There are 12 applications that have all been signed and completed.
12. **New Business**
 - a. **2025 Shared Deductible Agreement**
Seldon motioned; Ovalle seconded.
Motion passes unanimously. (5-0)
The board would like to see a breakdown of the shared deductible calculations
for each mutual.
 - a. **Smoke Detector Bids**
Seldon made a motion to approve the Five Star Estimate and not to exceed the \$53,460: Ovalle
seconded. Motion passes unanimously. (5-0)
 - b. **Hallway Carpet Proposals**
Seldon made a motion to ratify the estimate from Professional Flooring; Ovalle seconded.
Motion passes unanimously. (5-0)
13. **Announcements**
The next scheduled meeting is the Board of Directors Regular Meeting on Monday, March 17,
2025, at 1:30 p.m. in the Board Room at the Gateway Clubhouse.

13. Adjournment

There being no further business, the meeting was adjourned at 11:00 a.m.

Secretary's Certificate

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

Anna Rocha