



WALNUT CREEK MUTUAL FOUR

BOARD OF DIRECTORS REGULAR MEETING

Monday, March 17, 2025, at 1:30 p.m.

Meeting was Conducted In Person and Virtually

Gateway Clubhouse – Board Room
1001 Golden Rain Rd., Walnut Creek, CA 94595

MINUTES

1. **Call to Order**

President Seldon called the meeting to order at 1:30 p.m.

2. **Roll Call of Directors**

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

Mutual Operations Staff

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

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

An owner had a question regarding the smoke alarms. The question was directed at MOD's Building Maintenance Manager, Rick West. Another owner reported that there is an issue with entry 13a's gate to the trash bins and believes that the gate is rotting and needs to be inspected. The bottom of the gate has fallen apart.

4. **Meeting Minutes**

- a. Board of Directors Special Meeting Minutes – February 18, 2025
Motion made by Seldon, seconded by Brown, to approve the meeting minutes. Approved by unanimous vote. (5-0)

5. **President's Report - Seldon**

- a. GRF Board of Directors Candidacy
President Seldon reported that she will be leaving the Fourth Walnut Creek Mutual Board and joining the Golden Rain Foundation Board starting in April. President Seldon will be representing District B, which is all of Fourth Walnut Creek Mutual and

WALNUT CREEK MUTUAL FOUR

some of the other mutuals. She looks forward to bringing forth ideas to the Golden Rain Foundation Board and bringing her experience while being on the Fourth Walnut Creek Board of Directors to the GRF Board of Directors. She reported that she looks forward to bringing better communication to her district.

The Fourth Walnut Creek Mutual Board of Directors will need to fill her seat. April will be Present Seldon's last board meeting.

Seldon reported that they are always looking for more volunteers to add to the mutual's Committees.

6. Treasurer's Report – Siva

Siva stated that there are no financials to report.

Our cash position is as follows:

As of 1/31/2025, Mutual 4 had \$ 226,844 in operating account and \$ 3,208,369 in the reserve account. As of 2/28/2025 Mutual 4 had \$ 170,405 in operating account and \$ 3,350,813 in the reserve account.

As a background, on 1/31/24, we had a cash balance of \$ t1,997 and \$ 2,977,484 in reserve account. Part of that was due to the payment of insurance premium and in 2024 we borrowed \$ 175,000 from the reserve account. For this year we had enough money and were able to pay the insurance premium without having to borrow any money.

Our reserve account generated interests of \$ 9884 in January and \$ 8986 in February.

- 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).
Ovalle motioned; Brown seconded.
Motion passes unanimously. (5-0)

7. Mutual Operation's Report – Jeroen Wright

Jeroen Wright congratulated President Seldon on her new role and seat on the Golden Rain Foundation Board of Directors.

Wright reported that they are still working with the Task Force to complete the Management Agreement. They are updating and revising the preexisting management agreement. The Scope of Services will be added into an appendix for all Mutuals to better understand what is included in their agreement. By doing this, Golden Rain Foundation hopes to provide equity for all the mutuals so that some of the bigger mutuals do not monopolize all of MOD's time with their own projects. MOD is working on completing the appendices and has just four (4) more depts scope of work to complete. Wright shared a road map of when the Management Agreement will be complete, but there may be some items that may need to be added into the scope of services for some of the departments so the document may be amended if that is the case.

WALNUT CREEK MUTUAL FOUR

Wright reported that the Firewise town hall was a success. They are in the process of finalizing all the questions from the Town Hall and will have the answers to the questions publicized on the Rossmoor website.

8. Chief Financial Officer - Todd Arterburn

Todd Arterburn did not attend the meeting.

9. Building Maintenance Report – Rick West

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 R24
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. 1413 Skycrest - Exterior Entry Hallway Carpeting replacement.

Contractor: Professional Flooring – Cost \$2,650.00 (Work completed)

4. Replacement of 880 Smoke Detectors with new 10- year KIDDE sealed Lithium Battery
Detectors. Contractor: Five Star. (Work on progress)

10. Landscape Manager's Report – Tawaststjerna

Tawaststjerna report information on MOD Days coming up on April 28 – May 14.

They will be mulching zone “A” this year which is entries 11-17. Mulch will not be placed
anywhere within five (5) feet of the buildings, but will be mulching all the rest of the shrub
beds. There will be a removal and planting of a lawn strip in front of 1441 Skycrest Entry 8.

Tawaststjerna reported that there will be a tree walk in April and will go through all of the
entries with Ed Waraner and will come up with a pruning and potential removal list if needed.

He also stated that he applied for permits for the three (3) Eucalyptus and Pine Knoll in Entry
7a. An estimate was received from Hamilton for \$22,720 and will reach out to Waraner also
for an estimate.

11. Committee Reports

- a. Governing Documents –

The updated policy has a final draft that will be brought to the board after Melissa Ward
from Adams Stirling reviews.

- b. EV Charging – No Report

- c. Trash Committee – No report.

- d. Communications –

Carl and Rich Kinney have been working together regarding the Mutual's minutes and
agendas. They are currently setting up the website to make it more compatible for mobile
phones. They will no longer be uploading the newsletters to the website as it makes the
site run too slow. They are looking for any input from the Board as to what should be on

WALNUT CREEK MUTUAL FOUR

the website. Rich Kinney also distributed 50 consent forms to 50 addresses to be completed.

e. **Alterations Committee** –

There have only been two (2) since January 2025 and they were not major alterations.

No new applications have come through.

12. New Business

a. New Fire Extinguisher Committee

Seldon motioned; Siva seconded.

Motion passes unanimously. (5-0)

13. Announcements

The next scheduled meeting is the Board of Directors Regular Meeting on Monday, April 21, 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 3:12 p.m.

Secretary's Certificate

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

Anna Rocha