

BOARD OF DIRECTORS REGULAR MEETING**Friday, October 24, 2025 at 10:00 a.m.****Meeting was Conducted In Person and Virtually****Event Center – Donner Room
1021 Stanley Dollar Drive, Walnut Creek, CA 94595**

MINUTES**1. Call to Order**

Chung called the meeting to order at 10:00 a.m.

**2. Roll Call
Directors**

Young Chung – President
Mike Sund – 1st Vice President
Vacant – 2nd Vice President
Kevin Dowling – Treasurer
Peggy Kaiser – Secretary

Rossmoor Property Management

Jeroen Wright – Director
Dave Peakes – Building Maintenance Manager
John Tawaststjerna – Landscape Manager
Victoria Thomas – Board Services Coordinator

3. Members' Forum

Members were afforded an opportunity to address the Board for up to 3 minutes. Comments were:

- Resident demands that the Mutual clean their ductwork.

4. Consent Calendar

- a. Board of Directors Regular Meeting Minutes – September 26, 2025
 - b. Board of Directors Executive Session Meeting Minutes – September 26, 2025
 - c. Board of Directors Special Meeting – October 6, 2025
 - d. Board of Directors Annual Members & Organizational Meetings – October 7, 2025
- Motion made by Chung, seconded by Dowling, to approve the Consent Calendar.
Approved by unanimous vote. (3-1 Kaiser voted no)*

5. Executive Session Meeting Summary

- Emergency Executive Session Meeting on September 26, 2025
 - The Board met to discuss litigation

6. President's Report – Young Chung

- GRF Management Agreement near completion.
- Carport inspections are being planned for the near future.
- Board continues to review the Maintenance Policy.

7. Treasurer's Report – Kevin Dowling

FIRST WALNUT CREEK MUTUAL**a. Treasurer's Report****August Financials**

Cash in the bank and sweep accounts operating \$14,272,751

Cash in the bank and sweep accounts reserves \$7,686,030

Sweep account \$30,741

Accounts Receivable Assessments \$237,757

Accounts Receivable Third Party Billing \$808,254

Year to Date under budget \$1,863,455

Year to Date operating budget \$6,031

Member Assessments under \$256,338

Rental above budget \$12,667

Total Revenue under budget \$252,122

Operating Year to Date Building Maintenance under budget \$46,585

Building Maintenance is down by \$182,292

Safety and Security above budget \$36,502

Landscape Maintenance under budget \$31,741

Professional Services under budget \$45,692

Administrative Expenses over budget \$2,382

Insurance expenses under budget \$1,209,519

Utilities under budget \$47,627

Taxes above budget \$16,858

Total Expenses under budget \$1,611,334

Net under budget \$1,863,455

FWCM Operations Fund: \$746.86

GRF Assessment: \$351.51

FWCM Reserve Fund: \$284.63

Total 2026 coupon without individual property taxes: \$1,383.00

Motion made by Dowling, seconded by Chung, to certify compliance with Civil Code §5500 for August financial statements. Approved by vote. (3-1 Kaiser voted no)

8. **Director's Report** – Jeroen Wright
– No Report

9. **Chief Financial Officer's Report** – Todd Arterburn
No Report

10. **Building Maintenance Manager's Report** – Dave Peakes

Carpentry/Paint/Rehab Work

The carpentry crews are currently working on 2200 and 2232 Golden Rain Road. After those buildings are completed, there will be only one G-11 left on this year's rehab program (2501 Golden Rain Road).

Painters are working on buildings 1501, 1509 and 1517 Rockledge as well as 2525 Golden Rain Road. They will be initiating work at 1873 Golden Rain Road and then following up behind the carpenters.

FWCM Roofing

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Contracts have been signed and as of this writing, work has just been initiated on FWCM's 2025 roofing program. One of our vendors has started work at 1408 Golden Rain Road. Weather permitting, the roofs will get done in the next month. This year's late start was due to finding an acceptable alternative to the Duro-Last membrane system we have been using in the past.

Asphalt

Tarc has been awarded this year's asphalt program. The paving work on entries 2,4 and 5 Golden Rain is scheduled to commence (weather permitting) on Tuesday 11/11 and Wednesday 11/12 with the striping to be done Thursday 11/13.

11. Landscape Manager's Report – John Tawaststjerna**Landscape Maintenance**

- Fertilization of lawns
- Clearing of v-ditches and drains of leaf debris
- Weekly leaf removal will begin soon

Tree Maintenance

- Pruning
 - o Oakmont
 - Completed all Entries
 - o Rockledge
 - In Progress
 - o Fairlawn
 - In Progress
 - o Tice Creek
 - In Progress

Small Rehab & Irrigation Projects

- OM E9 Mainline Repair (9/18/25)
 - o \$647.81 (Reserves)
- GR E24 Retaining Wall (8/29/25)
 - o \$2,60.40 (Reserves)

Bids for Approval

- 1441-1457 Oakmont Entry 10 Monterey Pine Removal
 - o Hamilton
 - o \$6,750.00 (Reserves)

Motion made by Dowling, seconded by Chung, to approve the contract with Hamilton in the amount of \$6,750 from the reserves account to remove the Monterey Pine 1441-1457 Oakmont Entry 10. Approved by unanimous vote. (4-0)

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- Rockledge Entry 6 Yearly Pruning

- Waraner
- \$7,980.00 (Reserves)

Motion made by Dowling, seconded by Chung, to approve the contract with Waraner in the amount of \$7,980 from the reserves account for pruning in Entry 6. Approved by unanimous vote. (4-0)

- Tice Creek Entry B Seating Area

- Brightview
- \$11,556.77 (Reserves)

Motion made by Dowling, seconded by Sund, to approve the contract with Brightview in the amount of \$11,556.77 from the reserves account to add a seating area at Tice Creek Entry B. Approved by unanimous vote. (4-0)

- 2025 District 1 Plant Replacements

- Brightview
- \$5,610.78 (Operating)

Motion made by Dowling, seconded by Sund, to approve the contract with Brightview in the amount of \$5,610.78 from the operating account for plant replacement in District 5. Approved by unanimous vote. (4-0)

12. Committee Reports

- a. Budget and Finance Committee Report – *Paul Moderacki*

The Budget & Finance Committee had a very productive meeting this past Tuesday, which covered three main areas:

1. It reviewed the Third Draft of the 2026 Reserve Study and determined it now agreed with the priorities developed for the proposed 2026 Mutual Budget. Following the discussion, the Committee unanimously recommended its approval and adoption by the FWCM Board of Directors.
2. The Committee reviewed and discussed the revised 2026 Proposed Budget and unanimously recommended its adoption by the FWCM Board of Directors, specifically noting it provides for a total monthly coupon of \$1,383/manor/month and that all working capital included in the budget will initially be placed in the Operating Fund.
3. The Committee reviewed the Sept 2026 financial statements with Todd Arterburn, including the insurance rebate delay, the growing accounts receivable. A member of the Committee, Jim Menard has experience in this area and offered to provide “collections training” to Kevin Dowling and/or the full board. Todd reported the 2024 audit and tax returns are available, and the Mutual’s October taxes have been paid.

Todd also reviewed the proposed changes in the Mutual’s insurance planning/purchasing for 2026 and beyond.

- b. Landscape Committee – *Committee Chair Vacant*

No Report

- c. Capital Projects Committee – *Mike Sund*

FIRST WALNUT CREEK MUTUAL**No Report****d. Social Engagement Committee – *Marcia Keating and Brenda Wilson*****2025 FWCM Social Engagement Committee:**

The Social Engagement Committee has 26 committee members. The committee meets the first Monday of the month in the Garden Room, Dollar Clubhouse.

Pending 2025 EVENTS

FWCM Community Holiday Potluck and Gathering: 12/10/25, Fireside Room, Creekside Complex, attendance: TBD: Estimated budget: \$550

Purpose of Event

The Social Engagement Committee will hold a Holiday Potluck, bringing the First Mutual community together to build community spirit. This event provides the opportunity for the residents to socialize, meet their neighbors and have fun.

Logistics

The Social Engagement Committee and volunteers will organize this event.

The date, location, and time have been confirmed with Reservations. Estimated turnout is 120 residents. 15 round tables/8 per table. We will be using the ceramic dinnerware available in the Fireside Room.

Estimated Budget - \$550

Hiring 2 staff to help with serving, cleanup, and washing ceramic dinnerware. 3 Hours: \$220

Room Reservations: \$150 estimate (Room Setup and AV)

Decorations: \$100

Paper products: \$35

Prizes: \$45

Total Expense: \$550

FWCM Welcome New Residents: Host Kevin Dowling: Third Friday of the month, 10 a.m. in the Bunker Room, Creekside. The Social Engagement Committee will be forming a committee to assist Kevin Dowling.

The next Social Engagement Meeting is on Tuesday, November 4, 1:30 p.m. in the Garden Room, Dollar Clubhouse

2026 FWCM Social Engagement Committee: Budget \$1,500 (Proposal to be submitted November 2025)

In 2026 the Social Engagement Committee will continue to meet on the first Monday of the month. In 2026 the committee will organize the events listed below that were very successful in 2025 and plan new social activates for 2026.

2026 EVENTS

1. FWCM Community Potluck and Gathering, May 2026
2. FWCM Informational (TBD) Community meeting: July 2026

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3. FWCM Community Summer Picnic & Potluck: August 2026
4. FWCM Meet the Candidates Forum September 2026 (Tentative)
5. FWCM Community Holiday Potluck and Gathering: December 2026
6. FWCM –Game Night (cards, bingo, trivia, etc.): Date, Time - TBD

FWCM Welcome New Residents: Host Kevin Dowling: Third Friday of the month, 10:00a.m. in the Bunker Room, Creekside. The Social Engagement Committee will be forming a committee to assist Kevin Dowling.

13. New Resident Orientation – Kevin Dowling

Next Orientation Meeting: The next meeting scheduled is on November 21, 2025 at 10:00a.m. in the Bunker Room at the Creekside Clubhouse.

14. Old Business**Action Items**

- a. Proposed Amendments to the Bylaws – *Young Chung*
The Bylaws will be mailed out to the membership for a vote.
Motion made by Dowling, seconded by Sund, to approve the amendments and proceed with mailing to the membership for a vote. Approved by vote. (3-1 Kaiser voted no)

15. New Business**Action Items**

- a. 2026 Reserve Study
Reserve Study was completed by FAI. – *Young Chung*
Motion made by Dowling, seconded by Chung, to approve the Reserve Study. Approved by vote. (3-1 Kaiser abstained)

Motion made by Dowling, seconded by Chung, to amend the agenda and place item b next on the agenda. Approved by unanimous vote. (4-0)
- c. Proposed Enforcement Policy and Schedule of Fines – *Young Chung*
Motion made by Dowling, seconded by Chung, to approve the proposed Enforcement Policy and Schedule of Fines review to comply with AB130 and send to the membership for a 28 day review and comment period. Approved by unanimous vote. (4-0)
- b. 2026 Proposed Budget – *Jeroen Wright*
Wright presented the 2026 proposed budget.
Motion made by Dowling, seconded by Chung, to adopt the 2026 budget as presented. 2026 operating coupon \$1,098.37, reserve coupon \$284.63, making the total coupon \$1,383.00. Approved by unanimous vote. (4-0)

16. Announcements

The next scheduled meeting is the Board of Directors Regular Meeting on November 14, 2025 at 10:00 a.m. at the Event Center in the Donner Room as well as virtually.

17. Adjournment to Executive Session

There being no further business, the Board of Directors Regular Meeting was adjourned at 11:11a.m. and the Board moved into Executive Session.

18. Executive Session Summary

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The Board met in Executive Session from 11:15 to 11:42 a.m. to discuss disciplinary hearings, formation of contract, and litigation.

Board Assistant Secretary's Certificate

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

Victoria Thomas

DRAFT