

BOARD OF DIRECTORS REGULAR MEETING ~ Amended

Friday, April 25, 2025 at 10:00a.m.

Meeting is Conducted In-Person and Virtually

Event Center – Donner Room

1021 Stanley Dollar Drive, Walnut Creek, CA 94595

Join Meeting Virtually

To view the meeting on your computer, iPad, or smart phone, residents should log-in to <https://rossmoor.zoom.us/j/83246235672> or use the Meeting ID: 832 4623 5672. You will see a few prompts to click on such as allowing “the page to open zoom.us,” “join with video,” and “join with computer audio.” Be sure to have your computer speakers turned on.

If residents just want to hear the deliberations, they can dial (669) 900-6833 on any phone, and they will be prompted to enter the Meeting ID: 832 4623 5672.

For technical support to join a meeting, contact (925) 988-7627 or Support@rossmoor.com.

AGENDA

1. **Call to Order**

2. **Roll Call of Directors**

Young Chung – President – District 3
Peter Catalano – 1st Vice President – District 4
Kevin Dowling – 2nd Vice President – District 2
Peggy Kaiser – Treasurer – District 5
Jean Autrey – Secretary – District 1

Mutual Operations Staff

Jeroen Wright – Director of Mutual Operations
Todd Arterburn – Chief Financial Officer
Dave Peakes – Building Maintenance Manager
John Tawaststjerna – Landscape Manager
Victoria Thomas – Board Services Coordinator

3. **New Business**

a. MCE-ClearResult Award

4. **Members’ Forum**

All members are invited to address the Board with questions, comments, and suggestions. The Board does not directly answer questions posed by speakers during the Members’ Forum but does hear the viewpoints and ideas presented and considers them as they act during the meeting. Comments are limited to three minutes per member.

5. **Consent Calendar**

- a. Board of Directors Executive Session Meeting Minutes – February 28, 2025
- b. Board of Directors Executive Session Meeting Minutes – March 14, 2025
- c. Board of Directors Regular Meeting Minutes – March 28, 2025
- d. Board of Directors Executive Session Meeting Minutes – March 28, 2025
- e. Architectural Control Committee Meeting Minutes – April 1, 2025
- f. Board of Directors Special Meeting Minutes – April 11, 2025

- g. Board of Directors Executive Session Meeting Minutes – April 11, 2025
 - h. Board of Directors Executive Session Meeting Minutes – April 18, 2025
- Recommendation: The Board of Directors approve the Consent Calendar.*

6. Report Out from Executive Session Meetings

- Report out from Executive Session on February 28, 2025: The Board met to discuss:
 - Formation of Contract
 - Disciplinary Hearings for policy violations
 - Began construction prior to obtaining a permit – Fined \$100.00
 - Began construction prior to obtaining a permit – To be determined
 - Contractor materials in common area – To be determined

- Report out from Executive Session on March 14, 2025: The Board met to discuss:
 - Formation of Contract
 - Disciplinary Hearings for policy violations
 - Began construction prior to obtaining a permit – Fined \$100.00
 - Began construction prior to obtaining a permit – Fined \$200.00

- Report out from Executive Session on March 28, 2025: The Board met to discuss:
 - Formation of Contract
 - Disciplinary Hearings for policy violations
 - Installed a fence prior to obtaining a permit – Seeking legal advice
 - Personal items in common area – Requested to be removed

- Report out from Executive Session on April 11, 2025: The Board met to discuss:
 - Disciplinary Hearings for policy violations
 - Began construction prior to obtaining a permit – \$200 fine paid and red tag removed

- Report out from Executive Session on April 18, 2025: The Board met to discuss:
 - Litigation

7. President’s Report – Young Chung

8. Treasurer’s Report – Peggy Kaiser

- a. Treasurer’s Report

Recommendation: The Board of Directors certifies compliance with Civil Code §5500.

9. Mutual Operations Reports – Jeroen Wright/Dave Peakes

10. Chief Financial Officer’s Report – Todd Arterburn

11. Landscape Manager’s Report – John Tawaststjerna

12. Committee Reports

- a. Budget and Finance Committee Report – Paul Moderacki
- b. Landscape Committee – Committee Chair Vacant
- c. Capital Projects Committee – Mike Sund
- d. Social Engagement Committee – Committee Chair Vacant

13. New Resident Orientation – Jerry Priebat

Next Orientation Meeting: The next meeting scheduled is on May 13, 2025 at 10:00 a.m. in the Bunker Room at the Creekside Clubhouse.

14. **Unfinished Business**

Action Items

- a. Fire Extinguisher Inspection – Member Process – *Young Chung*
Recommendation: The Board of Directors approve members as volunteers for the fire extinguisher inspections.
- b. Write Off on 23 Accounts Totaling (\$1,334.41) – *Peggy Kaiser*
Recommendation: The Board of Directors approve to write off 23 accounts totaling (\$1,334.41).
- c. GRF/MOD Performance Issues – Lack of Financial Statements – *Young Chung*
Recommendation: The Board of Directors approve withholding of funds as penalty for nonperformance of contract.
- d. Bylaws – Review Latest Comments from Legal Counsel – *Young Chung*
Recommendation: The Board of Directors approve and circulate for member vote.

15. **New Business Cont.**

Action Items

- a. Appoint Marcia Keating and Brenda Wilson as Co-Chairs to the Social Committee – *Young Chung*
Recommendation: The Board of Directors appoint Marcia Keating and Brenda Wilson as Co-Chairs to the Social Committee.

16. **Informational/Discussion Items**

- a. 2025 Board of Directors Election – *Victoria Thomas*
- b. 2025 Board/Committee Meeting Schedule Change – *Victoria Thomas*
- c. HVAC duct cleaning – *Young Chung*
- d. Smoking Violation Processes – Option for installing smoking detection sensors for policy enforcement – *Young Chung*
- e. Procedures for follow up on manor transfer issues – *Young Chung*
- f. Civil Code 4041 - Importance for Members to comply – *Peggy Kaiser*
– Escalating cost to send required notices to members via US Mail
- g. The Board should choose a parliamentary for the Board and Committees to follow when conducting meetings – *Peggy Kaiser*
- h. Cyber Security – *Todd Arterburn*
- i. VistAbility Contract – *Peggy Kaiser*

17. **Announcements** – The next scheduled meeting is the Board of Directors Regular Meeting on May 30, 2025 at 10:00 a.m. at the Event Center in the Donner Room as well as virtually.

18. **Adjournment to Executive Session** – If necessary, for legal issues, contracts, member discipline, personnel issues, delinquencies, or foreclosures.