

BOARD OF DIRECTORS REGULAR MEETING**Friday, August 22, 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
Peter Catalano – 1st Vice President
Kevin Dowling – 2nd Vice President
Peggy Kaiser – Treasurer – Virtually
Jean Autrey – Secretary

Rossmoor Property Management

Jeroen Wright – Director
Todd Arterburn – Chief Financial Officer
Dave Peakes – Building Maintenance Manager
John Tawaststjerna – Landscape Manager
Lucy Limon – Board Services Coordinator

3. Members' Forum

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

- It was requested to revise the BBQ Policy specifically with the propane tank size and electric grills
- It was requested that Staff inspect eucalyptus trees.

4. Consent Calendar

- a. Board of Directors Regular Meeting Minutes – July 25, 2025
- b. Board of Directors Executive Session Meeting Minutes – July 25, 2025
- c. Board of Directors Executive Session Meeting Minutes – August 1, 2025

Motion made by Autrey, seconded by Chung, to approve the Consent Calendar.

Discussion – Kaiser cannot approve the minutes as written.

Approved by vote. (4-1 Kaiser voted no)

5. Executive Session Meeting Summary

- Executive Session Meeting on July 25, 2025
 - Litigation
 - Member Matters
 - Manor Transfer Issues
 - Waved two \$25.00 fines imposed by Accounting Dept. Approved by unanimous vote. (4-0)

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- Executive Session Meeting on August 1, 2025
 - Litigation
 - Private Gardens
 - Formation of Contract

6. **President's Report** – *Young Chung*
GRF Management Agreement is near completion.

7. **Treasurer's Report** – *Peggy Kaiser*

a. Treasurer's Report

The Mutual is positive to budget in the reserves and operations.

Certify compliance with Civil Code §5500. The Board did not receive sufficient time from the Accounting Department to review the July financial statements prior to the meeting and, therefore, cannot certify compliance with Civil Code §5500.

Topic deferred

Motion made Catalano to post the financial statements on the Mutual's webpage. There was no second motion. Motion did not pass.

8. **Director's Report** – *Jeroen Wright*

- GRF Management Agreement will be presented at the next Presidents' Forum.
- A large tree fell in Third Walnut Creek Mutual, causing damage to a building. The repair costs will most likely be addressed through the Shared Deductible Agreement.

9. **Chief Financial Officer's Report** – *Todd Arterburn*

- Filled the financial planning analyst position.
- RWC and RPM will have budget meetings on September 9th and 10th. Once complete the budget will be forwarded to the Board.
- All of the Mutual's financial statements have been uploaded to the shared drive for Board Members to review.

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

- a. Bids pending approval on 1400 Golden Rain Rd. #3 patio replace and relevel lifted stairs.
Motion made Autrey, seconded by Dowling, to approve the Fleece contract in the amount of \$15,725 to do the repair work at 1400 Golden Rain, #3 from the reserve account. Approved by unanimous vote. (5-0)

Carpentry/Paint Rehab Work

AMAC is waiting on some deck boards to be delivered before they can finish at 2525 Golden Rain Rd. They have moved on to 3217 Golden Rain Road, where they are near completion with the carpentry and have started work on 3233 Golden Rain Rd. as well. Gauthier has completed work at 1857 Golden Rain Rd. and has notified the residents at 1865 Golden Rain Rd. that the rehab is about to commence there. Deck coaters and painters are following behind the carpenters.

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The rebuild project is nearing completion and is due to be finished by the end of next week. The windows have been installed and signed off by the City. The installation of carpet and the interior painting is due to start at the beginning of next week.

2025 Reserve Study

Upon return from my vacation I have reached out to FAI and provided them with some numbers that they requested (estimate of reserve balance at 12/31/25 and the estimate of the 2026 reserve contribution) to go forward with the Reserve Study. I JUST received an email from Gary Porter wanting to know if I could speak with him next Monday or Tuesday. I responded that if he picked a time/date, I would accommodate him.

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

- Plant replacement deadline was August 15th. A compiled report will be provided to the Committee and Brightview to review. The goal is to begin installations in November/December.
- Fertilizing shrubs and trees will begin in September.
- Pruning trees on Oakmont in entries 1-16 will begin in September.
- Received approval from the City of Walnut Creek to remove a eucalyptus tree located on the corner of Pine Knoll and Oakmont. Staff will proceed with the removal.
- A main irrigation line broke at Golden Rain entry 19 costing approximately \$580. A small rehab at the rear of the building on Golden Rain was also done costing \$2,220.
- Golden Rain entry 14 – a sign was posted about the items placed in common area. Staff has not received a response from residents. Brightview is scheduled to remove the pots and rock piles that have been appearing. Cost to the Mutual is \$500.

12. Committee Reports**a. Budget and Finance Committee Report – *Paul Moderacki***

- Arterburn was in attendance at the last Committee meeting and gave a presentation of the new NetSuite software program.
- Turf transitions will occur as funds permit.
- It was requested that Wright and Arterburn attend the next Committee virtual meeting on September 16th at 3:00pm.
- The Committee received the financial statements 30 minutes before the meeting therefore, did not have a chance to review them.

b. Landscape Committee – *Committee Chair Vacant*

No Report

c. Capital Projects Committee – *Mike Sund*

- Committee is researching heat pump technology and how it may be beneficial to the Mutual.
- Committee is researching electricity upgrades and looking for rebates to help offset the cost.

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- d. Social Engagement Committee – *Maria Keating and Brenda Wilson*
Mutual held a picnic that was a success.
Candidates' Forum is scheduled for September 15th at the Creekside Clubhouse in the Club Room at 1:30 p.m.

13. **New Resident Orientation** – *Kevin Dowling*

Next Orientation Meeting: The next meeting scheduled is on September 9, 2025 at 10:00 a.m. in the Bunker Room at the Creekside Clubhouse.

14. **New Business**

Action Items

- a. Collection Policy – *Jean Autrey*
Legal counsel has been authorized to update the Collection Policy to meet the current laws. Arterburn is assisting where needed.
- b. Fine Policy – *Young Chung*
 - AB130 Limiting Fines
AB130 limits the fines that may be imposed on residents for policy violations. The Fine Policy needs to be amended accordingly.
Motion made Autrey, seconded by Dowling, to approve legal counsel to update the Fine Policy. Approved by vote. (4-1 Catalano voted no)
- c. Residents Personal Items in Common Area – *Jean Autrey*
Autrey reported that items are being placed in the common area by unidentified residents, thereby costing the Mutual monies to repair/remove.
- d. Capital Projects Proposal for Building Electrification -- *Zinsco Main Panel Replacement/EV Pilot –Young Chung/Mike Sund*
Topic Deferred
- e. Civil Code 4950 – *Peggy Kaiser*
 - Posting Board meeting minutes to members within 30 days
Staff was asked to have minutes to the Board five days after a meeting. Wright stated that in the GRF Management Agreement, starting in 2026, it states that minutes will be provided to the Board within 15 business days.
- f. Civil Code 4041 – *Peggy Kaiser*
 - Communication preference from members
Kaiser stated that the process needs to be improved and the forms sent earlier.
Dowling proposed that the 4041 form should be mailed to all residents. Board directed Staff to mail out the 4041 form as well as the Annual Disclosures and Budget Booklet.
- g. Board Education Funding – *Peggy Kaiser*
Kaiser attended an Education Community for Homeowners (ECHO) meeting, wherein she learned about a course that educates Directors on how to be a Director, understand civil

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codes and governing documents. The cost for the course is \$100. Kaiser asked that a line item be added to the budget for this expense.

15. Informational/Discussion Items

- a. Maintenance Policy – Proposed Amendments – *Jean Autrey*
Topic Deferred
- b. Landscape Encroachments in Common Area – *Young Chung*
 - Common Area Encroachments
 - Large Trees in Exclusive Use Common AreaResidents continue to plant trees in common area. Citrus trees have falling fruit that can potentially cause a resident to slip on it and fall. The Board needs to discuss how they would like to move forward on these issues. Staff is going to produce an inventory report of all trees in common area and what type of tree they are and present to the Board.
- c. Firewise Committee – *Young Chung*
To ensure the Mutual remains fire safe, appropriate preventative measures will be implemented. Create an ember resistant zone of five feet from buildings by removing flammable fuels (mulch and buildup of leaves), upgrade screens on vents to a 1/8 inch, convert wooden fences that are perpendicular to the buildings to a non-combustible fence in the five foot zone).
- d. FWCM Newsletter – *Young Chung*
Create a summary of Board meeting discussions and present in the Rossmoor newspaper.
- e. GII Buildings and Earthquakes – *Jean Autrey*
The Mutual does not carry earthquake insurance. Monies should be earmarked in the reserve account for hardening the GII buildings. Peakes will contact a structural engineers to get bids and will present them to the Board.
- f. Procedures for follow up on Manor Transfer Issues – *Young Chung*
RWC is not being notified when an owner of a manor passes or when the designated occupant changes. Wright is working with legal counsel to assist with this.
- g. MailChimp – *Young Chung*
Account is now active. The account is assigned purely to the Social Engagement Committee.

16. Announcements

The next scheduled meeting is the Board of Directors Regular Meeting on September 26, 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 11:45 a.m. and the Board moved into Executive Session.



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18. Executive Session Summary

The Board met in Executive Session from 12:00 to 1:05 p.m. to discuss disciplinary hearings and formation of contracts.

Board Assistant Secretary's Certificate

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

Victoria Thomas