



FIRST WALNUT CREEK MUTUAL

BOARD OF DIRECTORS REGULAR MEETING

Friday, July 25, 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 – Left 12:33pm
Kevin Dowling – 2nd Vice President
Peggy Kaiser – Treasurer – Virtually
Jean Autrey – Secretary

Rossmoor Property Management

Todd Arterburn – Chief Financial Officer
Dave Peakes – Building Maintenance Manager
John Tawaststjerna – Landscape Manager
Victoria Thomas – Board Services Coordinator

Motion made by Autrey, seconded by Dowling, to amend the agenda and move Informational Item a Cyber Security Presentation to the beginning. Approved by unanimous vote. (5-0)

Motion made by Catalano that the presentation be limited to twenty minutes. There was no second motion. Motion did not pass.

15. **Informational/Discussion Item**

- a. Cyber Security Presentation RWC Staff Member, Eric Loranger, IT Manager, gave a presentation on cyber security.

3. **Members' Forum**

Members were afforded an opportunity to address the Board for up to 3 minutes. There were no comments.

4. **Consent Calendar**

- a. Board of Directors Regular Meeting Minutes – June 27, 2025
- b. Board of Directors Executive Session Meeting Minutes – June 27, 2025
- c. Architectural Control Committee Meeting Minutes – July 17, 2025

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Motion made by Dowling, seconded by Autrey, to approve the Consent Calendar with the amendment of removing Barry Swank as Chair to the Landscape Committee on the Board of Directors Regular Meeting Minutes – June 27, 2025. Approved by unanimous vote. (5-0)

5. Executive Session Meeting Summary

- Executive Session Meeting on June 27, 2025
 - Litigation
 - Manor Transfer Issues
 - Waved two \$25.00 fines imposed by Accounting Dept. Approved by unanimous vote. (4-0)

6. President's Report – Young Chung

- Landscape Committee held a town hall with topics on zone zero and exclusive use common area with trees that exceed the required 12 feet.
- It has been observed that some Board Members are engaging in micromanagement of RMC staff, which is counterproductive and not appreciated. When tasks are assigned to staff, the Board should support them and allow them the opportunity to perform their duties. Constant oversight is demoralizing, especially when the staff is knowledgeable and qualified to do their jobs.
- When resolutions are passed the Board needs to be cognizant of what the resolutions are.

7. Treasurer's Report – Peggy Kaiser

The Board received from the Accounting Department the following financial reports: consolidated containing a balance sheet, income statement monthly with year to date, and a statement of cash flow, budget year to date, payment history, check register, general ledger, and bank reconciliation with bank statements. In addition, the operating report included an AR aging. The work order reports are still produced through Jenark. Overall the Mutual expenses continue to be favorable to budget.

Operations fund is favorable to budget by \$1,275,375. \$978,856 is due to insurance coming in under budget. The Mutual has not paid the \$275,000 to Five Star for the stale invoices. Kaiser has requested a status report from Arterburn on the Five Star payment.

Reserve is favorable to the budget by \$906,419. Peakes informed the Board of an increase in timber beams requiring replacement on balconies.

Six members are in arrears by \$10,000 or more.

Motion made by Kaiser, seconded by Autrey, to add topics to the August agenda: Fine Policy (AB130 limiting fines), Civil Code 4950 (posting Board meeting minutes to members within 30 days), and Civil Code 4041 (communication preference from members). Approved by unanimous vote. (5-0)

Motion made by Kaiser, seconded by Dowling, to certify compliance with Civil Code §5500 for the June financials. Approved by unanimous vote. (5-0)

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Motion made by Catalano, seconded by Kaiser, to post all received financial reports on the Mutual's webpage. Chung reminded the Board that legal counsel advised against posting any type of financial reports as they contain confidential information. Kaiser agreed that the information is confidential. Autrey suggested that the Treasurer's Report be posted and follow civil code on necessary steps that members need to take to get reports.

Motion did not pass (1-4 Chung, Autrey, Dowling, and Kaiser voted no.)

8. **Mutual Operations Reports** – Jeroen Wright/Dave Peakes

Wright

No Report

Peakes

Carpentry/Paint Rehab Work – AMAC is currently working on a G-11 building at 2525 Golden Rain Road entry 18. Upon completion they will be moving to the building next door at 2501. Gauthier, having completed work on a Monterey/Carmel at 1841 Golden Rain entry 17, has started working on the neighboring building at 1857 Golden rain. Painting crews are following behind the carpenters and are currently working at 1500 Rockledge and 1841 Golden Rain. Next in the cue for them is 1601 Oakmont which has just completed the rehab. The residents have selected the color for that building

1901 Golden Rain Rd. – Significant progress has been made in the last month on the fire rebuild at 1901 Golden Rain. Insulation has been installed, and both the sheetrock and texture have been completed in the garage. The affected deck has been demoed and rebuilt. The handrails and spindle details are also complete. As of this report, the deck coaters are working there. Carpet samples are being provided for the two affected units and windows are scheduled to be delivered on the week of 8/11. Work is on schedule if not slightly ahead.

FWCM Roofing Program – Bids are still being procured from multiple vendors as well as formulating the scope of work for Silicon roofs for this year's roofing program.

1400 Golden Rain Rd. #4 – Due to the location of a Redwood tree directly in front of the building, the patio at this address has lifted and cracked in multiple locations. The Mutual stairway has pitched as well. Due to mobility issues, this resident has just had a walkway with pavers approved and installed. I have submitted two bids for the Boards consideration to have the patio removed and replaced, as well as the stairwell leveled.

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

- Continue to work on the RWC Management Agreement. Finalizing the boiler plate language.
- Budget planning for the Mutual will begin soon.
- New software will replace the current method of budget forecasting.
- Five Star invoices on work occurred in 2024 were paid in April totaling \$275,000. The check has not cleared the Mutual's account yet.

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Plant Replacements

- Deadline of August 15 for residents to submit
- plantreplacement@rossmoor.com

Landscape Maintenance

- Tip prune Azalea
- Deadhead Rhododendron
- Weed removal

Tree Maintenance

- Pruning
 - o Oakmont
 - Scheduled for August

Removal Permits

- o Oakmont Entry 16
 - (2) Italian Stone Pine
 - Eucalyptus Blue Gum
 - Sequioa
 - In progress

Small Rehab & Irrigation Projects

- 1116 OM E4 Cobble Refresh (6/27/25)
 - o \$730.25 (Operating)
- OM E13 DG Path Refresh (6/27/25)
 - o \$373.25 (Operating)
- RL E8 Stations 4 & 7 Conversion (7/3/25)
 - o \$3,076.27 (Reserves)

Golden Rain Entry 14 Daffodil Garden

- \$7,107.75 to improve area in 2024
- Residents continue to add items to the area, and Brightview will charge for the removal of those items
 - o RPM will monitor the costs of Brightview removing items added to landscape

11. Committee Reports**a. Budget and Finance Committee Report – Carol**

The lack of monthly financial reports is becoming critical. We are about to enter budget season when most of the accounting and finance departments efforts will be focused on 2026. Without comprehensive financial data from the first half of 2025, and a completed 2025 Reserve Study, the Board and B&F Committee will be hampered and planning for 2026 with, figuratively, one hand tied behind its backs.

Thanks to the leadership of Carol Sund, and in the absence of management attendance at meetings, the Committee has continued its focus on Laundry Room facilities.

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Ms. Sund and Jim Menard visited 10 laundry buildings with higher monthly electric and gas costs and reported finding:

- rodent droppings in closets
- older and ancient water heaters (they found install dates of 2006 and 2011)
- active wall (space) heaters
- liquor bottles and other discarded items (garbage) in closets

They agreed to develop a 10-year maintenance plan, similar to the Mutual's 10-year building maintenance plan for laundry facilities to include:

- installing timers on electric (space) heaters
- replacing old, inefficient water heaters
- improving security, including locking utility closets

A maintenance program, once adopted and implemented, would reduce operating costs and potentially generate further MCE rebates. Sund and Menard said they would have a draft program plan ready for discussion at the August meeting.

CFO, Todd Arterburn, has not attended a B&F Committee meeting in at least four months and there is a growing list of items, both informational and procedural, the Committee has asked about, including: components of the MOD management fee, NetSuite computer conversion, cyber security, developing/adopting policies and procedures for operational and reserve year-end surpluses, an Accounting Procedures and Operations Manual and other matters.

Director, Jeroen Wright, was invited to the meeting to discuss the Firewise Program in the context of its anticipated implementation expenses but did not attend.

During the meeting, Melanie Rose noted neither FWCM or RWC/GRF has received audited 2024 statements to date.

Next meeting: August 19th @ 3 p.m. on ZOOM

Motion made by Catalano to approve the Board forward Moderacki's report to RWC and ask for a written response from them and place the topic on the agenda for the next Board meeting. There was no second motion. Motion did not pass.

- b. Landscape Committee – *Committee Chair Vacant*
No Report
- c. Capital Projects Committee – *Mike Sund*
No Report
- d. Social Engagement Committee – March Keating and Brenda Wilson
Successful landscaping meeting on July 22nd.

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Events coming up are:

- Summer picnic on August 15th at 3:00pm at the Sportmen's Park at the Hillside Complex.
- Met the Candidates on September 15th at 12:30pm in the Club Room at the Creekside Clubhouse.
- Town hall on November 3rd at 12:30pm in the Diablo Room at the Hillside Complex.
- Holiday potluck on December 10th at 3:30pm in the Fireside Room at the Gateway Clubhouse.

12. New Resident Orientation – Jerry Priebat

Next Orientation Meeting: The next meeting scheduled is on August 12, 2025 at 10:00 a.m. in the Bunker Room at the Creekside Clubhouse.

13. Unfinished Business**Action Items****a. Landscape Committee Policy Procedures – *Young Chung***

There are large trees and shrubs in exclusive use common area and ivy growing on fences. Chung inquired about the extent of authority the Board wishes to delegate to the Landscape Committee and the Landscape Department for policy enforcement. Autrey stated that the current process is for the Landscape Committee to notify the Board when policy violations are found, after which Staff issues a warning letter to address the violation.

Residents have been planting citrus trees; however, Rossmoor discourages this practice as citrus trees attract rodents. Tawaststjerna noted that citrus trees are not maintained by the landscaping service.

14. New Business**Action Items****a. Video Surveillance Options in Common Area – *Young Chung***

No Discussion

b. Selection – Victoria Thomas

Thomas provided the Board with three bids requesting they select one for the Inspector of Election for the Bylaws Ballot.

Motion made by Autrey, seconded by Dowling, to hire Bellwether Election Solutions for cost of \$2,150 to be the Inspector of Elections for the Bylaws vote.

Approved by unanimous vote. (5-0)

15. Informational/Discussion Items**b. 2025 Director Election - Candidates Forum – *Young Chung***

The Forum will be held in the Club Room at the Creekside Clubhouse on September 15th at 12:30 p.m.

Motion made by Catalano to limit the Candidate Statement to three pages. There was no second motion. Motion did not pass.

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 c. GRF Management Agreement Process – *Peter Catalano*

Motion made by Catalano, seconded by Kaiser, that the Board notice a round table discussion with all interested parties, except for RWC, on the RWC Management Agreement.

Discussion – Kaiser asked how residents would be notified of the round table discussion. Catalano suggested placing an article in the paper or use existing email lists to email residents.

Jeff Matheson stated that the current process has been going on since the fall of 2024. Staff meets with a group of people, primarily Board Presidents, twice a month to discuss various aspects of the agreement.

Motion did not pass. (2-3 Chung, Autrey, and Dowling voted no)

 d. Capital Projects Proposal for Building Electrification -- Zinsco Main Panel Replacement/EV Pilot – *Young Chung/Mike Sund*

Electrification

EV Charging

Objectives

1. Approve Pilot

Building

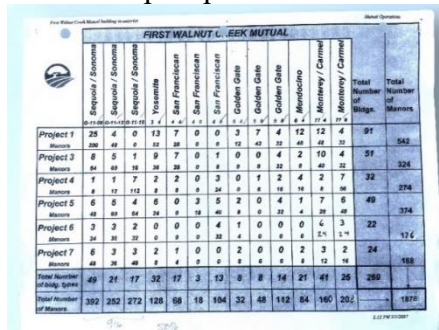
2. Tentative Approval

Electrification / EV Charging

FWCM Agreement with MCE/ClearResult Late 2023

Engineering Assistance

1 MCE Report per Site



Project Name	Building Name	Cost Category	Cost
Project 1	Esposito / Sonoma	Electrification	25
Project 2	Esposito / Sonoma	Electrification	4
Project 3	Esposito / Sonoma	Electrification	0
Project 4	Esposito / Sonoma	Electrification	13
Project 5	Esposito / Sonoma	Electrification	7
Project 6	Esposito / Sonoma	Electrification	0
Project 7	Esposito / Sonoma	Electrification	0
Project 8	Esposito / Sonoma	Electrification	3
Project 9	Esposito / Sonoma	Electrification	7
Project 10	Esposito / Sonoma	Electrification	4
Project 11	Esposito / Sonoma	Electrification	12
Project 12	Esposito / Sonoma	Electrification	4
Project 13	Esposito / Sonoma	Electrification	51
Project 14	Esposito / Sonoma	Electrification	543
Project 15	Esposito / Sonoma	Electrification	51
Project 16	Esposito / Sonoma	Electrification	321
Project 17	Esposito / Sonoma	Electrification	32
Project 18	Esposito / Sonoma	Electrification	276
Project 19	Esposito / Sonoma	Electrification	49
Project 20	Esposito / Sonoma	Electrification	324
Project 21	Esposito / Sonoma	Electrification	22
Project 22	Esposito / Sonoma	Electrification	126
Project 23	Esposito / Sonoma	Electrification	24
Project 24	Esposito / Sonoma	Electrification	158
Project 25	Esposito / Sonoma	Electrification	280
Project 26	Esposito / Sonoma	Electrification	1879

Project Cost Estimate.....\$7.5 Million (Must Have Electrification)

EV Rebates Will Pay for Most of \$14 Million

Potential EV Charging Rebates

Name	Rebate/Port	Total
MCE (Green)	\$ 3,000	\$ 5,634,000
MCE (Deep Green)	\$ 500	\$ 939,000
CCTA	\$ 2,000	\$ 3,756,000
CiC	?	?
Residents ¹	\$ 1000	\$ 1,878,000
		\$12,878,000

Asked for \$35,000 to replace two 9-meter panels.

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- e. Maintenance Policy – Proposed Amendments – *Jean Autrey*
Topic Deferred
- f. Landscape Encroachments in Common Area – *Young Chung*
Topic Deferred
- g. Firewise Committee – *Young Chun*
Topic Deferred
- h. FWCM Newsletter – *Young Chung*
Topic Deferred

16. Announcements

The next scheduled meeting is the Board of Directors Regular Meeting on August 22, 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 12:33p.m. and the Board moved into Executive Session.

18. Executive Session Summary

The Board met in Executive Session from 12:44 to 1:34 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