

**BOARD OF DIRECTORS REGULAR MEETING****Friday, June 27, 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**

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**MINUTES****1. Call to Order**

Chung called the meeting to order at 10:03 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  
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:

- Barry Swank is joining the Landscape Committee. Swank complimented Brightview's work.
- Residents are plugging battery packs into outlets in carports. Tawaststjerna replied that it is Brightview charging their equipment, not residents. Adding that this was previously approved at a Board meeting. Asked for safety signs to be placed.
- After RPM approved an alteration, a resident was told the project was done incorrectly. Resident asked to be reimbursed \$7,000 for the project.
- Monthly assessments have not been collected since March.
- Requested the Maintenance Department provide better communication.
- Compliments given for replacing electrical panels.
- Requested RPM inspect neighbors' manors when a contractor is working on a home nearby. Wright replied that it is not a responsibility of RPM.

**4. Consent Calendar**

- a. Board of Directors Regular Meeting Minutes – May 23, 2025
  - b. Board of Directors Executive Session Meeting Minutes – May 23, 2025
  - c. Architectural Control Committee Meeting Minutes – June 3, 2025
  - d. Board of Directors Executive Session Meeting Minutes – June 6, 2025
- Motion made by Dowling, seconded by Autrey, to approve the Consent Calendar as amended.  
Approved by unanimous vote. (5-0)*

**FIRST WALNUT CREEK MUTUAL****5. Report Out from Executive Session Meeting**

- Report out from Executive Session on May 23, 2025
  - Landscape Violation – Fined \$100
  - Occupancy Violation – Researching
  - Pets – Researching
  - Alteration – Approved
  - Common Area – Approved
  - Formation of contract
- Report out from Executive Session on June 6, 2025
  - Litigation

**5. President's Report – Young Chung**

- The Board's conduct is causing excessive delays in finalizing important matters; for example, the Bylaws amendment process took a year and a half to complete.
- Board Members have difficulty agreeing on topics.
- Inconsistent policy enforcement creates the perception that certain residents are being unfairly singled out—for example, in matters related to landscaping, parking, and carport violations.
- GRF Taskforce continues to work with RWC and RPM on the GRF Management Agreement.

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

CFO provided the following reports, which Kaiser reviewed, the operation and reserves, monthly income with year to date figures, payment history, and the general ledger detail. The operation is favorable to the budget by \$1.1M with insurance accounting for \$816,000. Two areas that were most unfavorable to the budget were the water supply repair 187% over budget year to date and electrical repair and maintenance 182% over budget year to date. Additional reports received were the accounting aging report, bank reconciliation report with statements, and the work order report.

Potluck expenses at approximately \$60 is currently being processed by the Accounting Department.

*Motion made by Catalano to post the 16 financial statements FWCM's webpage on Rossmoor's website under the Useful Information tab. There was no second motion. Motion did not pass.*

*Motion made by Catalano to post the 16 financial statements except for the document with aging receivables FWCM's webpage on Rossmoor's website under the Useful Information tab. There was no second motion. Motion did not pass.*

Catalano asked for copies of the 2024 check registers, invoices for the general ledger, and invoices surrounding the lump sum payment to Five Star to provide to a member in the Mutual. Arterburn replied that 2024 check registers were distributed to the Board. Accounting document requests made by members in the Mutual should be done directly to the CFO via a public records request.

**FIRST WALNUT CREEK MUTUAL****8. Mutual Operations Reports – Jeroen Wright/Dave Peakes**

Wright

- Company DBA (doing business as) name has changed. Golden Rain Foundation (GRF) is now Rossmoor Walnut Creek (RWC) and Mutual Operations Division (MOD) is now Rossmoor Property Management (RPM).
- RWC Management Agreement is actively being developed in collaboration with the management agreement Taskforce. It is estimated to be finalized in August, which will be used for the 2026 budget forecast.

Peakes

**Carpentry/Paint Rehab Work**

AMAC is currently finishing up the rehab. work on entry 10 Rockledge having completed buildings 1426 and 1500. They will now be moving on to 1601 Oakmont then 2200 and 2232 Golden Rain. The deck coaters are following up right behind them. The painters are working on 1208 Rockledge and ready to initiate power washing at 1426 Rockledge. Gauthiers crew has started work at 1841 Golden Rain after completing the work at 1516.

**1901 Golden Rain Rd.**

Work has commenced, and the schedule of work has been submitted for the put back of the carport and affected units. The damaged beams and framing in the carports has been ice blasted and sealed, Yesterday the city of WC signed off on the electrical work. According to the schedule, the work should be done sometime in September.

**FWCM Roofing Program**

Bids are being obtained from three vendors for this years roofing program. We are exploring a GE silicon product that provides the same warranty as Duro-Last which we use now. This transition could effectively cut the roofing budget in more than half, opposed to doubling it which is what will happen if we elect to stay with Durolast and try to achieve the new insulation requirements mandated by the City of Walnut Creek. We will initially approve 3 roofs before deciding on whether to implement a full transition for this years program.

*Motion made by Catalano, seconded by Kaiser, that RPM provide a written explanation of who the contract manager is, who they report to, and how their time is allocated. Motion did not pass. (2-3 Chung, Autrey, and Dowling voted no)*

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

- General ledger balance sheet accounts.
- Budget process will be more detailed now with the new system NetSuite. Staff plans to train the Board Members on the system.
- Three way matching purchase order function has not been turned on yet in NetSuite.

*Motion made by Catalano requesting a written response from GRF to the auditors criticisms. There was no second motion. Motion did not pass.*

**FIRST WALNUT CREEK MUTUAL****10. Landscape Manager's Report – John Tawaststjerna****Plant Replacements**

- Deadline of August 15 for residents to submit
- Send plant replacement requests to: [plantreplacement@rossmoor.com](mailto:plantreplacement@rossmoor.com)

**Landscape Maintenance**

- Weed abatement is complete
- Weed removal in shrub beds
- Pruning of Rhododendrons and Azaleas

**Tree Maintenance**

- Pruning
  - Pine Knoll

**Completed**

- Removal Permits
  - Oakmont Entry 16
    - (2) Italian Stone Pine
    - Eucalyptus Blue Gum
    - Sequioa

**In Progress****Rehab & Irrigation Projects**

- OM E10 Lodi Stone (5/28/25)
  - \$609.00 (Operations)
- OM E9 Oak Tree Planting (6/9/25)
  - \$3,100.00 (Reserves)
- PK E5 Seating Area DG Refresh (6/9/25)
  - \$772.50 (Operations)
- GR E12 Add a Zone (6/9/25)
  - \$363.60 (Reserves)
- RL E6 Two Valve Replacements (6/9/25)
  - \$954.03 (Reserves)
- FL E3 Sprinkler Upgrade (6/9/25)
  - \$670.00 (Reserves)

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

Committee held their meeting on June 17<sup>th</sup>. The Committee recommended appointing James Menard to the Committee.

A resident comment during the meeting that the audit is overdue and recommended hiring an external CPA to complete a forensic audit and for Board Members to obtain bank statements to reconcile the accounting records.

The Committee requested the Director and Landscape Manager attend the July 15<sup>th</sup> meeting to inform Committee of any fire mitigation plans that have been developed for the Mutual and any projected budget needs for 2026 and beyond.

**FIRST WALNUT CREEK MUTUAL**

The Committee reviewed the January to April budget to the actual report and the April general ledger. The Committee requested a list of account components to better understand the revenues and expenditures in each account.

Carol reported that she spoke to a PG&E representative who reassured her of the accuracy of the smart electrical meters in the laundry rooms. The Mutual continues to experience excess electricity charges in the laundry rooms. For instance, in the last batch of bills, which were in April, three laundry rooms were in excess of \$200, five laundry rooms have bills over \$300, and two laundry rooms were over \$400. The excess bills are probably caused by inefficient obsolete washers and dryers. The aged equipment should be replaced.

The Committee wondered whether the Board had received written confirmation from Contra Costa Fire that the Mutual is exempt from the state's required monthly fire extinguisher inspections.

*Motion made by Autrey, seconded by Dowling, to appoint James Menard to the Budget and Finance Committee. Approved by vote. (4-1 Catalano voted no)*

- b. Landscape Committee – *Committee Chair Vacant*  
No Report

*Motion made by Dowling, seconded by Autrey, to appoint Barry Swank as a Committee Member on the Landscape Committee. Approved by vote. (4-1 Catalano voted no)*

- c. Capital Projects Committee – *Mike Sund*  
No Report

- d. Social Engagement Committee – *Marcia Keating and Brenda Wilson*

The Community Social Engagement Committee assisted the First Mutual in planning a social gathering and potluck that was held on Friday, May 30, 2025 at the Hillside, Diablo Room from 5:30 p.m. to 8:00 p.m.. Barry Swank provided flyers that were emailed to residents and posted at the First Mutual Entries. There were over 150 residents who attended this event. Young Chung and John Stewart were the MCs.

The CSEC met on Monday, June 2, 2025 to review the First Mutual potluck, discuss the CSEC members roles, CSEC meeting schedule, CSEC 2025 budget, and First Mutual future events.

Community Social Engagement Committee 2025

Brenda Wilson, Co-Chair

Marcia Keating, Co-Chair

Kevin Dowling, Board Liaison

Kathleen Boos, Secretary (new)

Barry Swank, Advertisement (new)

John Stewart, Speaker (new)

Jack Appleman

**FIRST WALNUT CREEK MUTUAL****CSEC Budget**

A CSEC budget will be submitted to the First Mutual by the end of June, 2025.

**First Mutual Future Events**

Room reservation applications were submitted on June 4, 2025 for the following events:

First Mutual Landscaping Meeting – July 2025

(Speaker John Tawaststjerna, Landscape Manager, GRF)

First Mutual Meet the Candidates – September, 2025

First Mutual Town Hall: October, 2025 or November, 2025

First Mutual Holiday Potluck: November, 2025 or December, 2025

The next CSEC meeting will be held on Monday July 7, 2025 at 1:30 p.m., room TBD.

Future CSEC meetings will be on the 1st Monday of each month at 1:30 p.m., room TBD.

**12. New Resident Orientation – Jerry Priebat**

Next Orientation Meeting: The next meeting scheduled is on July 8, 2025 at 10:00 a.m. in the Bunker Room at the Creekside Clubhouse.

**13. Unfinished Business****Action Items****a. Proposed Amended Bylaws – Young Chung**

The Board reviewed final version of the proposed amended Bylaws.

*Motion made by Autrey, seconded by Dowling, to approve the proposed amended Bylaws. Approved by vote. (3-2 Catalano and Kaiser voted no)*

*Motion made by Dowling, seconded by Autrey, to approve the letter to members and the summary of Bylaws amendments provided by legal counsel. Approved by vote. (3-2 Catalano and Kaiser voted no)*

**b. Landscape Committee Policy Procedures – Young Chung**  
Topic Deferred**14. New Business****Action Items****a. Cyber Security Presentation – Todd Arterburn**  
Topic Deferred**b. Mail Chimp Email Account – Kevin Dowling**

This will be used for membership communication at a cost of \$20 per month. Dowling set up the account for the months of June to December at a cost of \$140.00. Dowling asked for reimbursement of his personal expense.

*Motion made by Dowling, seconded by Chung, to approve the reimbursement to Dowling in the amount of \$140.00. Approved by unanimous vote. (5-0)*

**c. Appoint Jim Menard to the Budget and Finance Committee – Young Chung**  
Previously Discussed

**FIRST WALNUT CREEK MUTUAL**

- d. Appoint Barry Swank to the Landscape Committee – *Young Chung*  
Previously Discussed

**15. Informational/Discussion Items**

- a. Procedures for follow up on Manor Transfer Issues – *Young Chung*  
Topic Deferred
- b. Maintenance Policy – Proposed Amendments – *Jean Autrey*  
Topic Deferred
- c. Firewise Committee – *Young Chung*  
Topic Deferred

**16. Announcements**

The next scheduled meeting is the Board of Directors Regular Meeting on July 25, 2025 at 10:00 a.m. at the Event Center in the Donner Room as well as virtually.

The election of Directors nomination closes July 18, 2025 at 4:00 p.m.

**17. Adjournment to Executive Session**

There being no further business, the Board of Directors Regular Meeting was adjourned at 11:58a.m. and the Board moved into Executive Session.

**18. Executive Session Summary**

The Board met in Executive Session from 12:00 to 1:00 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*