

BOARD OF DIRECTORS REGULAR MEETING

Friday, December 12, 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
Kevin Dowling – 1st Vice President
Mike Sund – 2nd Vice President
Paul Moderacki – Treasurer
Peggy Kaiser – Secretary

Rossmoor Property Management

Jeroen Wright – Director
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. Comments were:

- Pathway near entry 14 on Golden Rain Road has a sign that reads 'use at your own risk'. Requested that the pathway be repaired. Lighting on the same pathway, near the laundry room, is too dark. Requested more lighting.
- Resident reported that a furnace malfunction in their manor causing black smoke damage to the walls, ceilings, and furniture. The resident is requesting reimbursement from the Mutual for the insurance deductible they paid. Chung requested to see all paperwork from the insurance company regarding the damage and all receipts, including insurance deductible payment. Once reviewed the Board will determine if a reimbursement should be made.
- Requested clarification regarding the insurance coverage required by the resident.

4. **Consent Calendar**

- a. Board of Directors Regular Meeting (ACC) Minutes – November 4, 2025
- b. Board of Directors Executive Session Meeting Minutes – November 12, 2025
- c. Board of Directors Regular Meeting Minutes – November 14, 2025
- d. Board of Directors Executive Session Meeting Minutes – November 14, 2025
- e. Board of Directors Special Meeting Minutes – November 25, 2025

Motion made by Dowling, seconded by Sund, to approve the Consent Calendar. Approved by unanimous vote. (5-0).

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3. Executive Session Meetings Summary

- Executive Session Meeting on November 12, 2025
 - Disciplinary Hearings and Formation of Contracts
- Executive Session Meeting on November 14, 2025
 - Board Matters

4. President's Report – *Young Chung*

- Proposed amended Bylaws was approved.
- RWC Management Agreement was approved. Term for the agreement is one year. Management Agreement Taskforce will continue to review the agreement for accuracy. The agreement reflects the scope of services provided by RWC to Mutuals.
- Fire breaks and Zinco panels have been added where necessary.
- Peakes is working with the Capital Projects Committee on projects that may receive rebates.
- Landscaping and irrigation continue to be major expense for the Mutual.
- The Board will continue to review polices and revise where needed.
- The Board is scheduled to attend an educational training session with legal counsel in January.
- RWC is rolling out a new system for the front gate and clearance of guests.
- RWC is revamping the Rossmoor website.

5. Treasurer's Report – *Paul Moderacki*

Last financial statement received was for October.

As of October, operating review is at 100%, reserves are over 100% in revenue due to investments' interest, and expenditures was at 77% primarily because of savings with insurance.

Motion made by Moderacki, seconded by Chung, to certify compliance with Civil Code §5500 for the October financial statements.

6. Director's Report – *Jeroen Wright*

- Annual reports have been mailed to the residents.
- Field Service Management has been launched within NetSuite.
- Mutual 70 incurred a fire. Arson was not suspected. It is anticipated that the cost of damages to be under the \$250,000 deductible. Loss will be shared with all the Mutuals through the Shared Deductible Agreement.

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

No Report

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

Carpentry/Paint/Rehab Work

The Carpentry crew is finishing up on the last G-11 building on this year's maintenance schedule (2501 Golden Rain). There are two 4 unit stucco buildings remaining to complete this year's program (1133 Rockledge and 1525 Rockledge). Painters are following behind as the weather allows.

FIRST WALNUT CREEK MUTUALFairlawn Ct.

A domestic water main line was discovered to have been slowly leaking after showing itself on the entry 1 asphalt on Fairlawn Ct. The leak itself was found to be on the next entry up on entry 3 Fairlawn Ct. We were able to give residents advanced notice for the shutoff and get the repair done. After the repairs were completed, a significant increase in water pressure was noticed by the residents. I met a technician from EBMUD who did some pressure readings and stated that everything is flowing as they have set from their meters (100 psi). We tested a couple buildings that were showing 95 psi which is higher than optimal. It was discovered that the buildings didn't have pressure regulator valves. At original construction, some of the buildings in FWCM had them installed and others didn't. I authorized the installation of one at 2329 Tice Creek. The increase in pressure after the initial repair seemed to have triggered an additional leak on the top of Fairlawn (entry 5). Again, we were able to notify residents in advance of the repair which is currently underway.

Asphalt

I have put a halt to any asphalt being done in FWCM. PG&E has been doing lots of work with little to no notice of when and where they will be showing up. Until communication with them improves, and we are able to determine a scope of their project in its entirety, it's not worth the risk of investing in new asphalt with a good chance that it will be torn up.

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

- Removal of leaves is done weekly.
- All trees within the Mutual have been pruned.
- Plant replacements have been completed.
- Lawn conversions: Pine Knoll Entry 5 and Golden Rain Entry 12 are currently being done, and Oakmont Entry 8 is complete.
- Brightview has moved their trucks and materials out of the yard on Rockledge Lane and into the contractor yard at RPM. Gauthier will continue to have their trucks and materials in the yard on Rockledge Lane.

10. Committee Reports

- a. **Budget and Finance Committee Report** – *Committee Chair Vacant*
 - Committee needs volunteers.
 - Committee works closely with RPM's CFO and Porter. Porter conducts the annual reserve study, which reports on future projects and the associated costs.
- b. **Landscape Committee** – *Committee Chair Vacant*
 - Committee needs volunteers.
 - The Committee meets the first Wednesday of each month at 10:30 a.m. in the Multi Purpose Room #3.
- c. **Capital Projects Committee** – *Committee Chair Vacant*
 - Committee needs volunteers.
 - CLEAResult MCE is changing their rebate program which will affect electric vehicle charging.

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d. Social Engagement Committee – *Macia Keating and Brenda Wilson*

2025 FWCM Social Engagement Committee:

The Social Engagement Committee has 25 committee members. The Committee meets the first Monday of the month in the Garden Room, Dollar Clubhouse.

2025 Events

Holiday potluck was on December 10th

2026 Events

Proposal for 2026 FWCM Social Engagement Committee Events

The FWCM Social Engagement Committee will present its 2026 events and meetings proposal to the FWCM Board for review.

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

Next Orientation Meeting: The next meeting scheduled is on January 16, 2026 at 10:00 a.m. in the Bunker Room at the Creekside Clubhouse.

12. **Old Business**

Action Items

a. Adopt Proposed Amended Bylaws – *Young Chung*

No Discussion

13. **New Business**

Action Items

a. Appoint Jean Autrey as the Chair to the Budget and Finance Committee – *Young Chung*

Motion made by Dowling, seconded by Moderacki, to appoint Jean Autrey as the Chair to the Budget and Finance Committee. Approved by unanimous vote. (5-0)

b. Process for General Notices – *Young Chung*

Currently, some general notices are being mailed to members, which incurs costs for the Mutual. The Board was reminded that the requirement for posting general notices applies only to the bulletin board outside the Gateway Clubhouse.

c. Social Engagement Committee Budget Request – *Young Chung*

\$1,200 was placed in the 2026 Budget for Committee expenses.

16. **Informational Item**

a. Carport Inspection

Residents continue to violate the policy by having personal belongings that are not approved in their carports. The Board will hire a third party to inspect all the carports in the Mutual and provide the Board with a report showing residents with unapproved items in their carports.

b. Private Gardens/Common Area Policy

The Board is waiting for legal counsel to review the policy and update where necessary.

17. **Announcements** – The next scheduled meeting is the Board of Directors Regular Meeting on January 23, 2026 at 10:00 a.m. in the Donner Room at the Event Center as well as virtually.



FIRST WALNUT CREEK MUTUAL

18. **Adjournment to Executive Session**

There being no further business, the Board of Directors Regular Meeting was adjourned at 11:07 a.m. and the Board moved into Executive Session.

16. **Executive Session Summary**

The Board met in Executive Session from 11:10 a.m. to 12:47 p.m. to discuss disciplinary hearings.

Board Assistant Secretary's Certificate

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

Victoria Thomas