



FIRST WALNUT CREEK MUTUAL

BOARD OF DIRECTORS REGULAR MEETING

Friday, November 14, 2025 at 10:00 a.m.

Meeting was Conducted In Person and Virtually

Creekside Clubhouse – Club Room
1010 Stanley Dollar Drive, Walnut Creek, CA 94595

MINUTES

1. **Call to Order**

Chung called the meeting to order at 10:03 a.m.

2. **Roll Call**
Directors

Young Chung – President
Mike Sund – 1st Vice President
Vacant – 2nd Vice President
Kevin Dowling – Treasurer
Peggy Kaiser – Secretary

Rossmoor Property Management

Jeroen Wright – Director
Dave Peakes – Building Maintenance Manager
John Tawaststjerna – Landscape Manager
Jason Lopez – Financial and Budget Analyst
Victoria Thomas – Board Services Coordinator

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 Executive Session – October 16, 2025

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

Approved by vote. (3-1 Kaiser was silent)

5. **Executive Session Meeting Summary**

– Board Matters November

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

- The RWC Management Agreement will be discussed at this meeting.
- Carport and front yard cleanup inspections are scheduled to begin soon.
- The Board interviewed candidates to fill the vacancy on the Board.

FIRST WALNUT CREEK MUTUAL**7. Treasurer's Report – Kevin Dowling****a. Treasurer's Report**

Operating Account -\$1,788,659

Revenue Account \$295,773

8. Director's Report – Jeroen Wright

- Budget season is coming to an end and staff is preparing the budget package.
- RWC Management Agreement is 100% in hands of the Mutuals and he noted many Mutuals have already approved it. He looks forward to and expects the remainder of Mutuals will also approve the proposed agreement in the coming weeks as their Boards meet.
- Wright referred to the agreement as a living document and that it will continue to be revised throughout 2026. He indicated Mutuals understand the process will continue into 2026. Wright said the Presidents' Forum Task Force would remain in place and meet monthly (assume to review discuss how to improve the present Agreement).

9. Chief Financial Officer's Report – Todd Arterburn

No Report

10. Building Maintenance Manager's Report – Dave Peakes**Carpentry/Paint Rehab Work**

The carpentry crew is waiting for permits to be issued from the City of WC before they can close up the buildings that they are currently working on (2200 and 2232 Golden Rain Road). They have one G-11 style building left on this year's building rehab schedule. Painters are following up as weather allows.

FWCM Roofing

Fiala Roofing has finished their 4 roofs with the silicon coating (1100, 1108 Oakmont Dr. 1408 and 1500 Golden Rain Rd.) Baker Roofing has initiated work on their roofs at 2633 Pine Knoll and will work as weather allows.

Asphalt

Tarc had initially scheduled the paving work to be done on Entries 2, 4 and 5 Golden Rain for this week. Last week I noticed that PG&E had marked up the asphalt in preparation for work to be done. I reached out to PG&E to find that they will be doing some excavating in those entries as well as entry 1 Pine Knoll. Because of this, the asphalt work will be deferred until they are done in that area. I am working on getting an overall scope of the work PG&E is planning on doing in Rossmoor, specifically in FWCM.

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

- Irrigation turned off on 11/4/25
- Clearing of v-ditches and drains of leaf debris
- Weekly leaf removal will begin soon

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Tree Maintenance

- Pruning
 - o Oakmont
 - Completed all Entries
 - o Rockledge
 - Complete
 - o Fairlawn
 - In Progress
 - o Tice Creek
 - In Progress

Bids for Approval

- 2016 Oakmont Entry 8 Lawn Conversion
 - o Brightview
 - o \$7,302.18 (Reserves)

Motion made by Dowling, seconded by Chung, to approve the 2016 Oakmont Entry 8 lawn conversion in the amount of \$7,302.18 from the reserves account. Approved by unanimous vote. (4-0)

- 2365 Pine Knoll Entry 5 Lawn Conversion
 - o Brightview
 - o \$8,950.00 (Reserves)

Motion made by Dowling, seconded by Sund, to approve the 2365 Pine Knoll Entry 5 lawn conversion in the amount of \$8,950.00 from the reserves account. Approved by unanimous vote. (4-0)

Both projects will be completed by December 31.

12. Committee Reports

- a. Budget and Finance Committee Report – *Paul Moderacki*
 - Next meeting is Tuesday, November 18 at 3:00 p.m. Meeting are conducted virtually. The zoom link is the same for all meetings. Notice of meetings are posted in the newspaper. If a resident needs the login information, contact Paul Moderacki.
- b. Landscape Committee – *Committee Chair Vacant*
No Report
- c. Capital Projects Committee – *Mike Sund*
No Report
- d. Social Engagement Committee – *Maria Keating and Brenda Wilson*
2025 Social Engagement Committee
The Social Engagement Committee has 26 committee members. The committee meets the first Monday of the month in the Garden Room, Dollar Clubhouse.

FIRST WALNUT CREEK MUTUALPending 2025 Events

FWCM Community Holiday Potluck: 12/10/25, 5:30 p.m. to 8:30 p.m. in Fireside Room, Creekside Clubhouse, attendance: TBD

Advertisement:

An email invitation will be sent to the FWCM Board, Committees, and residents inviting them to the FWCM Holiday Potluck. An article will be placed in the Rossmoor News on 11/19/25, 11/26/25, and 12/3/25 advertising the Holiday Potluck

Due to capacity limits (150) in the Fireside Room, we will require residents to RSVP by email to fwcmevents@gmail.com by December 3, 2025.

SEC Next Meeting

The next Social Engagement Meeting is on Tuesday, Tuesday, December 2, 1:30 p.m. in the Garden Room, Dollar Clubhouse.

Proposal for 2026 FWCM Social Engagement Committee Events

The FWCM Social Engagement Committee will present a proposal for the review and approval of FWCM events and meetings in 2026 to the FWCM Board at the November 14, 2025 Board meeting.

13. New Resident Orientation – Kevin Dowling

Next Orientation Meeting: The next meeting scheduled is on November 21, 2025 at 10:00 a.m. in the Bunker Room at the Creekside Clubhouse.

14. New Business**Action Items****a. Proposed Amendments to the Collection Policy – Young Chung**

Legal counsel met with the RPM Chief Financial Officer to refine the policy and enhance consistency between the Mutual and the Accounting Department.

It was noted that the Mutual is authorized to charge interest on outstanding assessments. Kaiser added, per the present collection policy, Board involvement in the collection efforts do not begin until the 30-day, 60-day, and 90-day delinquency notices have been issued to the Member. The Accounting Department issues the initial delinquency statements. In September, accounting AP/AR Supervisor advised that RPM Accounting Department has not been able to do their part in 2025 as that function of NetSuite was not ready to be implemented. No anticipated date for implementation was provided.

A motion was made by Dowling, seconded by Chung, to approve the proposed amendments to the Collection Policy and send out to the membership for a 28-day review and comment period. Approved by unanimous vote. (4-0)

b. RWC Management Agreement

Motion made by Dowling, seconded by Chung, to approve the RWC Management Agreement. Approved by vote. (3-1 Kaiser was silent)



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- c. Reorganization of the Board – *Young Chung*
Topic Deferred
- d. Post Financial Statements on Mutual's Webpage
Topic Deferred

16. **Announcements**

The next scheduled meeting is the Board of Directors Regular Meeting on December 12, 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 10:31 a.m. and the Board moved into Executive Session.

18. **Executive Session Summary**

The Board met in Executive Session from 10:35 to 11:00 a.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