



## SECOND WALNUT CREEK MUTUAL

### BOARD OF DIRECTORS REGULAR MEETING

**Thursday, January 15, 2026, at 10:00 a.m.**

Meeting is Conducted In-Person and Virtually on Zoom

Peacock Room in the Gateway Complex

1001 Golden Rain Road, Walnut Creek, CA 94595

To view the meeting on your computer, iPad, or smart phone, residents should log-in to <https://rossmoor.zoom.us/j/89882672887> or use the Meeting ID: 898 8267 2887. You will see a few prompts to click on such as allowing “the page to open [zoom.us](#),” “join with video,” and “join with computer audio.” Be sure to have your computer speakers turned on and place yourself on mute until you are called upon to speak.

If residents just want to hear the deliberations, they can dial (669) 900-6833 on any phone, and they will be prompted to enter the Meeting ID: 898 8267 2887.

For technical support to join a meeting, contact (925) 988-7627 or [support@rossmoor.com](mailto:support@rossmoor.com).

### AGENDA

1. Call to Order
2. Roll Call of Directors  
Lon Bruce - President  
Michele Colucci – Vice President Vona  
Scott - Treasurer  
Bob Kelso - Secretary  
Tieka Romanoff – Director at Large
3. Mutual Operations Staff  
Jeroen Wright – Director of Mutual Operations  
Todd Arterburn – Chief Financial Officer  
Eric Howard – Building Maintenance Manager John  
Tawaststjerna – Landscape Manager  
Janneth Lujan – Board Services Coordinator & Assistant Secretary
4. Approval of Minutes
  - a. Special Board Meeting Minutes – November 12, 2025
  - b. Regular Board Meeting Minutes – November 20, 2025
  - c. Executive Board Meeting Minutes – December 10, 2025
5. President's Report – Lon Bruce
6. Operations Manager's Report – Jeroen Wright
7. Chief Financial Officer – Todd Arterburn
8. Treasurer's Report – Vona Scott

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### 9. Building Maintenance Manager's Report – Eric Howard

Proposals to clean off roof tops, gutters, and downspouts on 109 buildings within Second Walnut Creek Mutual.

74- 3 story G-11 Buildings, 35-Cypress/Delmonte Buildings:

\$31,790 Welcome Building Maintenance

\$27,000 Outdoor Keepers

\$16,686 Five Star Construction

### 10. Landscape Manager's Report – John Tawaststjerna / Jesus Morales

### 11. Committee Reports

- a. Water and Conservation Committee Report – *Therese Welter*
- b. Trash Committee – *Kathleen Eperson*
- c. Finance & Insurance Committee – *Vona Scott*
- d. Landscape Committee – *Tieka Romanoff*
- e. Infrastructure Committee – *Kevin Moore*
- f. Welcome Committee – *Tieka Romanoff*
- g. Architectural Review Committee – *Lon Bruce*
- h. Governing Documents Committee – *Bob Kelso / Vona Scott*

### 12. Old Business

- a. Discuss units that have old Zinsco panels that are being remodeled, the remodeler needs replace it.
- b. Rule change update on solar panel, Kevin Moore and Dan Davis to review.
- c. AMAC \$20k update deposit refund.

### 13. New Business

- a. Need RPM to update residents on tree removal dates and times.
- b. Approval for bid for the 2025 financial audit.
- c. Approval to work with Mutuals 1 and 8 on financial policies and procedures for co-ops.
- d. Nicotine policy and cleaning, replacement and fine policy updates. Clarifying how we would track violations of the smoking policies with RPM.
- e. Approval of the 2026 Shared Deductible Agreement

### 14. Members' Forum

All members are invited to address the Board with questions, comments, and suggestions. Each member has 3 minutes in which to address the Board. The Board does not directly answer questions posed by speakers during the Members' Forum, but the Board does hear the viewpoints and ideas presented and considers them as they act during future meetings. Comments are limited to three minutes.

### 15. Announcements

The next scheduled Regular Board Meeting will be held on February 19, 2026, at 10:00 a.m. in the Peacock Hall at the Gateway Plaza.

### 16. Adjournment