

SECOND WALNUT CREEK MUTUAL

BOARD OF DIRECTORS REGULAR MEETING

Thursday, November 20, 2025, at 10:00 a.m.

Meeting is Conducted In-Person and Virtually

Gateway- Peacock Room

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/85200797599> or use the **Meeting ID: 852 0079 7599**. 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.

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: 852 0079 7599**.

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

AGENDA

1. Call to Order – Lon Bruce

2. Roll Call of Directors

Lon Bruce – President
Michele Colucci – Vice President
Vona Scott - Treasurer
Bob Kelso - Secretary
Tieka Romanoff - Director

Rossmoor Property Management

Jeroen Wright – Director
Todd Arterburn – Chief Financial Officer
Eric Howard – Building Maintenance Manager
John Tawaststjerna – Landscape Manager
Janneth Lujan – Board Services Coordinator

3. Approval of Minutes

- a. Regular Board Meeting Minutes – May 15, 2025
- b. Regular Board Meeting Minutes – June 19, 2025
- c. Executive Session Board Meeting Minutes - July 11, 2025
- d. Executive Session Board Meeting Minutes – August 21, 2025
- e. Executive Session Board Meeting Minutes – September 16, 2025
- f. Regular Board Meeting Minutes – September 18, 2025
- g. Annual Board Meeting Minutes – October 21, 2025
- h. Organizational Board Meeting Minutes – October 21, 2025

4. President's Report – Lon Bruce

5. Operations Manager's Report – Jeroen Wright

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6. **Chief Financial Officer Report** – *Todd Arterburn*
7. **Treasurer's Report** – *Vona Scott*
8. **Building Maintenance Manager's Report** – *Eric Howard*
10. **Landscape Manager's Report** – *John Tawaststjerna*
11. **Committee Review and Approvals**
 - a. Review and approval of the SWCM Board Liaisons to Committees and their role if no Committee Chair is assigned
 - b. Review and approval of the Committee Chairs
 1. Water and Conservation Committee Report
 2. Trash Committee
 3. Finance & Insurance Committee
 4. Landscape Committee
 5. Infrastructure (EPICS) Committee
 6. Welcome Committee
 7. Technology & Communication Committee
 8. Architectural Review Committee
 9. Contracts, Grants, and Rebates Committee
 10. Governing Documents Committee
 11. Neighbors for Safer Streets
12. **Committee Reports**
 - a. Water and Conservation Committee Report
 - b. Trash Committee
 - c. Finance & Insurance Committee
 - d. Landscape Committee
 - e. Infrastructure (EPICS) Committee
 - f. Welcome Committee
 - g. Technology & Communication Committee
 - h. Architectural Review Committee
 - i. Contracts, Grants, and Rebates Committee
 - j. Governing Documents Committee
 - k. Neighbors for Safer Streets
13. **Old Business**
14. **New Business**
 - a. Fire Protection Management proposal to repair the fire sprinkler systems at 7 locations for a sum of \$23,408.
 - b. Solar agreement review
 - c. September Welcome Committee overrun approval \$230.00
 - d. Quarterly update email from board
 - e. Review request to change the governing rules to allow hardwood floors in 2nd floor units

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15. Members' Forum

Comments are limited to three (3) minutes per person. The Members' Forum will close when the last Member who asks to address the Board has spoken or the scheduled time allocated to the SWCM to use the meeting room has ended, whichever comes first. Members who are not able to address the Board may contact them by telephone or email as provided on the Second Mutual web page included under For Residents/Mutual at www.rossmoor.com.

16. Announcements

There will be an Executive Board Meeting on December 10, 2025, in the Board Room at the Gateway Plaza. Only board members and invited guests are permitted to attend.

There will not be a Regular Board Meeting in December.

There will be a Social Gathering on January 14th from 1:00 to 3:00 p.m. in the Fireside Room. Rossmoor's Project Management (RPM, formerly MOD) will inform all of us about what they do (and they do a lot) for SWCM. Please join us for this informative meeting, we look forward to seeing you there.

There will be an Executive Board Meeting on Friday, January 2, 2026. Only board members and invited guests are permitted to attend.

The next scheduled Regular Board Meeting will be held on January 15, 2025, at 10:00 a.m. in the Peacock Hall at the Gateway Plaza.

17. Adjournment