

SECOND WALNUT CREEK MUTUAL

BOARD OF DIRECTORS REGULAR MEETING
Thursday, February 19, 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

MINUTES

Call to Order

Meeting was called to order by President Lon Bruce at 10:00 a.m.

Roll Call of Directors

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

Rossmoor Property Management

Jeroen Wright – Director of Mutual Operations
Eric Howard – Building Maintenance Manager
John Tawaststjerna – Landscape Manager
Janneth Lujan – Board Services Coordinator &
Assistant Secretary

RPM Staff Absent

Todd Arterburn – Chief Financial Officer

Approval of Minutes

- a. Regular Board Meeting Minutes – January 15, 2026

*Lon Bruce motioned; Michele Colucci seconded to approve the Regular Board Meeting Minutes for January 15, 2026, as amended. **Motion passes (5-0)***

President’s Report – Lon Bruce

No Report

Operations Manager’s Report – Jeroen Wright

Jeroen Wright discussed recent organizational changes at Rossmoor, including the creation of new Associate Director positions and service teams. John Tawaststjerna was promoted to Associate Director of Operations, and Jesus Morales will assume John Tawaststjerna’s former position as Landscape Manager. Sofia Genovia and Amanda Davis were also promoted to Associate Director roles in Administrative Services and Finance, respectively.

Mr. Wright also announced that he is stepping down as Chair of the Firewise Committee. Bob Kelso has taken a lead role on the committee and will continue serving as Chair.

Chief Financial Officer – Todd Arterburn

No Report

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Treasurer's Report – Vona Scott

The Treasurer reported that 2025 came in \$3.2MM under budget, with \$7.8 million in operating cash and \$6.5 million in reserves, which provides payment flexibility for timing changes related to the 2026 - 2027 insurance renewal. The full Treasurer's Report for December can be found on the m2rossmoor.com website.

Financial Certifications

a. 2024 SWCM Review Audit Report

*Vona Scott motioned; Tieka Romanoff seconded to accept the 2024 SWCM Review Audit Report. **Motion passes (5-0)***

b. November 2025 Financial Statements

*Vona Scott motioned that the Board certify the financial reports, with the understanding that the supplemental taxes payable has a known and continuing issue, which the CPA's are reviewing. Michele Colucci seconded the Motion. **Motion carried (5-0)**.*

c. December 2025 Financial Statements

*Vona Scott motioned that the Board certify the financial reports, with the understanding that the supplemental taxes payable has a known and continuing issue, which the CPA's are reviewing. Michele Colucci seconded the Motion. **Motion carried (5-0)**.*

Building Maintenance Manager's Report – Eric Howard

Eric Howard thanked the Board for all their support while assuring them that all information on ongoing and future projects is transferred to his successor prior to retirement. In addition, he provided the following updates on ongoing projects:

Building Rehab Work- Our in-house carpentry crew has been working on repairing and maintaining miscellaneous items that were contained within report from the infrastructure committee. The bulk of the items being worked on consisted of grinding and replacing concrete sidewalks due to tripping hazards, repairing dry rot on buildings and fences as well as repairing items at the utility closet areas on the buildings.

Water-Cooled Air-Conditioning Conversion- Freemans Heating and air conditioning continues progress on converting the water-cooled A/Cs. They are currently working at Running Springs Court. Approximately 402 out of the 468 scheduled units to be replaced have been replaced.

Re-piping 1301 Ptarmigan- The contractor Flowing Water and Drain has completed the re-piping phase of the project. Gauthiers Construction is in the process of repairing and painting any access holes created inside manors during the re-piping process.

3248 Tice Creek Foundation Repairs- Ned Clyde Construction has obtained the permit for the foundation and stabilization work at 3248 Tice Creek. They are in the process of mobilizing their equipment and will begin on the foundation repairs this month.

Zinsco Panel Replacement- KR Electric has started the process of replacing 43 Zinsco electrical panels. They will be attempting to schedule 4 installations a week and complete all 43 installations

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within 3 months.

Roof and Gutter Cleaning- Roof and gutter cleaning in SWCM is 80% completed and is expected to be finished by the end of the month. During the winter season if you observe any overflowing roof gutters or storm drains, please contact the work order desk at 988-7650.

PROPOSALS FOR APPROVAL

SB-326 Inspections for the 2026 building rehab program

\$19,800 FWC Structural Engineers

*Lon Bruce motioned that approve the proposal from FWC Structural Engineers in the amount of \$19,800; Bob Kelso seconded the motion. **Motion carried (5-0)***

New Concrete front entry Patio at 1125 Singingwood #4

\$13,816 5 Star Construction

\$11,875 24/7 Construction

\$11,500 Fleece Construction

*Lon Bruce motioned to approve the proposal from 24/7 Construction in the amount of \$11,875; Bob Kelso seconded the motion. **Motion carried (5-0)***

Installation of 27 Sewer Pop-up Assemblies

\$5,750 Davis Plumbing

\$1,940 Flowing Water

*Bob Kelso motioned to approve the proposal from Flowing Water in the amount of \$1,940; Michele Colucci seconded the motion. **Motion carried (5-0)***

Landscape Manager's Report – John Tawaststjerna / Jesus Morales

John Tawaststjerna provided an update on the Landscape Department. Effective April 1, Jesus Morales will be promoted to oversee Landscape Rehabilitation projects. Recruitment is underway to fill his current supervisor position. Tawaststjerna noted that a list of upcoming tree removals will be transitioned to Morales to ensure a smooth transition. The update also included changes in herbicide use, switching from Roundup to a product called Axe used by RWC. Mutual 2 uses a similar herbicide called Mirimichi Green. John noted that several lawn conversion projects are underway at the Canyonwood and Running Spring entrances.

Committee Reports

- a. Water and Conservation Committee Report – *Therese Welter*
No Report

- b. Trash Committee – *Kathleen Eperson*

Michele Colucci read the following reports from the Trash Committee:

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Some of Second Mutuals trash volunteers will visit the recycling facility, Mt. Diablo Resources Recovery, in Pittsburg on Thursday, 2/26/26, at 10:30 a.m. Full mobility is a requirement. Please email kathleeneperson@gmail.com if you would like to join us.

We have an ongoing problem with move-out-trash filling up trash enclosures, leaving no room for everyday trash. In response, Republic Services and RecycleSmart created an 11x17-inch “Move Out?” posters. We are looking for volunteers to post these in all of Second Mutuals 86 trash enclosures. The next steps will be to create a two-sided poster for everyday trash sorting. We were only billed \$416.98 for extra trash charges in 2025! This is an achievement, It is lower than any previous year- even though the cost of extra trash charges increases yearly. A huge thank you to all our trash volunteers (both official and anonymous).

- c. Finance & Insurance Committee – *Vona Scott*
No Report
- d. Landscape Committee – *Tieka Romanoff*
Tieka Romanoff reported on the recent Landscape Committee meeting. The committee is working on the Running Spring project, noting the area is a heavily used dog-walking route and potential plan adjustments are being considered to accommodate residents. Tice Creek Entry 16 remains on the juniper removal list. Funding for the current year has been received. Plant replacement at Tice Creek Entry 6 will be placed on the Fall 2026 project list.
- e. Infrastructure Committee – *Kevin Moore / Dan Davis*
Kevin Moore reported on items discussed at the most recent Infrastructure Committee meeting. The committee reviewed several trip hazards and is conducting walk-through inspections related to air conditioning replacements, including reviewing connections, cover plates, unit weight, and clearance requirements. The list will be sent over to Eric Howard. Kevin also commented on the solar energy policy which has been updated by Dan Davis, and that has been submitted back to the Board for review.
- f. Welcome Committee – *Tieka Romanoff*
No Report but there will be more information coming next month.
- g. Architectural Review Committee – *Lon Bruce*
Lon Bruce shared concerns in regards to the changes that many of the flippers are doing, particularly G11 buildings in the Sonoma models, and there is one long wall in the living room, and so in the past, we have okayed some plans where they install electric fireplace, and then above that, they install a large television but that shared a common wall into the next unit. Lon has asked if there is any additional requirement for soundproofing and if so do we need to modify plans going forward.
- h. Governing Documents Committee – *Bob Kelso / Vona Scott*
Bob provided an update on the Governing Documents, including the CC&Rs, noting that they require extensive work. Vona is leading the effort and has established an efficient process: documents have been organized, scanned, and uploaded into programs where the Board can review, comment, and collaborate on revisions using Google Docs. Big changes are underway, more information to come.

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Old Business

- a. Rule change update on solar panel installations, Kevin Moore and Dan Davis review findings/recommendations. – Lon Bruce reported that he has received the recommendation regarding the solar panel installation rule change and will distribute it to the Board for review. He noted that certain updates are needed in the insurance components and requested that the Insurance and Finance Committees review them to ensure adequacy of coverage.
- b. AMAC \$20k update deposit refund.
Nothing to report.

New Business

- a. Review and approval of DropBox for online document storage.
Vona reported that Dropbox costs \$24 per user (\$120/month) and noted that adding legal counsel access could increase the cost. This would allow access to historical documents. The item was tabled until next month to gather additional information and explore other document storage options
- b. Review and approval for additional budget for governing documents legal review of proposed updates. - Hold until next month's meeting for an update.
- c. Policy changes regarding remodels and unit alterations, requiring professional cleaning of ductwork.

Items C and D are related. Lon Bruce will work with Counsel and the legal team. No vote is required to coordinate with other mutuals on these policy changes. Lon will develop a proposed policy and present it to the Board at the next meeting.

- d. Nicotine Abatement Policy in accordance with AB455.
- e. New laundry room cleaning contract discussion.
Eric Howard updated reported that this contract expired on 2/1/26 and Eric will report back with proposals at the next meeting. Bob will work Eric on list for rehab of laundry room.

Members' Forum

Members were invited to address the Board. Comments included: responsibility for gutter and downspout cleaning, who to contact about low water pressure in showers, and the possibility of removing plum trees to prevent rodents in carports.

Announcements

- a. The next executive board meeting is scheduled for February 26th in the Mulligan Room at Creekside from 10:00am to 1:00pm.
- b. The next regular board meeting is scheduled for March 19, 2026. It will be held in the Peacock Room at the Gateway from 10:00am to noon.
- c. There is an executive board meeting scheduled for April 2nd, from 10:00am to 1:00pm in the Mulligan Room at Creekside.

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- d. The next SWCM gathering is April 2nd in the Club Room at Creekside from 3:30pm to 5:30pm, please join us!

Adjournment

Meeting was adjourned at 11:45 a.m.

Board Services Coordinator

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

Janneth Lujan