

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

MINUTES

1. Call to Order

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

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

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

Lon Bruce motioned; Bob Kelso seconded to approve of the 3 sets of minutes listed above.

Motion passes (5-0)

5. President's Report – *Lon Bruce*

Lon Bruce reported on the following items: an update on the Town Hall, presented by Jeroen Wright and John Tawaststjerna, which attracted about 100 in-person attendees.

Lon also mentioned the passing of former Treasurer Liz Bradner, who served for over three years and was remembered for her dedication to the Board and her family. Residents may contact Lon Bruce for additional information regarding services.

6. Operations Manager's Report – *Jeroen Wright*

No Report

7. Chief Financial Officer – *Todd Arterburn*

Todd Arterburn discussed the transition into 2026, highlighting improvements related to software conversions and the new management agreement. He noted the implementation of the Field Service Management module in NetSuite, which will enhance data integration and real-time operational capabilities. It was also noted that Tax information will be mailed by January 31, 2026.

8. Treasurer's Report – *Vona Scott*

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Financial reports were presented by Vona Scott, which indicated that Mutual is approximately \$3 million under budget, with \$9 million in operating cash and \$6.34 million in reserve accounts. The qualified review opinion from the 2024 audit, related to supplemental tax reporting, is being addressed in coordination with the audit team and NetSuite to develop a customized module for future reporting.

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

Michele Colluci motioned; Lon Bruce seconded to approve the bid from Five Star Construction in the amount of \$16,686.00. **Motion passes (5-0)**

The Board also reviewed plans for installing sewer overflow protection devices in 66 buildings, with 30 identified as priority due to their slab -on-grade construction. There was also discussion for central Zinsco electrical panels panel replacements, with Eric Howard suggesting posting updates on the M2 website and checking if any residents had already been contacted by KR Electric.

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

John Tawaststjerna provided updates on plant replacements and tree pruning, noting that all areas except those along Tice Creek were expected to be completed by month's end. He also addressed concerns regarding tree removals performed by Hamilton Tree Service, reporting that residents at Fairlawn and Canyonwood had not received proper notification. Hamilton Tree Service has agreed to improve its notification process by implementing door-to-door communication.

11. Committee Reports

a. Water and Conservation Committee Report – *Therese Welter*

Review of Activities and Achievements for 2025

The Water Conservation Committee is dedicated to educating and raising awareness to residents regarding monthly water usage and costs. We utilize data from EBMUD monthly statements to compare usage and billing for the 11 water meters designated as residential.

Water usage includes the water we use within our homes, as well as the water used for trees and any landscaping in our Mutual. SWCM has 11 separate water meters dedicated to 1387 co-ops. These meters were installed and engineered as Rossmoor was being developed in the 1960's often prior to being connected to entries and buildings. EBMUD engineered water pipes to the main roads and maintain them to the 11 SWCM water meters along Tice Creek Rd. These meters serve co-op entries ranging in size from 38 to 244 units as well as their landscaping needs. Rossmoor Maintenance Division maintains the pipes that extend from the water meters to our entries and buildings.

When providing monthly reports, our process is to compare the usage and billing against each

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meter, from the same month and prior years. All meters are then compared to the overall usage and billing for the entire Mutual for prior years. This reference allows us to determine how our water conservation initiatives are working. While this is not a perfect system due to weather variances, it allows a reference to determine progress in conserving water and provides a potential warning of water pipe failure when there are extreme (increases) differences in usage. Overall, our goal is to educate our residents about the importance of protecting our water resources as well as our water costs, as water becomes scarce and more expensive each year. This year-end report provides a comprehensive overview of how SWCM Water usage and cost reduction savings for the year ending December 31, 2025.

Water Savings Impact

Our data analysis for 2025 indicates that SWCM-wide water usage decreased by 17.7m gallons or 19% compared to 2024. This reduction is attributed to adoption of conservation practices within landscaping, and infrastructure upgrades of water-cooled a/c replacement over the last 3 years initiated by the Water Committee’s recommendation and increased awareness, by our residents. This decrease in usage resulted in a reduction of 10% in 2025 or \$113,157 reduction in billing costs in 2024, even though EBMUD rates increased 8% annually.

In addition, the EBMUD ‘WATER SMART’ rebate program that SWCM, coordinated by the Water Committee and agreed upon by SWCM and East Bay Municipal in 2022, provides a rebate of \$125 for each water-cooled a/c replacement installed. Because SWCM is using a phased approach to installation, spreading the costs of the A/C’s annually, we have received the following annual rebates applied to our EBMUD water bill each year based on the number of replacements we have installed. To date, those rebates have returned the following to our EBMUD account. This is in addition to our decreased water bill.

2023	158 ac units replaced	\$19,750
2024	155 ac units replaced	\$19,375
2025	94 ac units replaced	\$11,750 (to be credited in 2026)
Total	407 ac units replaced	\$50,875

Goals for 2026

- Final replacement phase of water-cooled AC units
 - Encouraging ongoing conversion of lawn areas to low-water plants where feasible
 - Increasing monitoring and reporting of pipe leaks to Rossmoor maintenance by residents
 - Reinforcing message to residents that any water flowing in entries or bubbling out of grass areas, needs to be reported immediately to 925-988-7650 or email to the work order desk at workorder@rossmoor.com , ideally with a photo for clarification.
 - Increase resident awareness of sink and toilet, water waste due to running sinks and toilets and encouraging repairs or replacement of outdated, high-usage toilets (over 2 gallons per flush) either thru fliers delivered to each resident and/or articles in the Rossmoor news.
 - Providing monthly usage and comparisons monthly Providing monthly usage and comparisons each month for each water meter on the SWCM website at M2rossmoor.com.
- b. Trash Committee – *Kathleen Eperson* – No Report
 - c. Finance & Insurance Committee – *Vona Scott*
There are currently 3 members on the committee, and they are looking for volunteers.
 - d. Landscape Committee – *Tieka Romanoff*

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2025 Report from Jesus Morales which included the projects completed and Tika was happy to report that they did not exceed the budget.

e. Infrastructure Committee – *Kevin Moore- Co Chair*

Kevin Moore reported on a meeting held to review the FWCM solar policy. The group continues to evaluate AC units and other items that must be completed before the contract is finalized. He also noted concerns regarding submitted work orders, stating there is currently no notification system to indicate when a work order has been completed.

A request was received from a tenant regarding a sun-damaged fire extinguisher enclosure. The committee asked if the Board could allocate funds to purchase supplies to paint the fire extinguisher boxes.

Lon Bruce commented that the Board is allocating funds in this year's budget for projects and asked to remain informed so he can assist, as he also serves as a liaison.

f. Welcome Committee – *Tieka Romanoff*

Tieka reported that the Welcoming Committee will be holding its first meeting at the end of the month and is currently seeking a chair and additional volunteers.

g. Architectural Review Committee – *Lon Bruce*

The Board discussed the role of the Architectural Review Committee, which primarily focuses on exterior modifications that have a visual impact. It was clarified that interior alterations typically do not require committee review, as such requests are handled by the Alterations Department.

h. Governing Documents Committee – *Bob Kelso / Vona Scott*

This committee is also looking for volunteers. Bob Kelso mentioned that he would be working with Vona Scott to revise the governing documents, which have been converted from PDF to Word format. Bob Kelso will work on getting additional members for this committee.

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 review.
- c. AMAC \$20k update deposit refund.

The Board addressed the Zinsco panels, noting that any electrical upgrades require the removal of panels from closets for updates. Kevin, Dan, and other participants are preparing a document regarding solar panels, which will include an insurance component and will require Board and legal review before adoption. Additionally, an update was provided on a \$20,000 deposit issue with a previous contractor, for which no response has been received. Recommendations for next steps will be discussed in the February Executive Session.

New Business

- a. Need RPM to update residents on tree removal dates and times.

John Tawaststjerna addressed this under Item 8, noting that it is the responsibility of RPM to update residents on tree removal dates and times.

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- b. Approval for bid for the 2025 financial audit.

Lon Bruce motioned; Michele Colucci seconded to bid for the 2025 financial audit.

Motion passes (5-0)

- c. Approval to work with Mutuals 1 and 8 on financial policies and procedures for co-ops.

Vona Scott motioned; Michele Colucci seconded to approve working with Mutual 1 and 8 on financial policies and procedures for co-ops.

Motion passes (5-0)

- d. Nicotine policy and cleaning, replacement and fine policy updates. Clarifying how we would track violations of the smoking policies with RPM.

The Board discussed California legislation AB 130, limiting HOA fines to \$100 per occurrence, and AB 455, requiring disclosure of tobacco or nicotine use in property sales. The Board will revise its fine policy for AB 130 and explore tracking smoking violations to enforce AB 455.

- e. Approval of the 2026 Shared Deductible Agreement

Lon Bruce motioned; Michele Colucci seconded to the 2026 Shared Deductible Agreement.

Motion passes (5-0)

13. Members' Forum

All members are invited to address the Board with questions, comments, and suggestions. A resident raised concerns about 5 Star's work on their property.

14. 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.

15. Adjournment

Meeting was adjourned at 11:41 a.m.

Board Services Coordinator

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

Janneth Lujan