

SECOND WALNUT CREEK MUTUAL

BOARD OF DIRECTORS REGULAR MEETING

Thursday, August 21, 2025, at 10:00 a.m.

Meeting is Conducted In-Person and Virtually

Peacock Hall / Gateway Plaza
1001 Golden Rain Road, Walnut Creek, CA 94595

Join Meeting Virtually

To view the meeting on your computer, iPad, or smart phone, residents should log-in to: <https://rossmoor.zoom.us/j/85200797599> use the **Meeting ID: 852 0079 7599** in your browser and follow the on-screen instructions to enter the meeting. Be sure to have your computer speakers turned on.

For audio only, **dial 669-900-6833** on your phone and enter **Meeting ID: 852 0079 7599** at the prompt.

For technical support to join a meeting, contact 925.988.7627

AGENDA

1. Call to Order

2. Roll Call of Directors

Lon Bruce – President
Michele Colucci – Vice President
Vona Scott – Treasurer
Bob Kelso – Secretary
Marv Ryken – Director

3. Mutual Operations Staff

Jeroen Wright – Director of Mutual Operations
Todd Arterburn – Chief Financial Officer
Eric Howard – Building Maintenance Manager
John Tawaststjerna – Landscape Manager
Lucy Limon – Board Services Coordinator

4. Approval of Minutes

- a. Approve Board of Directors Executive Session Meeting Minutes – June 12, 2025
- b. Approve Board of Directors Executive Session Meeting Minutes – July 11, 2025
- c. Approve Board of Directors Regular Meeting Minutes – July 17, 2025
- d. Approve Board of Directors Executive Session Minutes – August 5, 2025

Recommendation: The Board of Directors approves the Meeting Minutes.

5. President's Report – Lon Bruce

6. Operations Manager's Report – Jeroen Wright

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7. **Chief Financial Officer** – Todd Arterburn

8. **Treasurer's Reports** – Vona Scott

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

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

11. **Committee Reports**

- a. Water and Conservation Committee Report – Therese Welter
- b. Trash Committee – Kathleen Epperson
- c. Finance & Insurance Committee – Vona Scott
- d. Landscape Committee – Tieka Romanoff
- e. Infrastructure Committee – Kevin Moore
- f. Welcome Committee – Susan Haigh Bishop
- g. Architectural Review Committee – Lon Bruce
- h. Contracts, Grants, and Rebates Committee – Vona Scott
- i. Neighbors for Safer Streets Committee – Lynn Carruthers

12. **Old Business**

- a. Laundry room refurbishment schedule.
 - i. Laundry room junk removal
- b. Conditions requiring Zinsco panel replacements by members
- c. Galvanized pipe replacement requirements

13. **New Business**

- a. Balcony inspections
- b. Election update
 - i. Town Hall date discussion
 - ii. Money for refreshments at Town Hall
- c. Budget process update.
- d. Authorization to seek bids from collection agencies
- e. Five Star old invoice settlement
- f. RPM Town Hall for members next year

14. **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.

15. **Announcements**

- a. The next scheduled meeting is the Board of Directors Regular Meeting held on Thursday, September 18, at 10:00 a.m. in the Peacock Hall at the Gateway Plaza.
- b. There is a Mutual Social Gathering on September 4th at 4 p.m. in the Fireside Room. Please RSVP to haighbishop@gmail.com so we can plan the refreshments.

16. **Adjournment**