



SECOND WALNUT CREEK MUTUAL

BOARD OF DIRECTORS REGULAR MEETING

Thursday, June 19, 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
Lisa Kam – Interim Board Services Coordinator

4. Approval of Minutes

a. Regular Board Meeting Minutes – April 17, 2025

5. President's Report – *Lon Bruce*

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

7. Chief Financial Officer – *Todd Arterburn*

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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 Eperson*
 - c. Finance & Insurance Committee – *Irene McKillip*
 - d. Landscape Committee – *Tieka Romanoff*
 - e. Infrastructure Committee – *Marv Ryken*
 - f. Welcome Committee – *Susan Haigh Bishop*
 - g. Architectural Review Committee – *Marv Ryken*
 - h. Contracts, Grants, and Rebates Committee – *Vona Scott*
 - i. Neighbors for Safer Streets Committee – *Lynn Carruthers*
12. **Old Business**
 - a. BBQ policy discussion

California Fire Code Language:

California Fire Codes § 308.3.1, § 308.1.4, and § 308.3.1.1 were adopted by the state in 2007. Open-flame cooking devices (including charcoal & propane grills) may not be operated on combustible balconies or within ten feet of combustible construction. There are exceptions for:

- One and two-family dwellings,
- Where buildings, balconies, and decks are protected by an automatic sprinkler system.
- LP-gas cooking devices having LP-gas containers with a water capacity not greater than 2-1/2 pounds [nominal 1 pound (0.454 kg) LP-gas capacity].

Current Mutual 2 Barbecue Policy Language

10.3 Barbecues

Only electric and propane-fired barbecues are permitted. Barbecues must be used and maintained safely and must not be a nuisance to other residents.

Proposed language

Only electric and propane-fired barbecues are permitted. Barbecues must be used and maintained safely and must not be a nuisance to other residents.

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The use of open flame barbecues on wooden porch or deck areas is prohibited. Use of barbecues on concrete or ceramic tile floors is permitted as long as the barbecue is at least 10 feet away from any wood structure and is not located directly under a balcony overhang. There are exceptions for:

- One and two-family dwellings.
- Where buildings, balconies, and decks are protected by an automatic sprinkler system.
- LP-gas cooking devices having LP-gas containers with a water capacity not greater than 2-1/2 pounds [nominal] 1 pound (0.454 kg) LP-gas capacity.

A fully charged ABC dry chemical fire extinguisher must be available within 5 feet of the barbecue.

All grills must have a lid that can close over the barbecue in case of a flare-up.

Grilling is prohibited on Red Flag Days or Spare the Air days.

- b. Zinsco Electrical Panel Bids
- c. Pro Elections Contract and Timeline

13. New Business

- a. Appoint Lisa Kam as Assistant Secretary.
- b. Mutual 2 president's spending authority.
- c. Review and revise the Architectural Committee charter
 - Mailbox proposal for 1301 Canyonwood #5

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. Board Meeting: The next scheduled Board meeting will be a Regular Session Meeting to be held on Thursday, July 17, 2025, at 10:00 a.m. in the Peacock Hall at the Gateway Plaza.