



SECOND WALNUT CREEK MUTUAL

BOARD OF DIRECTORS ORGANIZATIONAL/REGULAR MEETING

Wednesday, November 12, 2025, at 9:00 a.m.

Meeting is Conducted In-Person and Virtually on Zoom

Gateway- Peacock Room

1001 Golden Rain Road, Walnut Creek, CA 94595

MINUTES

1. Call to Order

President Lon Bruce called the meeting to order at 9:01 a.m.

2. Roll Call of Directors

Lon Bruce
Michele Colucci
Vona Scott
Bob Kelso
Tieka Romanoff

Rossmoor Property Management

Jeroen Wright – Director
Todd Arterburn – Chief Financial Officer
Jason Lopez- Financial Senior Analyst
Eric Howard – Building Maintenance Manager
John Tawaststjerna – Landscape Manager
Janneth Lujan – Board Services Coordinator &
SWCM Assistant Secretary

3. Appointment of Chairperson Pro Tem

- a. Motion to appoint Janneth Lujan as Chairperson Pro Tem

Motion was made by Bruce, seconded by Kelso, to appoint Janneth Lujan as Chairperson Pro Tem. Motion passed. (5-0)

4. Selection of Officer Positions

- a. President- Lon Bruce
b. Vice President- Michele Colucci
c. Secretary- Bob Kelso
d. Treasurer- Vona Scott
e. Director at Large- Tieka Romanoff

Motion was made by Bruce, seconded by Kelso, to approve the appointment of the slate of Officer Positions aforementioned. Motion passed. (5-0)



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5. New Business

a. 2026 Budget review/approval, including:
Reserve Report final review/acceptance

1. Review adding the laundry rooms to 12-year building refresh cycle
2. Review addition of the \$125k in entry paving to the 2026 budget
3. Review Freeman's A/C per unit increase of \$529.00 and retro catch-up payment of \$82k
4. Review addition of final water-cooled air-conditioning replacement by Freeman's A/C (87 units) in 2026
5. Approve change of property insurance renewal from January to May/June and approval to have 18-month insurance paid in 2026 (*correction 17 months*)

6. Approve RWC/RPM and SWCM Management Contract

Discussion: Parking lot item on the financial updates can be provided once the task force meets to work on some of these items for 2026-2027.

Motion was made by Kelso, seconded by Bruce, to approve the Management Agreement with the revision of \$80.95 per unit. Motion passed. (5-0)

7. Determine SWCM social gathering number of meetings for 2026 and meeting budgets.

Discussion: Tieka proposed to have one big party in the summer- picnic/potluck more like a party instead of a meeting. Keeping budget of \$1,500- details will be voted on in the meeting on 11/20/25.

8. Review replacement of building sewer laterals.

Discussion: Lon Bruce spoke about starting the replacements of damaged materials, subject to breakage and clay pipe sewer laterals will be a priority. Mutual would be responsible from the building to the main tie end. Building stabilization was also discussed.

Motion was made by Kelso, seconded by Scott to approve the 2026 Budget with revisions presented. Motion passed. (5-0)

6. Members' Forum

All members are invited to address the Board with questions, comments, and suggestions. Residents made comments which included flooding and plumbing issues.

7. Announcements



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The next social gathering is Thursday, November 13th (tomorrow) at 4:00 p.m. in the Club Room at the Creekside Clubhouse. Come and meet your neighbors.

The next and final 2025 Board of Directors Regular Meeting is scheduled for Thursday, November 20, 2025, in Peacock Hall at the Gateway Clubhouse at 10:00 a.m.

8. Adjournment

Meeting was adjourned at 11:09 p.m.

Board Services Coordinator

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

Janneth Lujan