

**BOARD OF DIRECTORS REGULAR MEETING****Thursday, March 20, 2025, at 10:00 a.m.****Meeting was Conducted In Person and Virtually****Peacock Hall – Gateway Clubhouse**  
1001 Golden Rain Road, Walnut Creek, CA 94595

---

**MINUTES****1. Call to Order**

President Bruce called the meeting to order at 10:03 a.m.

**2. Roll Call of Directors**

Lon Bruce – President  
Michele Colucci – Vice President  
Vona Scott – Treasurer  
Jeanne Steidel – Secretary  
Marv Ryken – Director

**3. Mutual Operations Staff**

Jeroen Wright – Mutual Operations Director  
Todd Arterburn – Chief Financial Officer  
Eric Howard – Building Maintenance Manager  
John Tawaststjerna – Landscape Manager - excused  
Anna Rocha – Board Services Coordinator

**4. Approval of Minutes**

- a. Regular Session Board Meeting Minutes – February 20, 2025  
Bruce motioned; Colucci seconded. Motion passes unanimously. (5-0)
- b. Executive Session Board Meeting Minutes – March 1, 2025  
Bruce motioned; Scott seconded. Motion passes unanimously. (5-0)
- c. Executive Session Board Meeting Minutes – March 9, 2025.  
Bruce motioned; Colucci seconded. Motion passes unanimously. (5-0)

**5. President's Report – Bruce**

Bruce reported that the current board has been convened for 6 months and provided the Mutual a rundown of the past 6 months since on board. With three new board members, Who were previously on the finance committee, the newly elected board hit the ground Running. With the help of the previous board, the new board was able to identify Potential savings including schedule changes to roof replacements by added inspections To extend the life of the roofs. Painting cycle life has been extended with the new board. There was also the identification of replacing galvanized pipes in certain buildings, which showed signs of deterioration. Outdated Zinsco electric panels were scheduled for replacement. This board implemented the policy of getting at least three (3) from vendors for repairs. The board is continuing to find ways to keep the coupon low. Four State laws that impact the community in the coming years include:

1. Balcony Inspections and Repairs

**SECOND WALNUT CREEK MUTUAL**

2. Defensible Space Fire Zones Adjacent from Buildings
3. Lawn Conversions
4. Phasing out Gas Water Heaters and Furnaces for all Electric Uses.

The board is planning on strategies to mitigate costs over time. The past 6 months, this current board adopted the new budget, authorized a new lender, Quantac Bank, board reorganization where each member was given a portfolio of work to be accounted for. The reorganization has improved efficiency and timeliness in response. Bruce reported that the Mutual 2 is blessed with the right talent at the right time. Michele Colucci – Insurance Underwriting, Vona Scott – Chief Financial Officer, Lon Bruce – GRF/MOD Management Agreement Task Force, Jeanne Steidel – Board Experience and Marv Ryken – Infrastructure. He thanked all the board Members for their help in the first 6 months.

**6. Mutual Operations Report – Jeroen Wright**

Wright thanked Mutual 2 for their amazing Teamwork. Wright reported that GRF and Mutual 70's attorney have reviewed the Management Agreement and have no qualms with the Management Agreement language. Wright reported that the work between both GRF and the Task Force has been productive. They are currently trying to define all departments' duties and scope of work. They have completed most of the departments and are currently working on completing the Alterations Departments scope of services. Wright previewed Exhibit A for the mutual which lists each responsibility each department is responsible for. The goal is to create a baseline for the mutuals and if extra services are needed, these would be considered add-on services. The goal is to have this done and ready for next years' Budget.

**7. Chief Financial Officer's Report – Todd Arterburn**

Arterburn shared his screen with the Board of Directors and gave the Board of Directors a small tutorial of the NetSuite interface. He shared what kind of reports the Board Treasurer will be able to generate once the new portal is live and running. Arterburn reported that they are making great strides and inching closer to having the monthly financials ready for the Board of Directors and the mutual.

**8. Treasurer's Report – Scott**

Scott reported that she has received the Bank Statements and that the Cash looks good. Accounting has not been able to reconcile but they are hoping for a May roll out of financials.

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

Building Rehab Work-Our mutual 2 carpentry crew will re-start the building rehab program in April. They will be starting at Entry 5 Singingwood and will be notifying the residents prior to starting work on their building.

Water-Cooled Air-Conditioning Conversion- Freemans Heating and Air continues to convert 483 water-cooled A/Cs to air cooled units. They are currently working on 1117 Leisure Lane and have completed 331 installations as of March 7th.

Roof and Gutter Cleaning- The rainy season roof and gutter cleaning program has been complete for the year. If you see any overflowing gutters or storm drains during rainstorms, please call the work order desk at 988-7650.

## SECOND WALNUT CREEK MUTUAL

1217 #5 Running Springs Fire Update- The contractor working on the fire rebuild at 1217 RS #5 has completed the installation of the drywall, taping and texturing. They are currently in the process of painting the walls, installing the interior doors and trim.

1349 Running Springs Foundation Repairs- The foundation repairs have been completed at 1349 Running Springs and the 2nd phase to repair the interior walls, doors and windows is underway.

1333 Running Springs Foundation Repairs-The foundation stabilization work at 1333 Running Springs has been completed and the 2nd phase to repair the interior walls, doors and windows has begun.

Re-piping 3441 Tice Creek -The contractor, Flowing Water and Drain has completed most of the re-piping at 3441 Tice Creek and work has begun to repair the holes created in the drywall during the re-piping process.

Re-roofing for 2025 -SWCM has 1 building in need of being reroofed in 2025 located at 2856 Tice Creek. This is the only building in SWCM that still has a tar and gravel roof. The roof is 29 years old and will be replaced with membrane type roofing material. Bid packages have been sent out to roofing contractors and proposals will be reviewed at the next monthly board meeting.

3248 Tice Creek Foundation Issues- It has been discovered that the corner of the living room at 3248 Tice Creek and the attached mutual owned deck are showing signs of soil movement. A soils engineer has been hired to evaluate the problem and submit recommendations on any needed foundation repairs to the building and deck.

## PROPOSALS FOR APPROVAL

### Entry 10 Canyonwood Sidewalk Replacement

We have received 3 bids to replace approximately 390 square feet of sidewalk that is severely cracked and uplifting due to tree roots. This has created multiple tripping hazards on the sidewalk and needs to be replaced.

Part of this project sits on Trust property; I have coordinated this portion of the project to be paid for by Trust.

Bids for SWCM portion of the work range from \$9,890 to \$14,025.

All 3 contractors that supplied bids have experience working within Rossmoor. This will be paid for out of reserves and is within the budget set for 2025.

*Ryken made a motion to approve 5 Star; Steidel seconded.*

*Scott discussed that she was more favorable towards 24/7 and has had better experience with their company than 5 Star. Ryken revoked his motion.*

*Scott made a motion to approve 24/7; Steidel seconded.*

*Motion passes unanimously (5-0)*

**SECOND WALNUT CREEK MUTUAL****2025 Painting Program for SWCM**

We have received 3 bids to paint the exteriors of buildings and exterior and interiors of carports that are scheduled to be rehabbed 2025.

The scope of work is to:

- Repaint on the exterior of 10 buildings, the interior of the carports below and any attached fencing.
- Repaint the exterior of 10 buildings without carports and the attached fencing.
- Repaint the exterior and interior of 7 standalone carports.
- Repaint the exterior and interior of 3 standalone carports with attached laundry rooms.

Bids received for this project have a price range of \$251,669 to \$282,315.

All the contractors that supplied bids have experience working within Rossmoor.

This will be paid for out of reserves and has been budgeted in 2025.

*Bruce motion to approve 5 Star; Steidel seconded.*

*Motion passes unanimously. (5-0)*

**10. Landscape Manager's Report****a. Landscape Maintenance Report**

Tawaststjerna reported that Terra is mostly focused on shrub pruning, fertilization of the shrubs and the fertilization of lawns. The MOD Rehab crew is working on various projects from the Landscape Committee. Mulch is slated to begin in early May. The entries that are supposed to be mulched this year are entries 6-17, Tice Creek entries AA, D, E and 1 through 5. For tree maintenance, a Monterey Pine was uprooted last Wednesday at Running Springs, Entry 2. Waraner did a great job as they were done and cleaning up by 3:30 p.m. It took 2 ½ hours to get that large tree removed. Some of the tree branches as they were falling scratched the sides of the buildings, but the damage is relatively minor. Two other smaller Monterey Pines were removed as they were nervous about their potential to fall. The total for the bill will be \$5,700. Tawaststjerna reported that it's \$85 in permit fees to remove four (4) trees. Proximity to the buildings is a good reason that the city will grant a permit for removal of trees. Singingwood & Canyonwood all the pruning is completed and the next entry will Ptarmigan in May 2025.

- Pre-emergent weed control
- Hard pruning of shrubs
- Thrip treatment for affected plants
- Fertilization of shrubs will begin in early March

**Tree Maintenance**

- Stanley Dollar
- Pruning completed
- Singingwood Entries
- Pruning is in Progress
- Canyonwood Entries

**SECOND WALNUT CREEK MUTUAL**

- Pruning scheduled for late February

**11. Committee Reports****a. Architectural Review Committee**

Ryken reported that they need volunteers with background in Architectural Review Committee.

**b. Contracts, Grants and Rebates Committee – No Report**

Scott reported that they are looking for more chairs for the committee. They are focusing on Two different types of grants. One for the Galvanized Pipe Replacement and the other for the Zinsco Electric Panel Replacement.

**c. Finance**

Skerritt reported that the committee is very small, and are looking for volunteers with with Executive Banking experience to join and they are very excited about NetSuite and the Transparency from MOD.

**d. Infrastructure Committee – Ryken**

Ryken reported that they have been inspecting manors for dryrot. They are also working On the interior & exterior breaker panel replacement. It's been reported that the breakers have to be turned around so that they are not facing the closets. You can't have the door opening to areas that can easily catch fire. They do have to be turned around. They would like to know if this will help with insurance and Michele Colucci will help in this aspect. Ryken thanked Eric Howard for his help in figuring out how much it's going to cost. There are a few more galvanized pipes that need to be replaced. The Fire Extinguisher inspection program has been going well. A county fire inspector came out and inspected all of Rossmoor and generated a report for every building and Eric Howard has been taking care of any problems. A re-inspection would occur after the items been been completed and there is no charge for coming back out to reinspect.

**e. Landscape Report**

**Present:** India, Bob, Jesus, Laura, Jean, Michele

**Absent:** Tieka, BettyJanice, Jeanne

- Update from Jesus: mulching will happen in April and May. This will be 5' out from any building. There maybe some neighbors that will question this. Remember that it is for safety reasons. There was discussion on if small rock or shredded bark can be placed in these areas. Jesus and his crew will make the call.
- Zone Walks: we will each walk our zones this month. Let's look for edging that is raised, small lawn conversions, areas that need a refresh or rehab, and tress that need maintenance.
- Update from FireWise: The town hall was very well attended and produced a list of questions. These will be answered on line so we can all refer to them. There will be two meetings per year. There was a discussion of emergency exits.

**f. Neighbors for Safer Street – No Report.****g. Trash Committee - No report****h. Water Conservation Committee - Therese Welter**

**SECOND WALNUT CREEK MUTUAL**

March 20, 2025

Everyone now can see their water meter's usage on the SWCM website. This is important because this is the time of the year that we really can see residential usage, because of very little landscaping water being used. On the website there is a graph that tells you which entry is in which meter. There is a wide range of usage in each meter because there are wide range of co-ops in each meter. Starting this month, I am dividing the usage by the number of coops to see how the 11 meters compare with each other. This will be especially helpful to have this as a base to compare the water usage now, to the months when the landscaping water is being used regularly.

The Water Conservation Committee has learned much about water usage and water costs in our Mutual since we started tracking water. This month, I will use this report to document and share some of this information. In the **2025 Operations Budget**. Water costs are the 4<sup>th</sup> highest item at \$1,245,000. Water is 11% of the Operations Budget. Currently we all pay **\$75.00 per month** in our coupon for our water and rates go up at least 8% each year in July.

If we use the last months water bill as a base and multiply it X 12, the average water bill would be \$443 annually or \$37 a month. That bill would only cover indoor usage. But we pay currently \$75 a month in our coupon because we need to water our landscaping which is a significant part of life in Rossmoor. Our mutual has high usage landscape water usage compared to some of the other Mutuals because of the size of our lawns. Many mutuals are replacing lawns with low water plants and repurposed them as social areas due to the cost of lawn and water maintenance. Drive around and see for yourselves.

Our water pipes are old, imagine the amount of water that is pouring through those pipes that serve thousands of co-ops. Our pipes were installed up to our entries during 1965 to 1967, so that makes them almost 60 years old. Our Mutual is responsible for the maintenance and repair of those pipes between the water meters, which are located on Tice Creek. That means us!! Let us not even imagine the cost of replacing those pipes and the streets and property above them!! Only when there is pipe break is **before** the water meter along Tice Creek, is it EBMUD's responsibility.

**Any water that you see, flowing down entries, or bubbling out of the grass need to be reported as soon as you see it or suspect it to MOD at 925-988-7650** For example, just last week on March 13, I was driving on Tice Creek at Fairlawn about 2:15 in the afternoon and saw water, gushing down Fairlawn and onto Tice Creek and down the sewer. I followed this waterfall (literally) up to Entry 2 on Fairlawn and could see it was coming from the far end where it connects to Running Springs. So, I used my cellphone and reported it to MOD, right then. The amount of water was tremendous. I did not take the chance that someone else had already reported it. As it turned out it had been reported by MOD working in the area. About 30 minutes later, all in the area got a nixle message that water had been turned off in that meter. but imagine if they hadn't been in that area already. Because I can check the water meters on EBMUD website, which give the amount of water flow by hour, I found the water usage **loss** was about 22,000 gallons in about less than an hour. Or about \$330 to us. These are our mutuals pipes. The unlucky people that live in that water meter did not have water for



## SECOND WALNUT CREEK MUTUAL

nearly 20 hours during the repair, which was due to tree roots crushing a pipe 8 ft below the ground. No small fix.

Starting this month, on the M2Rossmoor.com web site, you can find specific details about YOUR WATER METER. Find it under Committees, then Water Conservation. We are starting to list the usage per co-op for each meter. You probably have no idea which meter is yours, but if you look up your entry on the chart, you can figure it out. I have assigned a letter to each meter. Write it down for future reference. This way you can track how your meter is are doing compared to the others. Tracking your meter will not pay the water bill but we will all be able to figure ways that we can reduce water usage, winter and summer.

During the last billing period(Jan-Feb), we have residents that are **Super Water Savers** and are saving 10% and more, over the same time last year

They are:

|  |      |
|--|------|
| Meter H, Entries Tice Creek 11,12 ,A and B                     | -38% |
| Meter K, Entries Canyonwood 5,8,9,11, and Ptarmigan 4,5        | -33% |
| Meter A , Entries Fairlawn 2,4,6 and Running Springs 1,3,5,7,9 | -20% |
| Meter I, Entries Tice Creek 13,14,15,16,17 A and B             | -13% |
| Meter G, Entries Tice Creek 6,7,8,9,10, and Ptarmigan 1,3      | -10% |

CONGRATULATIONS TO ALL

Keep up the good work and report to Mod all water breaks or strange water issues. Let us save water and money \$\$\$ on our coupon!

### i. **Welcome Committee -**

The social event was a great success. Both events have turned out great and it was nice Getting to know other residents. The next event will be in May.

## 12. Old Business

a. None

## 13. New Business

### a. **Appoint Dan Davis as Chair of the Infrastructure Committee**

*Ryken motioned; Scott seconded.*

*Motions passes unanimously. (5-0)*

### b. **Entry 10 Canyonwood Sidewalk Replacement Proposal**

*This item was discussed under Building Maintenance*

### c. **2025 Painting and Rehab Program Proposal**

*This item was discussed under Building Maintenance*

**SECOND WALNUT CREEK MUTUAL****14. Members' Forum**

A resident reported damage to their window screen and Eric Howard will attend to this. The owner is requesting that landscape trucks tie down their trucks loads. Some of the loads have fallen off into the roadway. An owner reported making sure that owners are updating their emergency contact information and congratulated the board for completing 6 months as the new Board of Directors. They owner also thanked the board for approving 5 Star for the sidewalk And thanked Michele Colucci for her good questions to MOD staff.

**Announcements** – There being no further business, the board of Directors Regular Meeting was adjourned at 11:44 a.m.

**Board Services Coordinator**

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

*Anna Rocha*