



ROSSMOOR ™ WALNUT CREEK

Walnut Creek Mutual Twenty - Eight

BOARD OF DIRECTORS REGULAR MEETING

Wednesday, May 28, 2025, at 10:30 a.m.

Meeting is Conducted Virtually

MINUTES

Call to Order

Vice President Kurtz called the meeting to order at 10:35 am

Roll Call

Directors Present:

Don Kurtz – Vice President
Tara Murphy - Secretary
Isabelle Chen – Treasurer
Virginia Lawson - Director

Staff Present:

Jeroen Wright – Director of Mutual Operation
Rick West – Building Maintenance Manager
John Tawaststjerna – Landscape Manager
Jesus Morales – Landscape Supervisor
Lisa Kam – Administrative Services Manager

New Business

Action Items

- a. Appointment of new board member, Carolyne Hudson
- b. Reorganize board

Lawson made a motion, seconded by Murphy to approve the new board member Carolyne Hudson,

Kurtz made a motion, second by Murphy Director and make Virginia Lawson the President.

Moved, Seconded, Carried 4-0

Meeting Minutes

- a. Board of Directors Regular Meeting Minutes – March 26, 2025
- b. Board of Directors Special Meeting Minutes – April 11, 2025

Lawson made a motion, seconded by Chen to approve the aforementioned meeting minutes.

Moved, Seconded, Carried 5-0.

Member Forum

Hildreth thanked Carolyne for joining the board and for Virginia for stepping up board. I am here to help in any way I can.

Treasurer's Report

Based on the Income Statements as of April 30, 2025:

1. The Operating Fund actual expenses are very close to the budget.
2. The Reserve Fund has a couple expenses that are not budgeted, including:
 - a. Plumbing: repair of water line costing around \$4,000.
 - b. Concrete repairs: our electrical wires are under the concrete walkway. When there is a short circuit, we need to remove concrete and replace it, which is costly.
 - c. The cost for the installation of the backflow that is required by EBMUD is \$19,600. We will fund this expense with the \$24,000 over budget of the carports roof replacements.
3. The monthly MOD Management fee and MOD Contract Services-Landscape, for a total of \$9,096/month, were not charged to our Operating bank account since January 2025.
4. For the Budget vs. Actual Statement, the 2025 Budget Amount column needs to be updated.

There was no financial report to approve.

Mutual Operations Manager's Report – Jeroen Wright

Wright thanked Susan for all you've done with the board. Looking forward to working with you on the RWC Board. The Golden Rain Foundation will now be known as Rossmoor Walnut Creek and the Mutual Operations Department, which is the property management arm of GRF, is now known as Rossmoor Walnut Creek Property Management and our initials will be RPM. You will start to see these changes throughout the valley and in our signature blocks. This is an effort from the RWC marketing task force to differentiate ourselves from the other Rossmoors in the world. Currently many people that are looking to move to Rossmoor are doing it via the internet and if you search just Rossmoor you get multiple, but if you search Rossmoor Walnut Creek it will bring you right to our website. Trying to focus on the traffic to the website for people that want to be there and not wasting anyone's time. Not the greatest time for us to be going through a name change. We are deep in the negotiation work of providing a new management agreement. The contract portion of that agreement has gone out to the mutuals and been reviewed by legal counsel that the mutuals have in common. RWC is about to get that contract back from the mutuals to review. It sounds like from all the work there are no deal breakers in the language, just minor wording. The contract is solid and going to go through like. That contract is very much the boiler plate of a contract that talks about insurance, terms and conditions, indemnification and those types of things. It should be finalized by August so we can use for 2026 budgeting. Also, right now I am in the middle of the third year of the New Valuation for the entire valley is a big lift for the building maintenance department which has to go through and provide the exact square footage of every building. It should be finalized by July of this year. Fire extinguisher inspection, we have a new fire inspector; we will no longer be required to do monthly inspections, just annual inspections. She was very aggressive in her inspections, when really the only thing they need to check is if the addresses are on the buildings and if they have a fire extinguisher, are they being checked annually and if there are sprinklers or audible notices. Our senior building maintenance manager Clayton Clark is retiring. I am going to promote our lead foreman Luis Duenas to building maintenance manager. I would like Luis to take over M28 and move Rick West to TWCM. Rick will still be here and be available 100%, he will be a mentor for Luis. The company is moving forward and it is not the last retirement. When I first started 65% of my staff is retirement eligible. We are still working on who will be replacing Luis. West commented he will still be around and is not going anywhere. I will be chipping in. Luis will need help in the budgeting process. Everyone loves him. I have been training him for 5+ years. We are still working on who will be replacing Luis.

Chief Financial Officer Report – Todd Arterburn

Wright reported we have financials coming out of Net Suite, we have turned a corner. Been an arduous journey. It hasn't been easy. Thank you to everyone on M28 board for your cooperation and patience throughout this process. We had wanted to provide the financials all the way through, but the only way we could do that is run both systems concurrently and that would have taken 7-10 additional employees which would have cost a million dollars which would have hit the coupon. We made these decisions trying to do the best for the membership and keeping the price low. There are many things that still need to be worked on i.e. balance sheets, and general ledger clean up, still need to be done. Nothing worse than not knowing the financial situation of the corporation you are managing. FYI, I too have not been getting any financials for MOD.

Building Maintenance Report – Rick West

- Update on plan to Entry 11 and 12 asphalt paving
- Recommendations for the installation of 2 exterior electrical panels.

Chen stated we have a budget, we have replaced 2 subpanels this year, my idea is to replace one panel this year. Which one.

West will ask them which one they recommend. West to send list Lawson.

Chen asked advice if any other mutuals do inspections of subpanels and what is the cost, Kevin said about 250.00 per unit. West stated other mutuals may inspect 1-2 units to get an idea and an idea. If they are over 40 years old, replace. They are getting a good deal if they are inspecting inside and outside. West reported if you plan to replace them all, it is a waste of time to pay for an inspection. We may be able to use Sang which may be cheaper and he can let you know which ones are the worst.

INFORMATIONAL ITEMS: Work scheduled, In Progress or Completed

**2025 Phase IV DuraLast Flat Roof Replacement Project
Phase V Attached Carports will complete the project.**

Fiala Roofing was awarded this project

Schedule update

Two -Way cleanouts, there are 5 buildings that need to be installed the cleanouts,

Entry 12 - #2205, #2209, #2217, #2225 & #2229. Scheduled for 2025.

Contractor: Five Star

Schedule update

Entry 12 - Concrete and seal coat project.

Contractors Fleece Construction & Silicon Valley Paving.

Work in Progress

Don's Exterior Carpentry List

Landscape Report – John Tawaststjerna

- Strategy for 5' Building Clearance for Plant Materials
- Update on Tree Removal
- Update on water pressure
- Landscape plans for 2025

Big now is weed abatement which you were talking about before the meeting. Terra, my trust crew, Brightview majority of work right now. We are working on cleaning 100' of each building and then our normal fire breaks throughout the trust areas with discing or cut down weeds. Goat grazing going to happen, Skycrest first, east of the MOD offices. Expect mid-June. The question is where

will the 'header be able to park. Talk about zone zero and the work going on around Rossmoor, we are talking about the within 5' from the building big push removing flammable mulch and putting in hard scaping or bare dirt. Your mutual already is a lot of lodi stone in this 5' of the buildings so there is not a lot of work we have to do. The majority of it from what Jesus is saying will be leaving it as bare dirt. It will be a lot of working in summer during the MOD days, Terra might do one building and we will do another. The other thing we have during those MOD days is a drain installation behind a unit on entry on unit 11. We are anticipating this will take at least two days to install, there was a sub pump back there that broke but we want to install a drain in the back lawn area instead.

Lawson had some questions on the 5' clearance, thought this was for the very high-risk areas, which doesn't really impact us. Tawaststjerna replied in regard to the law that passed that requires you to go to the most extreme for zone zero, and yes, none of Rossmoor is in a very high fire threat area but that doesn't mean there are things we want to do to make your homes more resilient against wild fire our meeting spot for that is removing the mulch and any plant material in that 5' zone can stay as long as it is green and healthy as long as it is not Rosemary or Juniper. We are just removing mulch; we are not removing healthy plants. We have been recommending this to all the mutuals in Rossmoor. Wright added that lots of studies have been done and proven the majority of buildings catch on fire from the embers that land in that area into that flammable mulch. Removing that flammable mulch is a lowest hanging fruit that will definitely increase our resilience against wildfire. Governor signed an executive order to expedite the regulations, and we do expect the strictest be enforced in the very high fire danger zones but some enforcement of zone zero in the high fire danger zones as well but we expect it to be less. We don't know what those regulations are right now so we are trying to slow everything down. Not to remove any plants, not make any moves that will cost us more money in the future. Tawaststjerna reported we have submitted a permit application for 4 tree removals, one is a Siberian Elm at 2217, this tree needs to get out asap; 3 liquid ambers along the east side 2001 Ptarmigan, there are also a couple others around the buildings in entry 11 at 2013, 2101 also liquid amber that we want out. We started the application for 4, I haven't heard back from the city yet, but I should hear within a week. Lawson asked if he sees a problem with these getting approved. Tawaststjerna replied the Siberian Elm will definitely approved, not sure on the 3 liquid ambers, might get denied first, I walked through the area with the public works director and I think through the appeal process we will have no issue. We will see how that develops with the other trees in the next phase of 4 we apply for. I wanted to get these to start. Murphy asked from a budgeting standpoint if we don't get the 6 high priority trees removed in this fiscal year, which we would like to do, but how realistic is it, figure out when in the year or within the next fiscal year all 6 will likely be removed this can help us figure out if we have budget we can shore up the t-intersection at entry 11 so timing, limbo, we would like all 6 removed and can do that in this fiscal year, but if that isn't going to happen, if only 2 not likely to happen to the extent you can keep us posted on that it gives us opportunities to deal with other high priority matters we can't deal with because we budgeted for 6 tree removals this fiscal year. Tawaststjerna, we have a cost to remove all the trees so just waiting to hear back from the city, I will let you know what happens. I have only applied for 4 trees at this point, I wanted to do this in phases and the appeal once I hear back on these 4, I will apply for the next 4 liquid ambers that I have on my list so a total of 8 trees I had recorded from my walk that we wanted to remove. Each permit allows 4 trees at a time. I think by the beginning of September we will easily get an answer if we can remove these trees by the end of the year and if we have the money. Tawaststjerna updates on water pressure. He had a conversation with the water distribution coordinator/manager of EBMUD, she talked about the reservoir projects throughout all Rossmoor. There is the grizzly reservoir which is at the top of Stanley Dollar, Tice reservoir on Rockview Dr. and the Castle Hill reservoir at the top of Grey Eagle/Saklan, they are doing upgrades on all of them now. The Castle Hill reservoir they are getting rid of and putting in a pressure line. At the Grizzly reservoir they had 2 tanks previously and now switching to 1 really large tank and minor repairs at Tice reservoir. The conversation I had about the pressure getting better as these projects get

completed over the next couple years, they didn't really want to give a clear answer. They said it might actually help, or it may not. The allowable pressure they are giving the mutual right now is within their acceptable range. I explained to them I know we have had higher pressure before; I know the backflow does restrict some pressure. The incoming pressure has been better in the past; the incoming meter pressure has been better in the past. They were nice enough to send out a technician to check on their gate valves along the street making sure they were all open and nothing was restricting flow going into the entry 11 & 12 and they said the lines are all good. Currently, I really don't have a way for EBMUD to increase the pressure on their side. They are requiring us to leave the backflow in place. We have sent off all the paperwork, so it is registered in their system which is a good thing. Could the pressure increase as these reservoir projects are completed, is certainly a possibility, but there is no guarantee. Mutual talking about potentially getting some estimates to get a booster pump installed which is something you all could pay for on your side of the line, this is very expensive project, not something we have budgeted for. Not cheap and you would need to build a small structure to house the pump. Something we can look at. Lawson asked the price range. Tawaststjerna has only installed a landscape pump, never domestic so is not sure but his guess is between \$50,000 - \$100,000.

Officers' Reports

President

Hildreth asked John did you order us a blue cover to go over the back flow device. Arrived today, will be installed.

Vice President

Kurtz unpainted HVAC 2101-2 tree route ate the concrete slab foundation, Beni to do touch up paint; Rick will work with Luis on getting this done. We had a water leak from an overflowing sink at 2025-2, how do we know if the leak flooded into the unit next door. What is the procedure when MOD goes next door? West replied that Daniel Philaphil is our manor damage property inspector, he will go into both units, if possible, and try to assess both units and he gets the insurance information and makes sure per our Property Management policy to go in there and "stop the bleeding". We get someone in there to clean it up, make sure it is just an overflow situation not a plumbing issue we do have to try and minimize the amount of mutual property damage so we will bring out a company like ASM to dry it out and put in the blowers, this is pretty much it. We want to get the insurance companies in there to access the damage and insurance companies to take over. We are trying to lessen the amount the mutual is paying out in advance so all the bills should be going to the residents that caused the issue and they can deal with their insurance as far as to be reimbursed. Kurtz asked if at sometime does someone go in there and test the drywall. West replied absolutely, that is one thing that ASM will do and any floor coverings. Kurtz, we have a dozen small drainage projects we identified over the winter, and I am waiting for an estimate with Luis before the rainy season. West thinks a lot of that was new blocks. He knows Luis is working on this and thinks he is bringing in John T. we have to have that 2% swale away from the foundation not towards it so that falls into the landscape department. Kurtz sent in a workorder on 2009-2 resale, which found dry rot in the carport. West will put that on Luis hot plate. Kurtz we are waiting for someone to trench some electrical lines at 2161 for the path lighting, was told on May 16 Five star to do the trenching and Sang to do the electrical. This has been broken since February. West will have the work start immediately, thinks Sang submitted a quote. Lawson expressed concern about cost. John T. said he could have Terra go out and do the trenching, he would give the contact's name and number to Rick to get a quote. Kurtz reported on a chunk of sidewalk at 2037-4, April 8 & May 14, would love to get that fixed West to follow-up. Kurtz stated that Con Fire had asked them to label utility closet better, can we drop that project, yes. Kurtz you told us to put rootx every two years, when should we do that next, West to get an estimate. Kurtz, Rick and I together confirmed that between the manor and the central san pipe, we are responsible, we could be proactive and go in with a camera to look at our laterals but maybe we can do that next year. West commented that he does have mutuals who have a

camera system and put in the rootx to make sure there are no breaks in the line. Unfortunately, many mutuals have trees. Lawson what kind of numbers are we looking at; Kurtz, we have thirty buildings, one sewer per building; West it is not cheap, I am guessing we can camera and rootx for about \$12,000, all buildings. Lawson asked if we can treat them as two separate issues, West replied yes, you can certainly put the rootx in without a camera. Kurtz asked if we will have work order visibility through NetSuite next month. Wright replied not through NetSuite, but we can get any report you want from Jenark. Kurtz is asking is carbon monoxide detectors are required in an entry that has no PG&E presence aka gas. West replied as far as I know, if you do not have any gas appliances, they are not required. Kurtz you had told me last month that all the smoke detectors in M28 are battery based, no hard wired, just wondering how we know what year they are at. West replied that each detector has the manufacture date, we are not interested in the installation date, just the manufacture date, good for ten years. All the new ones going in now we are listing the manufacture date as each lot can have a different date, then go nine years from the manufacturer date so they don't all start beeping at the same time. We should probably send someone out there to inspect a few of those units to see if there is a different date there or are they on the same date. For the most part every time we do an installation the installer buys 500 in one lot, so they usually have the same manufacture date. Kurtz asked if we did 10 units, that is 10% of our population is that a good size to check and what would the cost be. West replied that is a good size and we can probably do this in house, an estimate would be 15 minutes per unit, \$90.00 per hour, plus set up fee.

Secretary

No report

Treasurer

No report

Director

No report

Committee Reports

Social Committee – Last Friday of the Month gatherings: June 27, July 25, August 29 & September 26

Kurtz commented that he is hesitant to use the social events as a forum for board business. If we need board business, we do during our regular meetings. Hildreth replied that we occasionally talked with residents about issues but didn't think it was a problem. Murphy commented that even though she is new, she sees this as a great time to talk with others about board, doesn't think it will damper the fun.

Landscape Committee – No Report

New Business Cont...

a. Adoption of Voting & Election Rules

Lawson the election rules that have been drafted. Which electronic voting an option or you can continue to do paper.

Motion made by Lawson, seconded by Murphy, to approve the adoption of new voting & election rules. Approved by unanimous vote. (5-0)

Announcements

The next scheduled Board of Directors Open Meeting is the Regular Session Meeting on Wednesday, July 23, 2025, at 10:30 a.m.

Adjournment:

With no further business to address, President Lawson adjourned the meeting at 11:49 am.

Secretary's Certificate

I hereby certify that the foregoing is a true and correct copy of the minutes of the Board of Director's meeting.

Lisa Kam

Administrative Services Manager