



ROSSMOOR ™ WALNUT CREEK

Walnut Creek Mutual Twenty - Eight

BOARD OF DIRECTORS REGULAR MEETING

Wednesday, July 23, 2025, at 10:30 a.m.

Meeting is Conducted Virtually only
Join Meeting Virtually

For video/audio participation on your laptop, tablet, or smartphone, enter <https://rossmoor.zoom.us/j/82584251506> in your browser and follow the on-screen instructions to enter the meeting. Enter the **Meeting ID: 825 8425 1506**. Be sure to have your computer speakers turned on.

For audio only, **dial 669-900-6833** on your phone and enter **Meeting ID: 825 8425 1506** at the prompt or go to the website “Meetings.”

For technical support to join a meeting, contact 925.988.7627 or support@rossmoor.com

AGENDA

1. **Call to Order**

2. **Roll Call of Directors**

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

3. **Mutual Operations Staff**

Jeroen Wright – Mutual Operation’s Manager
Todd Arterburn – Assistant Secretary
Luis Duenas – Building Maintenance Manager
John Tawaststjerna – Landscape Manager
Lisa Kam – Administrative Services Manager

4. **Meeting Minutes**

- a. Board of Directors Regular Meeting Minutes – May 28, 2025

Recommendation: The Board of Directors approves the Meeting Minutes.

5. **Member Forum**

Members are given a three (3) minute -limit to address the Board of Directors.

6. **Treasurer’s Report**

Recommendation: The Board of Directors certifies compliance with Civil Code §5500.

7. **Mutual Operations Manager's Report** – Jeroen Wright
 - a.. Clarification on how (phone or email) and when Members can contact RPM's Work Order Desk to initiate work orders for irrigation problems, exterior pest control, exterior lighting.
 - b. How do other mutuals manage their projects internally?
8. **Chief Financial Officer Report** – *Todd Arterburn*
9. **Building Maintenance Report** – Luis Duenas
 - a. Update on roof repair for 2217-3 –damage from tree trimming
 - b. Replacement of Exterior Electrical Panels – What can be done for 2025 - Projection for 2026
 - c. Establish Building Maintenance Committee for Mutual 28
10. **Landscape Report** – John Tawaststjerna
 - a. Update on water pressure
 - b. Update on tree removal
 - c. Plant Replacement for Fall
11. **Officers' Reports**
 - a. President
 - b. Vice President
 - c. Secretary
 - d. Treasurer
 - e. Director
12. **Committee Reports**
 - a. Social Committee – Last Friday of the Month gatherings: July 25, August 29 & September 26
 - b. Landscape Committee
13. **New Business**
 - a. Approve the Resolution of the Walnut Creek Mutual 28 Board of Directors authorizing specific transfer of funds.
 - b. Appointing a committee of the board and appointing Virginia Lawson, President and Isabelle Chen, Treasurer as Committee members.
14. **Announcements**

The next scheduled Board of Directors Regular Meeting is on Wednesday, September 24, 2025, at 10:30 a.m. in the Fairway room at Creekside Club House.
15. **Adjournment to Executive Session** – If necessary, for legal issues, contracts, member discipline, personnel issues, delinquencies, or foreclosures