



WALNUT CREEK MUTUAL TWENTY-EIGHT

BOARD OF DIRECTORS REGULAR MEETING

Revised 10/27/25

**Friday, October 31, 2025, at 2:00 p.m.
Meeting is Conducted In-Person and Virtually
Gateway Clubhouse– Board Room
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 Zoom using the following link: <https://rossmoor.zoom.us/j/86715440861> and use the **Meeting ID: 867 1544 0861**. You will see a few prompts to click on such as allowing “the page to open zoom.us,” “join with video,” and “join with computer audio.” Be sure to have your computer speakers turned on.

For audio only, **dial 669-900-6833** on your phone and enter **Meeting ID: 867 1544 0861** 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
Vacant - Vice President
Tara Murphy - Secretary
Isabelle Chen – Treasurer
Carolyne Hudson - Director

RPM Staff

Jeroen Wright – Mutual Operation’s Manager
Todd Arterburn – Chief Financial Officer
Luis Dueñas – Building Maintenance Manager
John Tawaststjerna – Landscape Manager
Lisa Kam – Administrative Services Manager
Janneth Lujan – Board Services Coordinator

3. Reorganization of the Board

- a. President
- b. Vice President
- c. Treasurer
- d. Secretary
- e. Director at Large

4. Appointment of Assistant Treasurer- Virginia Lawson

- a. Motion to appoint Todd Arterburn as Assistant Treasurer to the Board.

5. **Appointment of Assistant Secretary** *Virginia Lawson*
a. Motion to appoint Janneth Lujan, as Board Services Coordinator

6. **Meeting Minutes**
a. Board of Directors Regular Meeting Minutes – September 24, 2025
b. Board of Directors Special Meeting Minutes- October 7, 2025

7. **President's Report** - *Virginia Lawson*

8. **Treasurer's Report**- *Isabelle Chen*
a. Motion to Certify Compliance with Civil Code 5500

9. **RPM Manager's Report** – *Jeroen Wright*

10. **Chief Financial Officer Report** – *Todd Arterburn*

11. **Building Maintenance Report** – *Luis Dueñas*

12. **Landscape Report** – *John Tawaststjerna*

13. **Officers' Reports**
a. Vice President
b. Secretary
c. Director – *Vacant*

14. **Committee Reports**
a. Social Committee
b. Landscape Committee
c. Infrastructure Committee

15. **New Business**
a. 2026 Budget Review
b. Approval of 2026 Meeting Calendar

16. **Member Forum**
All members are invited to address the Board with questions, comments, and suggestions. The Board does not directly answer questions posed by speakers during the Members' Forum but does hear the viewpoints and ideas presented and considers them as they act during the meeting. Comments are limited to three minutes per member.

17. **Announcements**
The next scheduled Board of Directors Regular Meeting is on Wednesday, January 28, 2026, at 10:30 a.m., Zoom only.

18. **Adjournment to Executive Session** – If necessary, for legal issues, contracts, member discipline, personnel issues, delinquencies, or foreclosures.