



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**

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**MINUTES**

**Call to Order**

Jeroen Wright called the meeting to order at 10:34am

**Roll Call of Directors**

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

**Mutual Operations Staff**

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

**Meeting Minutes**

Board of Directors Regular Meeting Minutes – May 28, 2025

*Motion made by Hudson, seconded by Murphy, to approve the May 28, 2025 meeting minutes. Approved by unanimous vote. (4-0)*

**Member Forum**

Resident thanked the board for stepping up. I am always here to help and answer any questions.  
Resident expressed concern about the low water pressure. What are we going to do about it and when.

Resident commented that the water pressure is so bad in some areas the resident washes in the kitchen sink and is concerned there may be damage to her washing machine.

Resident in Entry 12 has cleaned the trash area for several years. Noticed lately food and garbage on the ground after compost service, do we have a new service. It was recommended the resident reach out to the work order desk and speak with Lisa Lankford.

Resident noticed raw chicken and plastic on top of the compost bins. They will have an “education” talk during their social gathering this Friday.

**Treasurer’s Report**

Chen reported she received the new financials’ as of June 30, 2025, but has a lot of questions. Will set up a time to meet with Todd and go over.

There is no certification for financial statements in this meeting.

**Mutual Operations Manager's Report** – Jeroen Wright

Wright reported Management Agreement appendices have been completed, they are now in the hands of the task force to look over. Once the Management Agreement is finalized, we hope to use it for the budgets. Firewise committee amazing turnout. Thank you to all who showed interest in joining the committee, unfortunately we only had so many seats to fill.

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. Residents can call the work order desk directly at 925.988.7650 for any work having to do with the property or maintenance of Mutual 28 property

b. How do other mutuals manage their projects internally?

For any tree trimming work, you would work with John T; for any paving, roofing projects the board would work with Luis to get quotes, give progress reports and monitor the project and communicate with the board.

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

Arterburn reported on the progress of NetSuite every day more information is being provided. I am scheduling time to meet with each individual Treasurer to go over the reports. Using a new platform, Work Day to redo the budgets, we will be able to do forward forecasting, forward cash flow, forward balance sheets making a comprehensive business plan for you. Kurtz asked if other members will have NS access in the future. Todd replied that with Workday you will be able to see all reports and all board members will have access; unfortunately with NetSuite we are limited with the licenses.

**Building Maintenance Report** – Luis Duenas

a. Update on roof repair for 2217-3 –damage from tree trimming. Tony, our roofer, has been working on matching the shingles, haven't found a match, he has reached out to Fioloa to see if they have any extra in their yard. Don mentioned this came up when they did the carports a couple months ago. They showed me a couple different ones, couldn't match exactly. We picked one that was close enough. This was with Fiola/Dennis. Luis will reach out to Dennis.

**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 (completed)

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 (completed)

RootX treatment 5star (completed)

Don's Exterior paint List: RPM (completed)

Don's Exterior Carpentry List: 5star to provide estimate

Luis stated that KR Electric is waiting for Don to reply to him letting him know if you want a 1 year or 3 year plan.

b. Replacement of Exterior Electrical Panels – What can be done for 2025 - Projection for 2026  
Don Kurtz gave the following report.

07 2025 Executive Summary Electrical Infrastructure

### **Background**

The 30 buildings in Mutual 28 were built in 1971.

On the exterior of each building are 2 electrical components in wooden enclosures:

A meter pack that holds the meters (varies from 2 to five meters)

A circuit breaker for each meter (varies from 2 to 5 circuit breakers per meter pack)

The meter packs have a life expectancy of 50 years. Therefore, all 30 of these panels were at end of life in 2021.

10 of the 30 buildings have had the meter packs replaced in the last 5 years.

A condition assessment of the remaining 20-meter packs and enclosures was conducted on July 16, 2025.

10 of the 20-meter packs have an extremely high risk of fire and must be replaced as soon as possible.

### **Meter Pack Replacement**

The estimate to replace these 10 failed meter packs in 2025 is \$90,000.

The replacement of the remaining 10-meter packs can be spread over two years:

2026 – 5 packs for an estimated \$55,000

2027 – 5 packs for an estimated \$52,000

### **Enclosure Replacement**

The inspection revealed the need to refurbish or replace 10 enclosure boxes in 2025 – cost estimated at \$50,000.

The replacement of the remaining 10 enclosures can be extended over two years:

2026 – 5 enclosures for an estimated \$25,000

2027 – 5 enclosures for an estimated \$25,000

### **Circuit Breaker Replacement**

The inspection revealed the need to replace 20 circuit breakers in 2025 - estimated at \$5,000.

## Interior Sub Panels

The original interior electrical panels for all 84 manors are also beyond end of life

We estimate 4 have been replaced. The other 80 must be replaced ASAP as they are a fire hazard per current codes.

We must replace the remaining 80 subpanels over the next 4 years at an estimated cost of \$100,000 per year.

## Path Forward

CATEGORY	2025	2026	2027	2028
Meter pack	\$90,000	\$55,000	\$52,000	
Enclosure	\$50,000	\$25,000	\$25,000	
Circuit Breakers	\$5,000	\$2,500	\$2,500	
Interior sub panels	\$100,000	\$100,000	\$100,000	\$100,000
<b>Totals by year</b>	<b>\$245,000</b>	<b>\$182,500</b>	<b>\$179,500</b>	<b>\$100,000</b>

### **Comments/Questions about this presentation:**

Kurtz has seen these boxes and the problems with rats, rodents and burned wires  
Hudson feels this is a high priority, is there a way to get the money to do it.

Wright said a lot of mutuals are replacing the subpanels, it is that time.

Chen knows the importance but is concerned about the price and how to make it happen. 700,000 over 4 years; is more concerned with 245,000 for 2025

Wright said that Todd can advise the board on making a decision. Mutual will need to make a decision on what to do. Later we are going to talk about a water pump.

Artherburn agreed very important in terms of service offerings.

Murphy do we have a reserve plan for longer term items could be used for this.

Kurtz asked why Helsing didn't prepare them for this expense.

Wright said that electrical panels are not included in the Helsing report. Includes items visually inspected from the exterior of the buildings. What they are never going to be included are the interior panels, utilities, gas lines, and electrical. Start thinking about having another bucket for those items.

Chen commented they did budget this for Capitol improvement 2022, but we planned one panel a year. In 2023 some burnout, we budgeted 6 panels in one year.

Murphy this seems more important than repaving, even though that is significant. This seems much more important.

Wright said some of the work you have maybe we can reallocate the funds.

Chen said they don't have extra money sitting in the reserve. No one knows.

This seal coat issue no one knows, the repair is twice the cost of the coat. We can only afford to do entry 12 this year. Next year we need to do entry 11 for 60,000 which we don't have the funds for. Either special assessment or coupon, I am curious to see how we are going to do it.

Wright said he and Todd will need to meet with the board and go over this.

c. Establish Building Maintenance Committee for Mutual 28

Hudson is wondering how other mutuals do it. Should they get a committee?

Wright 100% agreed many mutuals have building maintenance committees, they are invaluable to the mutual, from planning, working with Luis, making those types initial decisions, initial inspections.

*Kurtz made a motion and it was seconded by Murphy to create a Building Maintenance Sub Committee Passed unanimously (4-0)*

At the next meeting you can appoint the Chair and committee members to the committee. Also think of a liaison between the board and the committee, it doesn't have to be the chair.\*

### **Landscape Report** – John Tawaststjerna

#### a. Update on water pressure

John reported that EBMUD is still doing the reservoir conversion which will take two years of less. As far as the individual resident is concerned, the only option we have is to get a booster pump if we want to fix the problem immediately. Will need to get estimates and budget for this, the soonest next year. If you are experiencing pressure issues within your home, I recommend making sure your faucets shower and sink, washing machines, are all rated for lower pressure, filters clog, checking that for the time being. If the mutual would like us to get estimates, let us know. Price will be determined on the location where we are able to install, not a lot of space, pump house. Murphy thinks we need to get estimates. Also feels EBMUD as a public utility has an obligation to provide adequate pressure to us. John said unfortunately, it falls within the allowable range low 30 psi up to hundred something, incoming pressure 50, backflow loses 10-12 psi, travel uphill to residents at entry 11. On their side came out for an inspection and said their amt pressure is fine. Resident commented it is not fine; we deserve a decent amount of water; some can't get enough water for their daily jobs. John stated that yes, the water into the building is low, EBMUD water is directly at meter and is in the allowable range. Outside the meter, it is the Mutuals responsibility EBMUD stops all their service there. Board needs to look into a booster pump as I am not convinced the water will improve anytime soon.

The board is requesting John to start getting booster pumps bids.

#### b. Update on tree removal

Work done last week. August 1 @ 8am is when they are going to be back to do the actual stump grinding. I have submitted a permit to remove 4 more liquid amber trees, entry 11, 2101-2001 (3); and the northside of 2013 (1).

#### c. Plant Replacement for Fall

[Plantrplacement@rossmoor.com](mailto:Plantrplacement@rossmoor.com), deadline August 15. Filter requests through your landscape committee, any requests we gather, we will go over with the committee. Murphy asked if there was a list of suggested plants. John said you can look on the Rossmoor website under landscape tab you will find an approved plant list. Most likely shrubs, want to stay away from trees. You can request, not guaranteed.

### **Officers' Reports**

#### a. President – no report

#### b. Vice President – no report

#### c. Secretary – Murphy said that she has heard that Jeroen does new board member training.

Wright asked Murphy to email him and he will schedule for when he returns from vacation.

She also heard from a resident that entry 11 is dark and dirty, can the sidewalks be powerwashed? Wright said it is not scheduled, but if she wants it done to just let us know, RPM will charge them \$90.00 per hour. The lawn in some areas is brown at 2129, 21, and 61. John confirmed there was an issue in the past with the low water pressure and they found

a broken gate valve which they fixed. He does not want to increase the water pressure. It is not dead, will come back to life.

- d. Treasurer – Chen reported that they work closely with the budget. The asphalt was 25,000, now 60-70 due to repair work. To fix Entry 12 we will have to work within our budget. Next year Entry 11 will be a problem where we are going to find the money. Try to work close to budget. First six months close to what we budget for under control.
- e. Director – no report

### **Committee Reports**

- a. Social Committee – Last Friday of the Month gatherings: July 25, August 29 & September 26
- b. Landscape Committee – No report

### **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 member.

*Motion made by Chen, seconded by Hudson, to revise the M28 Board of Directors authorization to transfer funds from Susan Hildreth to Virginia Lawson. Approved by unanimous vote. (4-0)*

*Motion made by Hudson, seconded by Chen, to appoint Virginia Lawson to the Treasurer Committee and delete Susan Hildreth from the committee. Approved by unanimous vote. (4-0)*

### **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. This meeting will be in person as well as zoom.

### **Adjournment to Executive Session**

There being no further business the Board of Directors adjourned at 11:46 am

### **Board Assistant Secretary's Certificate**

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

*Lisa Kam*