



**ROSSMOOR**  
™ WALNUT CREEK

Walnut Creek Mutual Twenty - Eight

**BOARD OF DIRECTORS REGULAR MEETING**

**Wednesday, September 24, 2025, at 10:30 a.m.  
Meeting is Conducted In-Person and Virtually  
Fairway Room/Creekside  
1010 Stanley Dollar Drive, Walnut Creek, CA 94595**

**Minutes**

**Call to Order** President Lawson called the meeting to order at 10:30 a.m.

**Roll Call of Directors**

Virginia Lawson – President  
Vacant - 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  
Janneth Lujan – Board Coordinator

**Approval of Meeting Minutes**

a. Board of Directors Regular Meeting Minutes – July 23, 2025

Motion made by Murphy, seconded by Chen, to approve the July 23, 2025, Regular Session Meeting minutes: **Motion passes unanimously. (4-0)**

**Member Forum**

There was a comment regarding trying to address the water pressure and interested in possible solutions for part of the budget considerations for the Entry 11 residents. There was also interest in the proposal for electrical panels for both exterior and interior and if there is a priority list for the electrical panels.

**President's Report**

- a. Resignation of Vice President - Board opening  
President Lawson shared the vacancy announcement
- b. Chair of Social Committee stepped down – President Lawson shared that there is an opportunity available: Chair role open for volunteer candidates
- c. Water pressure update

RPM is currently doing an assessment with outside assistance and Board is taking it very serious on finding a solution.

d. Formation of Infrastructure Committee on hold until full Board

d. Town Hall meeting to review budget

President Lawson shared that the Town Hall meeting is pending as we do not have the information from RPM on the budget. Originally the plan was to hold a meeting to discuss the budget on Friday, October 17<sup>th</sup> for residents and members to review the 2026 budget but dates are scheduled to change.

### **Treasurer's Report**

a. Awaiting RPM clarification of Balance Sheet accounts.

Treasurer Chen went over the financial statement for July 2025 -Total Fund Balance is \$767,270 Chen needs clarification regarding the balance sheets regarding and is missing details so the board will hold off on certifying the Financial Reports until next meeting.

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

No Report

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

No Report

### **Building Maintenance Report – Luis Duenas**

- a. Update on roof repair for 2217-3 –damage from tree trimming
- b. Scheduled December date for 2025 gutter cleaning
- c. Units to receive exterior electrical panels in 2025
- d. Proposal for exterior electrical panels to be replaced in 2025

The following report was submitted by Luis Duenas:

Action Items: Proposals for Review or Approval

KR electric panel replacement

Chen made a motion, seconded by Lawson to approve the replacement of 2 exterior panels at a cost not to exceed \$26,000 to be completed in 2025.

**Motion passes unanimously. (4-0)**

Informational Items: Work Scheduled, In Progress, or Completed

RPM roof repair for 2217-3. Completed

Welcome gutter cleaning start date Dec 15th

FPM fire hydrant pressure test Completed

Terra Landscape drainage work Completed

RPM/5STAR Water pressure survey

**Landscape Report – John Tawaststjerna**

- a. Update on tree removal – what has been accomplished to date

Tawaststjerna updated the Board on the work the RPM staff is doing has been hard at work for the RPM days and plant replacements during the scheduled fall days. Updates on additional pruning Sycamore treatment that has been done to date.

- b. Plant Replacement for Fall updates

**Committee Reports**

- a. Social Committee – 2025 Final Last Friday of the Month gathering is September 26  
No report
- b. Landscape Committee  
No Report

**Unfinished Business**

- a. Entry 11 seal coat project to be reevaluated in 2026

President Lawson shared updates but hopes to have more information during budget discussion.

**New Business**

- a. Proposed work for carpentry (dry rot) to be reviewed in 2026.

President Lawson reported that this item will also be evaluated during pending the 2026 budget discussion.

**Announcements**

The next scheduled Board of Directors Regular Meeting is on October 22, 2025, at 10:00 a.m. via Zoom only.

President Lawson noted that the meeting date for the next meeting is still pending and may change.

**Adjournment** Meeting was adjourned at 11:01 a.m.

**Secretary's Certificate**

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

*Janneth Lujan*