

**ANNUAL MEMBERS MEETING****Monday, March 3, 2025 at 9:30 a.m.****Meeting will be Conducted In Person and Virtually**Creskide Clubhouse – Club Room  
1010 Stanley Dollar Drive, Walnut Creek, CA 94595

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**MINUTES**

Meeting began at 9:30 a.m.

**1. Introductions****Directors**Richard Giessner – President  
Ram Ramakrishna – Vice President – Virtually  
David Hickey – Treasurer  
Vacant – Secretary  
Vacant – Director-at-Large**Mutual Operations Staff**Jeroen Wright – Director of Mutual Operations  
Todd Arterburn – Chief Financial Officer – Virtually  
Rick West – Sr. Building Maintenance Manager  
John Tawaststjerna – Landscape Manager  
Victoria Thomas – Board Services Coordinator**2. Certification of Notice of Meeting – Victoria Thomas**

Thomas certified that a 2025 Board of Directors Election notice was published three times in the Rossmoor newspaper on January 22<sup>nd</sup>, 29<sup>th</sup>, and February 5<sup>th</sup> of 2025 and was posted on the Mutuals' Board. The notice announced that there are two open positions in the 2025 election with a term of three years. The nomination deadline was December 23, 2024. Three nominations were received for the two open positions requiring an election by ballot.

A secret ballot was mailed out to all residents on January 21, 2025. A Tabulation Meeting was conducted on February 28, 2025. The Inspector of Elections, Evan Spinrod, opened and tabulated the ballots and reported that Alice Lawrence and Nicole Plencner received the most votes. Alice Lawrence and Nicole Plencner will be seated at the Board of Directors Organizational Meeting on March 3, 2025.

In accordance with Corporations Code § 7511(b), a notice of the Annual Members Meeting was mailed to the membership on January 10, 2025.

**3. Tabulation Results for Director Election – Victoria Thomas**Total Ballots Received – 77  
Total Invalid Ballots – 1  
Total Valid Ballots – 76

Each candidate received the following number of votes:

Alice Lawrence – 56

Nicole Plencner – 52

Don Wayne – 26

The quorum requirement of the Director Election is 25% of the membership or 27 ballots. A simple majority of the total returned valid ballots determine the winners of the election.

Therefore, Alice Lawrence and Nicole Plencner are elected to a three-year term ending in 2028 for the open seats on the Board.

#### **4. Reports of Officers & Committees**

a. President

New members were welcomed to the Mutual

Matt & Jessica Henry

Patricia Dawson

Leslie Plato has moved to an assisted living facility.

We have 5 rental units.

Immediately after the mutual meeting, GRF Landscape Managers John Tawaststjerna and Jesus Morales will discuss the zone zero landscape work that will begin March 5th. This landscape work has the potential to provide a cost savings several ways. It will reduce our water consumption. It may lower our allocation of the insurance premium. The portion a mutual pays of Rossmoor's insurance premiums may be lowered by certain fire-mitigation plans. The GRF board was presented with 14 plans that were rated 1 to 10. The top 5 plans are

- 1) Clearing flammable vegetation within a specified distance from structures.
- 2) Removing debris and other flammable materials around properties.
- 3) Improving water supply systems and ensuring adequate water pressure.
- 4) Implementing advanced fire-detection systems such as cameras and sensors.
- 5) Establishing early warning systems to alert communities about wildfire threats.

Of these 5 equally rated plans, #1 & 2 are the least expensive to accomplish.

Alterations is now issuing permits for upstairs manors' hard-surface flooring. I'd like to thank Marney Hall and Shelly Glazer for their hard and persistent work on bringing this project to reality.

Over on the table is a container of small white packets. These are for detecting toilet tank leaks. Water is getting more expensive every year. Our annual water costs are over \$100,000. Please take a packet home and follow the directions to see if your toilet tank is leaking. Rossmoor's handyman service can replace the tank flapper valve. Their generic valve fits most toilets.

Sometime in March we will be mailing the ballots to ratify our new CC&Rs and Bylaws. The documents are posted on the Mutual 29 Webpage under useful information, CC&Rs and Bylaws for Member vote. Please vote.

Walnut Creek Mutual Twenty-Nine

GRF is implementing a new accounting system. This is why our coupon payments have been deducted later than normal. The CFO and his team are working tirelessly on the transfer.

- b. Vice President  
No Report

- c. Treasurer  
The current financial statements are dated December 31, 2024.

The operating fund for the year was favorable by \$27,257 due to a refund of \$23,530 on our insurance. Most other line items were very close to budget. Fire safety was over budget by \$11,565 because this item was not in the budget. Building maintenance was favorable by \$10,150.

The reserve fund was over budget by \$70,910 because of the state mandate under SB-326 which required that all elevated balconies and decks had to be inspected and repaired. Last year there was a special assessment of \$74,200 to cover this expense that was not budgeted.

The insurance budget for 2025 will be over the actual expense by \$108,000 for this year. This is the best news that we have had on insurance in a long time.

- d. Secretary  
No Report

- e. Director-at-Large  
No Report

- f. Trash Committee  
No Report

- g. Safety Committee  
EV chargers will come to the Mutual thanks to two grants: one from PG&E Ecology Action Program and one from MCE Clear Results Program. Monies may be received in 2025. Grants will likely cover the full cost of the EV charges. The MCE grant is funding from the assessment that each resident pays in the monthly electrical bill. The PG&E pays the balance at approximately \$30,000, which will be the total cost of installation for the chargers. The MCE grant will release the money within two weeks after the receipt of a passed permit verification for each station and one other document. The Ecology Action PG&E grant contracts and pays the electrical installer directly. These two grants are in keeping with the Board's previous discussion that they do not mind the EV chargers in the Mutual but do not wish to pay the cost for them.

Four chargers will be located to the right of the entry. Each user will need to download the Wevo software app and pay for their own electricity to charge their vehicle.

The Mutual's opinion is that chargers are a convenience for the residents and may increase the resale value of a property.

Thanks were given to Susan Bennett and Carol Sevilia for their many hours of research spent on the project.

h. Social Committee  
No Report

i. Landscape Committee

We have all been highly aware of the recent devastating fires in the L.A. area and have been in consultation with the MOD landscape manager John Tawaststjerna. At a meeting with him on February 6, we had a serious discussion about making our Mutual more firewise. Because there are specific prepaid designated days locked into the MOD 2025 calendar for work to be done in M29, we have decided to use our March 5-March 19 days (the only days available to us in Spring) to have MOD create a 5-foot ember-resistant zone (also called Zone 0) around all 9 of our Santa Clara buildings. MOD will mark with orange spray paint all plants to be removed, at least several days before the work begins. For now, the cleared 5-foot zone will remain empty, and replacement material may be added during our 3 Summer MOD landscape days in July. Eventually, either in Fall or next Spring, all buildings in our mutual will have this clearing done.

Doing this now will not only begin the process of making us safer from fire, but it will have two financially relevant results:

- We will save money on watering, which has been an ongoing goal of the landscape committee.
- We anticipate we will save money on insurance, which will be a definite benefit for our entire Mutual and our coupon!

Two days after our committee made this decision, the East Bay Times had a front-page article in which Governor Newsom declared that a 5-foot ember-resistant zone around homes will soon be mandated in many areas of the state. By starting now, Mutual 29 will be ahead of the curve and we can move forward while we have the MOD days available and not have to pay separately for this work to be done later.

The head of the Landscape Committee, Wini Biehl, lives in one of the Santa Claras that will be affected by this decision. She remarked, "I'm a gardener. I love the plants around my home, but I feel strongly that this is the right thing to do to protect my home—and all of our homes— from the very real danger of fire."

We want everyone to know about this ahead of time, and if you have questions or want to know more details, please plan to attend the next Mutual 29 Annual Members Meeting on Monday, March 3 at 9:30 AM in the Club Room at the Creekside Clubhouse. You can also join the meeting virtually <https://rossmoor.zoom.us/j/85255808335>, Meeting ID: 852 5580 8335, Dial In (669) 900-6833.

## **5. Managers' Reports**

a. Director of Mutual Operations

- Staff is actively engaged in negotiations regarding the GRF Management Agreement. A boilerplate agreement has been drafted that standardizes the framework for general terms and conditions applicable to all Mutuels, while adding appendices that tailor each

### Walnut Creek Mutual Twenty-Nine

Mutual's specific needs. Staff anticipate the agreement and its appendices to be complete in 2026.

- The Corporate Transparency Act (CTA) was enacted in 2021 in an effort to curtail money laundering from terrorist organizations in the United States. Small corporations and homeowner associations were included in the group to report to CTA. To date, Rossmoor does not have to report Board Members information.
- Firewise Program conducted a town hall on emergency preparedness. The presentation was recorded and can be viewed on Rossmoor's website under Community Services/Public Safety/Firewise. Answers to the questions asked during the town hall will be placed on the Firewise webpage.
- AB3074 states that vegetation and/or flammable materials cannot be within five feet of a building. This is an ongoing project for the Landscaping Department.

#### b. Chief Financial Officer

- Staff continues with the implementation of the new software program NetSuite.

#### c. Building Maintenance Manager

Action Items: Proposals for review or Approval

##### 1. 2025 Main Exterior Electrical Panel replacement. Contractor: KR Electric

KR Electric bid proposals:

Bldg. 2700 3-meter panel \$ 13,520.45.

Bldg. 3136 3-meter panel \$ 15,116.00.

Bldg. 2648 5-meter panel \$ 17,991.12.

Total Cost \$46,627.57

KR is the contractor replacing Main Panels for M70 / M28 / M8 / M48 / M56 & 3rd WCM.

KR is the company that has these panels in inventory and has the connections needed with PG&E to expedite these replacements..

Information Items: Work scheduled, In Progress or Complete

2022 -2027 DuroLast Roofing Project. This project is to replace all of the flat portions of the building roofs. 2022 - Phase I included Buildings #3152 and #3160, #2608 and #2648.

The Project is scheduled to be completed in 6 phases and will be completed in 2027.

2022 - Phase I included Buildings #3152 and #3160, #2608 and #2648.

2023 -Phase II included Buildings 2608 / 2624 / 2648 / 2700 / 2704 / 2708.

2024 - Phase III included Buildings 2712 / 2716 / 2720 / 3108 / 3104 / 3100.

2025- Phase IV Project 2600 / 2616 / 2632 / 2640 / 2656.

Fiala Roofing 2025 Contract \$119,950.00

#### d. Landscape Manager

MOD workdays are in March, June, and September. During the fall, vegetation and/or flammable materials will be removed five feet from the Santa Clara buildings 2700 and 2720. Lodi stone cobbles and mosh rocks will be placed around the buildings.

Walnut Creek Mutual Twenty-Nine

Backflow installation project behind building 2700 will begin soon. A notice will be sent to the residents prior to the project beginning.

**6. Residents' Forum**

Members were afforded the opportunity to express their concerns, make comments, or have questions for the Board. Comments were:

- Request for more community interest in the Mutual's newsletter.
- Residents engaged in a GRF Living Room Conversation meeting and suggested that similar gatherings be organized within the Mutual to foster community dialogue and connection among neighbors. The goal is for this to build community, sense of belonging, and an opportunity for neighbors to get to know one another. Meeting locations will be at a resident's home. Invitations will be given to members.
- Entry 17 is very dark at nighttime. The area currently does not have lighting. Request was made to install motion-sensor lights on the corners of the buildings.
- Proposed to provide a lunch for the landscape workers to show appreciation for their efforts. Volunteers were requested.
- Coupon will be taken out March 6<sup>th</sup>.
- Check screening on eaves.

**6. Announcements** – Board of Directors Organizational Meeting to follow adjournment of the Annual Members Meeting.

**Adjournment**

**Secretary's Certificate**

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

*Victoria Thomas*

**BOARD OF DIRECTORS ORGANIZATIONAL AGENDA****Monday, March 3, 2025 at 9:30 a.m.****Meeting will be Conducted In Person and Virtually**Creskide Clubhouse – Club Room  
1010 Stanley Dollar Drive, Walnut Creek, CA 94595

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**AGENDA****1. Call to Order**

The meeting was called to order at 10:25 a.m.

**2. Roll Call of Directors**Richard Giessner – President  
Ram Ramakrishna – Vice President  
David Hickey – Treasurer  
Vacant – Secretary  
Vacant – Director-at-Large**Mutual Operations Staff**Jeroen Wright – Director of Mutual Operations  
Todd Arterburn, Chief Financial Officer  
Clayton Clark – Senior Building Maintenance Manager  
John Tawaststjerna – Landscape Manager  
Victoria Thomas – Board Services Coordinator**3. Consent Calendar**

- a. Board of Directors Special Meeting Minutes – January 6, 2025
- b. Board of Directors Special Meeting Minutes – February 3, 2025

*Motion made by Hickey, seconded by Ramakrishna, to approve the Consent Calendar.  
Approved by unanimous vote. (3-0)***4. Election of Officer Positions**

- a. President

*Motion made by Hickey, seconded by Ramakrishna, to appoint Richard Giessner as the  
Board President. Approved by unanimous vote. (3-0)*

- b. Vice President

*Motion made by Giessner, seconded by Hickey, to appoint Ram Ramakrishna as the  
Board Vice President. Approved by unanimous vote. (3-0)*

- c. Treasurer

*Motion made by Giessner, seconded by Ramakrishna, to appoint David Hickey as the  
Board Treasurer. Approved by unanimous vote. (3-0)*



## d. Secretary

*Motion made by Giessner, seconded by Hickey, to appoint Alice Lawrence as the Board Secretary. Approved by unanimous vote. (3-0)*

## e. Director-at-Large

*Motion made by Giessner, seconded Hickey, to appoint Nicole Plencner as the Board Director-at-Large. Approved by unanimous vote. (4-0)*

**5. Appointment of Committee Chairs**

## a. Trash Committee

Requested a volunteer to Chair the Committee.

## b. Safety Committee

*Motion made by Giessner, seconded by Hickey, to appoint Bert and Carol Sevilia as the Chair and Co-Chair to the Safety Committee. Approved by unanimous vote. (5-0)*

## c. Social Committee

Requested a volunteer to Chair the Committee.

## d. Landscape Committee

*Motion made by Giessner, seconded by Hickey, to appoint Winnie Biehl as the Chair to the Landscape Committee. Approved by unanimous vote. (5-0)*

**6. Appointment of Todd Arterburn as Assistant Treasurer**

*Motion made by Hickey, seconded by Giessner, to appoint Todd Arterburn as the Assistant Treasurer to the Board. Approved by unanimous vote. (5-0)*

**7. Appointment of Victoria Thomas as Assistant Secretary**

*Motion made by Giessner, seconded by Hickey, to appoint Victoria Thomas as the Assistant Secretary to the Board. Approved by unanimous vote. (5-0)*

**8. Old Business**

## a. Electrical Panels

*Motion made by Giessner, seconded by Hickey, to approve the contract with KR Electric in the amount of \$46,627.57 from the electrical reserve account. Approved by unanimous vote. (5-0)*

**9. New Business****Action Items****10. Informational/Discussion Item**

## a. Fire Wise Zero Clearance

Previously discussed.

**11. Residents' Forum**

Members were afforded the opportunity to express their concerns, make comments, or have questions for the Board. Comments were:

- Staff is currently researching the cost for ember-resistant screens and will report back to the





Walnut Creek Mutual Twenty-Nine  
Board.

- Staff is currently researching cost for additional lighting near the Santa Clara buildings and will report back to the Board.

**12. Announcements** – The next meeting scheduled is the Board of Directors Regular Meeting held on Wednesday, July 16, 2025 at 9:30 a.m. in the Club Room at the Creekside Clubhouse.

**13. Adjournment**

There being no further business the meeting adjourned at 10:46 a.m.