



FIFTH WALNUT CREEK MUTUAL

BOARD OF DIRECTORS REGULAR MEETING

Friday, September 19, 2025 at 11:00 a.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 <https://rossmoor.zoom.us/j/84693243323> or use the Meeting ID: 846 9324 3323. 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.

If residents just want to hear the deliberations, they can dial (669) 900-6833 on any phone, and they will be prompted to enter the Meeting ID: 846 9324 3323.

For technical support to join a meeting, contact (925) 988-7627 or Support@rossmoor.com.

AGENDA

1. Call to Order

**2. Roll Call
Directors**

Sandra Lew – President
Joy Todd – Vice President
Mary Fielder – Treasurer
Marlene Farrell – Secretary
Nancy Valencia – Director-at-Large

Rossmoor Property Management

Jeroen Wright – Director
Todd Arterburn – Chief Financial Officer
John Tawaststjerna – Landscape Manager
Luis Duenas – Building Maintenance Manager
Victoria Thomas – Board Services Coordinator

3. Members’ Forum – Sandra Lew

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 will be limited to three minutes per person.

4. Approval of Minutes

a. Board of Directors Regular Meeting Minutes – July 18, 2025

5. **President's Report** – *Sandra Lew*
6. **Vice-President's Report** – *Joy Todd*
7. **Secretary's Report** – *Marlene Farrell*
8. **Treasurer's Report** – *Mary Fielder*
Recommendation: The Board of Directors certify compliance with Civil Code §5500.
9. **Director's Report** – *Jeroen Wright*
10. **Chief Financial Officer's Report** – *Todd Arterburn*
11. **Landscape Manager's Report** – *John Tawaststjerna*
12. **Building Maintenance Manager's Report** – *Luis Duenes*
13. **Committee Reports**
 - a. Landscape Committee – *Joy Todd*
 - b. Building Maintenance Committee – *Luis Duenes*
 - c. Budget and Finance Committee – *Mary Fielder*
 - d. Alterations Committee – *Marlene Farrell*
14. **Old Business**
Action Items
15. **New Business**
Action Items
 - a. Fee agreement
 - b. Otis Elevator contract renewal December 31, 2025
 - c. Deck repairs to 2A and 3A
Recommendation: The Board of Directors approve the contract in the amount of \$32,218.61 to repair decks at 2A and 3A.
16. **Informational/Discussion Item**
 - a. Termination or renegotiation of any future contracts need to be approved by the Board.
17. **Announcements** – The next scheduled meeting is the Board of Directors Regular Meeting which will be held on Friday, November 21, 2025 at 11:00 a.m. in the Board Room at the Gateway Clubhouse.
18. **Adjournment to Executive Session** – If necessary for legal issues, contracts, disciplinary hearings, personnel issues, delinquencies, or foreclosures.