

**BOARD OF DIRECTORS REGULAR MEETING****Monday, June 16, 2025 at 9:30 a.m.****Meeting was Conducted In Person and Virtually**

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**MINUTES****1. Call to Order**

Giessner called the meeting to order at 9:30 a.m.

**2. Roll Call  
Directors**

Richard Giessner – President  
Ram Ramakrishna – Vice President  
David Hickey – Treasurer  
Alice Lawrence – Secretary  
Nicole Plencner – Director-at-Large

**Rossmoor Property Management**

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

**3. Approval of Minutes**

- a. Annual Members Meeting Minutes – March 3, 2025
- b. Board of Directors Organizational Meeting Minutes – March 3, 2025
- c. Tabulation Meeting Minutes – May 21, 2025  
*Motion made by Hickey, seconded by Ramakrishna, to approve the minutes. Approved by unanimous vote. (5-0)*

**4. President's Report – Richard Giessner**

Welcome our new members  
Mark & Mary Stewart.

We have 6 rental units.

Sheila MacDonell has moved to Martinez with her sister.

Jeannie Battagin and Mary Macauley are the new Social Committee Co- Chairs.

Thomas Gaudreaux has joined the building maintenance committee.

We are attempting to finish clearing the condensate drain lines and dryer vents. Your cooperation is needed. Bay Air Flow will be calling to make your appointment.

Mutual 29 is still in need of a Trash Committee Chair.

## Walnut Creek Mutual Twenty-Nine

Once a buildings zone zero clearance has been changed to hardscape ask your insurance company for a fireline score. Other Mutuals are reporting a drop in price for HO6 insurance rates based on an improved score.

Our Quarterly newsletter will now feature a classified section for personal and group request, free items, and a place to share information. Please send your notices to Alice Lawrence, [alicezora@gmail.com](mailto:alicezora@gmail.com)

### 5. **Financial Report/Treasurer's Report** – *David Hickey*

Current financial statements are dated April 30, 2025.

The operating fund for the year was favorable by \$50,000 due to Insurance being under budget by \$40,000. Insurance will be under budget by about \$108,000 for the year. Most other line items were very close to budget but the budget in the new accounting system called NetSuite is under review for accuracy.

The reserve fund budget is under review because the budget does not seem to be correct, or the budgets were not annualized correctly.

*Motion made by Hickey, seconded by Ramakrishna, to comply with Civil Code §5500 for the January to April financial statements. Approved by unanimous vote. (5-0)*

### 6. **Director's Report** – *Jeroen Wright*

- Company DBA (doing business as) name has changed. Golden Rain Foundation (GRF) is now Rossmoor Walnut Creek (RWC) and Mutual Operations Division (MOD) is now Rossmoor Property Management (RPM).
- RWC Management Agreement is actively being developed in collaboration with the management agreement Taskforce. It is estimated to be finalized in August, which will be used for the 2026 budget forecast.
- Reserve Study – Staff is working with Kroll to assess the Valley to determine the insurance valuation. In the first year of the three-year study the valuation of the Valley went from \$1.7B to \$2.68B, which is one of the main factors for the significant increase in insurance.
- Firewise Program is asking for Committee volunteers. Contact Jeroen Wright at [jwright@rossmoor.com](mailto:jwright@rossmoor.com) if interested.
- Staff reorganization in the Maintenance Department due to an employee retiring. Luis Duenas has now been assigned as the Building Maintenance Manager for Mutual 29.
- Monthly fire extinguishers inspections are no longer required.

### 7. **Chief Financial Officer's Report** – *Todd Arterburn*

- Staff plans to distribute the financial statements.
- Board Members will have access to NetSuite soon.

### 8. **Landscape Manager's Report** – *John Tawastajerna*

- Goats assisted with the weed abatement and shaded fuel fire breaks in Rossmoor this year. Staff plans to clean under the PGE power lines.
- Tree inspection was conducted. Currently waiting for a quote for the pruning and stump removal services. Estimated to come in under budget.
- RPM workdays is June 25<sup>th</sup> with plans to work on hardscaping for zone zero where plant materials were removed.

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**9. Building Maintenance Manager's Report – Luis Duenas**

Action Items: Proposals for Review or Approval

Fire Resistant Attic Vents – Fiala Roofing project estimate.  
Presented to the Board for consideration.

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 Completed 2600 / 2616 / 2632 / 2640 / 2656

Fiala Roofing 2025 Contract - \$119,950

2025 Main Exterior Electrical Panel replacement. Contractor: KR Electric

KR Elect. Bid proposals:

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

Bldg. 3136 3-meter panel \$15,116

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

Total Estimated Cost - \$46,627.57

**10. Landscape Committee Report – Wini Biehl**

In April we said good-bye to Kevin Jackson, who retired after many years as manager and our liaison at Terra Landscape Company, and met the new manager, Juan Chavez. At our request, Juan has agreed to schedule a monthly walk with us around our entry to inspect the landscaping and identify areas of concern. We did our first walk in May with Juan and 2 of his supervisors, who paid careful attention to our concerns, took notes, seemed knowledgeable, and had good ideas for what needs to be done to maintain our beautiful surroundings. We will be walking with Juan every month to keep up to date.

We were also pleased to learn about improved coordination between Terra and RPM Landscape Department. Residents are encouraged to contact the Work Order Desk when they see any issues with plants or irrigation. You can call them at (925) 988-7650 or email [workorder@rossmoor.com](mailto:workorder@rossmoor.com) to describe the problem and get a work order number. RPM will forward the request to Terra if it involves work covered by our contract with them. If the issue comes under RPM's domain, they will send workers to check it out.

We are all very concerned about fire danger in our area, and our focus continues to be on Firewise and landscaping. This means creating defensible space around our homes. During the March RPM workdays workers began to remove flammable shrubs in the 0-5 foot zone next to 6 of the Santa Clara buildings and replaced them with hardscaping at the first building as an example of what can be done. During the July RPM days, this work will continue at the remaining Santa Claras and in the future will be done around all the homes in the Entry.

We have scheduled a meeting in early June with an RPM supervisor to plan the July work. We will also do a tree walk with an arborist to inspect the condition of our trees and get recommendations for trimming and/or removal.

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We have also contacted the Master Gardeners of Contra Costa County, a group that provides education to the community. One of their members has been doing presentations on Firewise Landscaping and she has offered to come here and give us suggestions about how to proceed with our project. She has ideas for hardscaping in the 0-5 foot zone as well as safe plantings beyond the 5 feet. We hope to schedule her visit in the next few weeks. Our goal is to reduce our vulnerability while maintaining the beauty of our environment.

### **11. Trash Committee Report**

No Report

### **12. Safety Committee Report** – Bert & Carol Sebilia

No Report

### **13. Flooring Guidelines Report** – Marny Hall

No Report

### **14. Social Committee Report**

- Ice cream social is scheduled for this summer.
- Appreciation luncheon with Landscape Staff was a success.

### **15. Unfinished Business** – Richard Giessner

- a. Three electrical panels were replaced. One more panel is scheduled to be replaced as it was classified as urgent. The remainder of the thirty-one panels are planned to be replaced gradually, with a schedule of three to six panels per year depending on available funds to be paid out of reserves.

### **16. New Business** – Richard Giessner

- a. Sidewalk repair that was scheduled to be done last year was postponed due to an additional special assessment. Staff has currently received one bid and are awaiting the submission of two additional bids to proceed with evaluating all options thoroughly. The project's cost may exceed the initial \$7,000 budget, necessitating the reallocation of funds originally designated for tree trimming to cover additional expenses.

### **17. Members' Forum**

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

- A resident asked the Board to assist with a hoarder in her building who is putting neighbors at risk for: rodents, insects, mold, termites, and fire. She stated California Penal Code 372 and 373A which addresses public nuisances. Wright suggested that Rossmoor's Counseling Department contact the resident to assist.
- A resident requested that Board meetings be scheduled later in the day, opining that it may allow for greater participation at the meetings.

### **18. Announcements** – The next scheduled meeting will be the Board of Directors Regular Meeting on September 15, 2025 at 9:30 a.m. at the Creekside Clubhouse in the Club Room.

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

### **Secretary's Certificate**

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



Walnut Creek Mutual Twenty-Nine  
*Victoria Thomas*