

BOARD OF DIRECTORS REGULAR MEETING**Monday, September 15, 2025 at 9:30 a.m.****Meeting was Conducted In Person and Virtually**

MINUTES**1. Call to Order**

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

**2. Roll Call
Directors**

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

Rossmoor Property Management

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

3. Approval of Minutes

- a. Board of Directors Regular Meeting – June 16, 2025
- b. Board of Directors Special Meeting – July 16, 2025
- c. Board of Directors Special Meeting– July 30, 2025

Motion made by Hickey, seconded by Giessner, to approve the minutes. Approved by unanimous vote. (5-0)

4. RWC – Susan Hildreth, report and to answer questions.

Hildreth is on the RWC Board. Hildreth serves on the Policy Committee, Compensation Committee, and the Legislative Committee. The Legislative Committee works with local legislators on matters that affect Rossmoor. The pickle ball court has been approved and will be paid for by the Member Transfer Fees. Rossmoor is changing their website with a focus on marketing Rossmoor as a premier destination. There is also a My Rossmoor website for residents only which will focus on information and services that are needed. Both are planned to launch in early 2026.

The Board completed the RWC Operating Budget and it is slated to be approved the at the Board meeting on September 25th. The staffing plan includes an increase of 1.4 personnel positions. 2026 RWC portion of the coupon should be similar to what it is currently.

The RWC Audit Committee has recommended conducting an internal control audit of RWC to ensure that work is being performed appropriately and accurately. The audit is scheduled for 2027.

Member Transfer Fee may increase from \$13,500 to \$18,000.

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

We have 6 Rental units.

Randal Wimberley has volunteered to fill the remaining Time of Ram's term.

Wini Biehl has retired from the Landscape Committee. Lindsey Ralph and Joe Peters are the new Co-Chairs.

Motion made by Lawrence, seconded by Wimberley, to appoint Lindsey Ralph and Joe Peters as Co-Chairs to the Landscape Committee. Approved by unanimous vote. (5-0)

John Tawaststjerna, RPM Landscape Manager, has agreed to designate which lawns are non-functional. His report/list will be available at our December meeting.

We have had a name change. Golden Rain Foundation, GRF, is now Rossmoor Walnut Creek, RWC. Our Mutal Operations Division, MOD, is now Rossmoor Property Management, RPM. And for a reminder we have changed our Trash Committees' name to Refuse Collection Points. And the Social Committees' name to Hospitality Committee.

4041 forms have been emailed to members, (owners), who have previously chosen delivery via email only. The rest will arrive in the mail. Please fill out and return them by email, mail, or in person to member services at the Gateway office. This is required by Civil Code 4041 and needs to be done annually.

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.

Change is disruptive. In our Valley of nearly 10,000 residents and 23 Mutuals it is also agonizingly slow. After 18 months of research & negotiations the new management agreement is undergoing its final attorney review. Each of the 23 Mutual Boards will need to sign the agreement before it becomes in effect.

6. **Financial Report/Treasurer's Report** – *David Hickey*

The current financial statements are dated July 31, 2025.

The Operating Fund for the year to date is favorable by \$70,000.00. This is mostly due to insurance expense is under budget by \$68,000.00. The budget for insurance expense is estimated in December before the actual premium is known for the next year. Most of the other expense items are close to budget.

The reserve Fund is favorable by 3,000 year to date.

Richard Giessner and I reviewed the financial statements on August 24, 2025

Motion made by Hickey, seconded by Wimberley, to approve certification of compliance with Civil Code §5500 for the July financials. Approved by unanimous vote. (5-0)

7. Director's Report – Jeroen Wright

- GRF Management Agreement negotiations is being finalized.
- The preliminary budget is currently being developed.
- New hire in the Board Mutuals Office, Janneth Lujan, Board Services Coordinator.

8. Chief Financial Officer's Report – Todd Arterburn

- The renewal date for insurance has been changed to June 1.
- New hire in the department, Jason Lopez, Budget and Financial Analysis.

9. Landscape Manager's Report – John Tawastajerna

No Report

10. Building Maintenance Manager's Report – Luis Duenas

- a. Four Roof Replacements
Buildings 2724, 2640, 2664, and 2672 will have roofs replaced starting in the spring of 2026. There will be a 20-year warranty on the roofs.
Four other buildings' roofs are planned to be replaced in 2027.

11. Committee Reports**a. Landscape Committee Report – Lindsey Ralph and Joe Peters**

- Fall MOD prepaid workdays are scheduled for September 29th to October 9th. Projects are: hardscape the remaining Santa Claras at 3108, 3104, and 3100, remove a large clump of an old pyracantha plant, replace shrubs where needed and apply fertilizer.
- Waraner Brothers did the majority of the tree trimming. Waraner will apply for permits with the City of Walnut Creek to remove trees.
- Landscape Committee plans to do tree/shrub inspections within the Mutual.
- Residents were asked to report any broken sprinklers and/or any landscape issues by contacting the workorder desk at (925) 988-7650.

b. Refuse Collection Points Committee Report – Nicole Plencner

- Enhancements are being made to the entries.
- There are plans to paint all enclosures.

c. Safety Committee Report – Bert & Carol Sebilja

- Water for Emergencies
We frequently hear about water shut offs in Rossmoor for broken water mains, broken pipes in manors, and routine maintenance. These shut offs can last a few hours or extend for a day or so. In the event of a large earthquake, we could be without water for an extended period of time. That is why it is critical to have emergency water available for you and your pets. The Centers for Disease Control (CDC) recommends having a minimum 3 day supply of water available. The CDC recommends storing at least 1 gallon per day per person. That means a minimum of 3 gallons per person. More would be better. You also need to consider water for your pets. The water will be used for drinking, cooking, and hygiene. If the water outage persists, water will be needed for flushing toilets, or alternate methods for disposing of human waste will be needed. The easiest way to store water is to buy cases of bottled water, or bottled water in larger quantities. Cases of water can be purchased very reasonably, especially when Safeway has a sale.

Walnut Creek Mutual Twenty-Nine

- Bottled water technically has an indefinite shelf life, but most agencies suggest rotating water every 2 years as the plastic can degrade affecting the taste.
- The water being replaced can be used for drinking and cooking. If possible, store your water in a cool, dark place.
- There are numerous resources online if you'd like to get other ideas about how to store larger quantities of water safely. Enter "storing water for emergencies" in a search engine.
- As with most things in an emergency, You're On Your Own (YOYO) in the initial stages.

d. **Social Hospitality Committee Report**

- The Hospitality Team has welcomed four new members to Mutual 29. They were initially given a flower bouquet to be a point of beauty in what can be move-in chaos, and two weeks later they were provided with homemade cookies and a variety of handouts with information on places of interest in Walnut Creek as well as information regarding trash and recycling guidelines.
- There have been special events at our two Wednesday gatherings of August and September. Because of very warm weather in August, our Ice Cream Social was held in the evening. A wide variety of ice cream and non-dairy flavors provided many choices for cones or dishes. As an ice breaker, residents gathered in small groups to explore what they had in common with each other, allowing for meeting and greeting new friends.
- September brought another great show of residents for a Dessert Evening. It began with small groups competing to see which one could guess a page of book covers first, with prizes awarded. But the main event of our gathering was a surprise that had been planned for some months. As a result of the commitment of a few of our residents – Mary & Pat Macauley, Randal Wimberley, Tom Gaudreaux and Richard Giessner, a Little Library kit was purchased (from monies donated at the Landscapers' Lunch in May), painted, built and installed. The finished product was unveiled to a drum roll and applause, followed by an "academy awards" presentation. Acceptance speeches left us in peals of laughter. Many thanks to residents for bringing delicious desserts and for being the first donors to the Little Library!
- Several people have given the team great ideas for future gatherings. To help make these ideas a reality, please contact: Jeannie (510) 421-3845 or Mary (510) 421-3018.

12. **Unfinished Business** – *Richard Giessner*

a. EV Charging Report – *Carol Sebilia*

In 12/2024 I started looking at EV charger solutions. The problem was that of the 30 EV chargers, throughout the Rossmoor campus, faulty software rendered many broken, and many non-EV cars blocked access to charging. Additionally, people who own Carport and M29 are prohibited from charging in their home parking space for possible fire reasons.

I spoke with Richard regarding the problem. Approximately, in January 2024 the Board discussed that they did not mind if shared use EV chargers were installed within the Mutual, but they did not want to pay for them.

I spent months talking to grant organizations, contractors, and specialists. The result is that we have been awarded 2 grants: 1) a MCE grant for \$22,000 to cover the subpanel costs and possibly a new electrical panel for 2648 and 2) a PG&E grant who will pay the contractor directly for ALL EV installation cost directly (this is a \$80,000 value)

M29 will own the chargers but PG&E will maintain them for at least one year. Additionally, EverCharge brand has:

Three-year manufacturer's warranty, a one-year labor and installation warranty, and a 10-year Endurance Program. (specialists and users report that these chargers rarely need any repairs)

M29 should establish an EV-2 PG&E account for the 2648 house meter to get a \$.31/kh rate, off peak between 12am - 3pm daily and advise users to use delayed charging if necessary to use those times. Peak times get a \$.62/kh rate. Additionally, EverCharge charges users \$.09/kh software fee, total \$.41/kh . Users pay all kh costs and the Mutual is reimbursed in full/kh.

This week PG&E filed a permit to install chargers. This one week project should be completed by 11/1/25. ...we are in line with the contractor.

Motion made by Wimberley, seconded by Lawrence, to approve continuance with EV Charging Station implementation. Approved by unanimous vote. (5-0)

- b. Sidewalk Repair – Cost exceeded the \$7,000 budget since no work was completed in 2024. Total cost was \$11,337.

Motion made by Wimberley, seconded on Hickey, to approve the payment in the amount of \$11,337. Approved by unanimous vote. (5-0)

- c. Condensate Drain Contract

Drain locations have been identified. All but two have been cleared. The Board is working with legal counsel to have the two drains cleared.

Motion made by Lawrence, seconded by Hickey, to approve the contract to finish the condensate drains in the amount of \$11,500. Approved by unanimous vote. (5-0)

- d. Panel Replacement in Buildings 3136, 2700, and 2648 in the amount of \$47,000.

Motion made by Wimberley, seconded by Hickey, to approve replacement of up to three panels in the amount of \$47,000. Approved by unanimous vote. (5-0)

- e. One Electric Panel was charged to Reserves not Operations.

Amendment – The two panels charged to Reserves is correct. Third panel was changed to Operations, which has been reversed.

Motion made by Lawrence, seconded by Wimberley, to amend the June 16th Minutes to reflect there was one electric panel, not two.

Approved by unanimous vote. (5-0)

- f. Dissolve Flooring Committee

The Committee was dissolved.

g. **Assessment Collection Policy**

Proposed amendments to the Collection Policy was mailed to the membership for a 28-day review and comment period. Thomas did not receive any comments.

Motion made by Lawrence, seconded by Hickey, to adopt the Assessment Collection Policy.

13. New Businessa. **Transfer funds from Operations Account to the Reserves Account.**

Fund Transfer Requirements – Civil Code §5502

Written Authorization to Transfer Funds. Starting January 1, 2019 Rossmoor's Directors were required to provide prior written authorization for large funds transfers.

Effective January 1, 2022, the legislature established a two-tiered system based on the association's size. Under Civil Code §5502, transfers from reserve or operating accounts cannot be made without prior written approval from the Board unless the amount of the transfer is less than \$10,000.

Topic Deferred – Waiting for a Resolution from RWC legal counsel.

b. **Google Docs**

Lawrence created a folder in Google Docs that will allow Board Members to share documents with one another.

c. **Landscape Policy Recommendations**

Fire Escape Plans and Mutual Guidelines to be enforced.

Question - Should healthy midsize and large trees be removed if nearer than five feet of a building? The Landscape Committee opined that trees should not be removed as there is significant evidence that healthy trees are safe assuming they are six feet above the ground, trimmed back three feet from the side of the building, and ten feet above the roof.

No plants can be within zone zero.

Only succulents are permitted on landings in front of doors. Plants must be placed in pots with caddies that provide at least one inch of air space between the pot and the landing.

All dead foliage must be promptly removed.

14. Members' Forum

Members were afforded an opportunity to address the Board for up to 3 minutes. There were no comments.

15. Announcements – The next scheduled meeting will be the Board of Directors Regular Meeting on December 15, 2025 at 9:30 a.m. at the Creekside Clubhouse in the Club Room.**16. Adjournment**

There being no further business, the Board of Directors Regular Meeting adjourned at 11:24 a.m.

Secretary's Certificate

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

Victoria Thomas