

SECOND WALNUT CREEK MUTUAL**BOARD OF DIRECTORS ANNUAL MEMBERS MEETING**

Tuesday, October 21, 2025, at 9:00 a.m.

Meeting is Conducted in Person and Virtually

Gateway Clubhouse– Fireside Room

1001 Golden Rain Road, Walnut Creek, CA 94595

MINUTES**Call to Order**

Colucci called the meeting to order at 9:02 a.m.

Roll Call of Directors

Lon Bruce – President
Michele Colucci – Vice President
Vona Scott – Treasurer
Marv Ryken – Director

Directors Absent

Bob Kelso – Secretary

Mutual Operations Staff

Jeroen Wright – *Director of Rossmoor Property Management*
Todd Arterburn – *Chief Financial Officer*
Eric Howard - *Building Maintenance Manager*
John Tawaststjerna – *Landscape Manager*
Janneth Lujan – *Board Services Coordinator*
Victoria Thomas – *Board Services Coordinator*

Certification of Notice of Meeting

Janneth Lujan, Assistant Secretary to Second Walnut Creek Mutual, certified that in accordance with Corporations Code § 7511(b), a notice of the Annual and Organizational Meeting was mailed to all members on September 18, 2025.

Annual Reports

a. Presidents Report – *Lon Bruce*

Bruce reported on several significant accomplishments, including the approval of new loans through Quantic Bank, completion of plumbing replacements, and the reinstatement of guarantor letters. SWCM has also continued replacing water-cooled air conditioning units with air-cooled units, further reducing water consumption. Thanks to Dan Davis and Vona Scott, the long-planned M2Rossmoor.com website became operational, and its content has been consistently maintained throughout the year.

b. Vice President's Report – *Michele Colucci*

Colucci reflected on her time as Vice President, noting that much of her role focused on neighbor relations, which often involves educating residents on policies, procedures, governing documents, and occupancy agreements. She also serves as the liaison to the Trash Committee, addressing issues that require resolution. Colucci thanked Marv for his service and expressed her appreciation for his guidance during their time on the Board.

c. Treasurer's Report – *Vona Scott*

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Scott covered several key topics related to the financial health and operational updates of Second Mutual. She reported that the Mutual is in strong financial condition, having collected \$18.4 million and spent \$12.1 million through August, coming in \$2 million under budget.

- d. Secretary's Report – *Bob Kelso*
No Report
- e. Water and Conservation Committee Report – Report available on the website
- f. Trash Committee Report-
Kathleen Epperson reported that this year only 5 of our 86 trash enclosures have extra charges for trash. We were able to reverse charges that were overages in other mutuals. Huge thank you to all the volunteers who assist in the effort.
- g. Finance & Insurance Committee Report
No Report
- h. Landscape Committee Report
No Report
- i. Infrastructure Report
No Report
- j. Welcome Committee Report
No Report
- k. Architectural Review Report
No Report

Manager's Report

- a. Director of Rossmoor Property Management
Wright thanked the Board for the great work accomplished this year and expressed appreciation to all the committees, noting that the Mutual's success is rooted in the dedication of its volunteers. He reported that Mutuals are currently working on approving the management agreement, which has been fully reviewed by counsel and is being approved in open meetings. Wright noted that she will speak in more detail about the budget later in the meeting but provided brief updates on the NetSuite launch.

Wright also shared Exhibit A-B of the Management Agreement in reference to the landscape portion of the agreement.

- b. Chief Financial Officer- No Report

- c. Building Maintenance Manager

Howard presented the Annual Building Maintenance Report as follows:

Building Rehabilitation and Painting-We continue to follow our 12-year rehabilitation and painting cycle to keep all buildings well maintained and in good condition. A total of 20 buildings is scheduled for completion by the end of this year. These include buildings in entries 5, 6, 7, 8 Singingwood, as well as buildings 1174 and 1186 on Entry 1 Canyonwood.

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Water-Cooled Air-Conditioning Conversion- Freemans HVAC is now in the third year of a four-year project converting the mutuals water-cooled air-conditioning systems. To date, about 82 percent of the project is complete- that's 381 conversions out of 468 units scheduled for installation.

Entry Bridge Replacements- Gauthiers Construction is replacing three aging wooden entry bridges with new concrete and steel structures. These bridges are located at 1125 Singingwood, 2724 Tice Creek, and 2740 Tice Creek. The work is on track for completion by the end of 2025.

Water Pressure Regulator Replacement- This summer, a large 8-inch water pressure regulator was replaced. This line services seven entries and 154 manors along Tice Creek and Ptarmigan Drive, ensuring improved water pressure management for those areas.

Roof Replacement- At 2856 Tice Creek, the old tar and gravel flat roof was replaced with a new Duro-Last membrane roof by State Roofing earlier this summer.

Foundation Stabilization Projects- Earlier this year, foundations at 1333 and 1349 Running Springs were reinforced with new pier pilings and releveled by Accustruct. Following that work, Gauthiers Construction and 5 Star Construction completed the necessary interior repairs.

At 3248 Tice Creek, foundation and deck stabilization work is also underway. This includes installing new pier pilings and helical anchors. The project, led by Ned Clyde construction and is currently in the permit phase.

Fire Repairs- Fire restoration was completed this year at 1217 Running Springs, manor #5. The work included rebuilding the interior of the manor and the roof system above.

Water Line Replacement- The galvanized water lines at 3441 Tice Creek were replaced with new copper and PEX lines earlier this year. In addition, 1301 Ptarmigan has been approved for the same upgrade, and that work is scheduled for completion before the year-end.

Electrical panel Replacements- Lastly, 43 Interior Zinsco Electrical panels have been approved for replacement. KR Electric has been awarded the contract, and the project will begin later this year.

d. Landscape Manager

Tawaststjerna presented the Annual Landscape Report as follows:

Landscape Maintenance

- Change from RoundUp to Organic Herbicide at the start of 2025, which has been going well according to contractor
- Fertilization of lawns
- Clearing of v-ditches and drains of leaf debris
- Weekly leaf removal will begin soon
- If there is more rain, the Irrigation Controllers will be turned off early November

Landscape Contract

- At the end of 2026, the 5-year Landscape Maintenance Contract with Terra will expire. The board with the help of RPM will secure several external bids for this contract, and a renewal option from Terra

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Tree Maintenance

- Yearly pruning
 - o Stanley Dollar, Singingwood, Canyonwood & Tice Creek Entries 1-17 have been completed
 - o Tice Creek Entries AA, D & E, Fairlawn, Running Springs, & Leisure Ln scheduled for the remainder of the year and into January & February.

Tree Removals

- Completed
 - o Tice Creek E1 Small Pine
 - o Running Springs E2 Monterey Pine Emergency
 - o Running Springs E7 Cedar
- Scheduled for Remainder of 2025
 - o Fairlawn Entry 2
 - Redwood
 - o Canyonwood Entry 8
 - Canary Island Pine
 - Monterey Pine
 - o Leisure Lane Entry 3
 - Sequoia
- Scheduled for 2026
 - o Canyonwood Entry 10
 - 2 Eucalyptus
 - 2 Aleppo Pine

Rehab Projects

- Mulching of Phase III completed
 - o Tice Creek entries 6-17 (Zone 5)
 - o Tice Creek entries AA, D, E, 1-5 (Zone 6)
- 8 total lawn conversions
 - o EBMUD rebates just for lawn conversions totaling \$9,271
- Fire safety work
 - o 2 Juniper removal projects
 - o Zone 0 work around buildings in Tice Creek Entries D, E, 1 to 5
- 9 miscellaneous rehab projects that include buildings rehabs and seating area upgrades
- 2025 Plant Replacements will take place in the next few weeks

Thanks to both the Landscape Committee, Field Employees for RPM, Terra, Waraner & Hamilton & Jesus Morales.

Budget Presentation for 2026 – *Jeroen Wright and Jason Lopez*

The budget discussion on November 12th will be a working session to build the 2026 budget and will be conducted as an open meeting in front of the membership. The session will utilize Workday Adaptive, and attendees will be able to see the new system in action. The meeting will begin at 9:00 a.m. in Peacock Hall. The agenda and meeting invitation will be posted.

Members' Forum

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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 the Board does hear the viewpoints and ideas presented and considers them as they act during the meeting.

Members who spoke thanked the mutual for all the hard work.

Announcement

Organizational Meeting of the Board to immediately follow adjournment of the Annual Meeting. The next Regular Board Meeting is scheduled for November 20, 2025, in the Peacock Hall at Gateway.

There will be a Special Meeting to discuss the Budget for 2026 on November 12, 2025, in the Peacock Hall at Gateway. More information and agenda will be posted.

Adjournment

Meeting was adjourned at 11:00 a.m.

Board Services Coordinator

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

Janneth Lujan