



## SECOND WALNUT CREEK MUTUAL

### BOARD OF DIRECTORS REGULAR MEETING

Thursday, May 15, 2025, at 10:00 a.m.

**Meeting is Conducted In-Person and Virtually**

**Peacock Hall / Gateway Plaza**

1001 Golden Rain Road, Walnut Creek, CA 94595

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### MINUTES

#### Call to Order

President Bruce called the meeting to order at 10:03 a.m.

#### Roll Call of Directors

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

#### Mutual Operations Staff

Jeroen Wright – Director of Mutual Operations  
Todd Arterburn – Chief Financial Officer  
Eric Howard – Building Maintenance Manager  
John Tawaststjerna – Landscape Manager  
Lisa Kam – Interim Board Services Coordinator

#### Approval of Minutes

None at this time.

#### President's Report – Lon Bruce

Bruce reported that we need more volunteers. We need volunteers with executive level with banking for the finance committee, former contractors, trade or engineering experience for the infrastructure committee and other talent. Committees are structured to be run by a chairperson once that committee is staffed. The board liaison serves as the conduit for the flow of information between that committee and the board. Committees serve the entire board, not one director. Committees report periodically to the board and when committees meet, they should have agendas and take minutes reflecting on the business discussed. Those minutes can be the report of the committee to the board. Committees are not a power base for any one director and committee members have the right to expect that information or a task that they receive from a director is in compliance with our fiduciary duty governing documents, and the board as a whole. Members ask how they can have input to the board, here are ways; by serving on an advisory committee; giving input via members forum at regular board meetings, meeting with a board member. We will try to have designated times that board members are available to meet with interested members. You can reach us by email, phone call or put in writing at a board meeting.

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### Operations Manager's Report – *Jeroen Wright*

Wright reported on the Management Agreement coming to a head, we still have two departments to review which are IT and finance. Will be completed for the 2026 budget. GRF is now doing business as Rossmoor Walnut Creek, will help us distinguish ourselves from the other Rossmoors in the world.

Mutual Operations will now be known as Rossmoor Walnut Creek Property Management and our initials will be RPM. Firewise doing very well. Definitely, a pleasure to have Bob Kelso on the committee with me. Right now, we are working on finishing up the questions from the last Town Hall meeting. We have been trying to meet with legislators about possible grants that may be available. I had a meeting yesterday with the Contra Costa County Fire Protection District as our former inspector Christine has left the department and we now have a new fire inspector and he no longer will be requiring the monthly inspections of the fire extinguishers. Thank you, Marv, for everything and the rest of the committee for trying to save the mutual some money.

### Chief Financial Officer – *Todd Arterburn*

Arterburn reported on NetSuite, happy to report that we will be closing financials on time so we are turning the corner. Also, Share point we have rolled out again, so hope the board has seen those links come through and are able to access for better visibility into all the historical documents and flow information between RPM and the board. Coming soon is the forecasting and budgeting piece that will be added to NetSuite which is Workday planning tool that is being implemented for a July 1 launch which will allow us to do all our board planning or reserve studies and our environmental renewal arriving this year. Thank you for everyone's patience. The audits are almost complete for 2024 so we are trying to have those done by the end of the month. Management agreement moving forward, finance is the last part of that. Yes, there will be training for the Board.

### Treasurer's Reports – *Vona Scott*

Vona reported as you just heard from Todd, we are hoping to get a full set of financial statements this weekend. We did get a quarterly management report, but it is not complete so will not use any of those numbers until I can validate. You should see this information before the next board meeting or on our Mutual 2 website. If you have questions, you can always call or email me. Some subsequent events looking forward to getting into NetSuite availability We have seen great demos from Todd on how the new system works. The other thing we got access to is the Sharepoint, think of it as a web portal that allows you, much like our website, this puts everything in one place so I can go back historically and look anything up from 2021 forward with all the information that MOD has had from the governing documents, finance statements to old contracts to what is happening with MOD requests and orders.

### Building Maintenance Manager's Report – *Eric Howard*

#### **SUBJECT: MONTHLY BUILDING MAINTENANCE REPORT – SWCM 2025**

#### **PREVENTITIVE MAINTENANCE AND RESERVE PROJECTS**

**Building Rehab Work**-Our Mutual 2 Carpentry Crew and painters are working on Entry 6 Singingwood. Residents will be notified prior to starting work on their building.

**Water-Cooled Air-Conditioning Conversion**- Freemans Heating and Air continues to convert 483 water-cooled A/Cs to air cooled units. They are currently working on 1131 Leisure Lane and have completed 358 installations as of May 2. He will be putting some waterproof markings on any new condensers that are being put in place.

**1217 #5 Running Springs Fire Update**- The rebuild of 1217 #5 has been completed.

**1349 Running Springs Foundation Repairs**- The interior drywall work and painting has been completed on 6 manors. The contractor is encountering scheduling issues with 1 manors to complete their contract.

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**1333 Running Springs Foundation Repairs**-The second phase to repair the interior walls, doors and windows due to the foundation repairs is underway and repairs are being scheduled.

**Re-piping 3441 Tice Creek** - Gauthier's Construction has completed the interior work on 7 of the 12 manors patching and painting holes created on interior walls during the re-piping of the building.

**Annual Lube**- Our annual inspections are scheduled to begin at the end of this Month. Technicians will be knocking on doors to do the inspections and will leave a door hanger if you are not home. The door hanger will have instructions to call the work order desk and make an appointment.

**Zinsco Electrical Panel Replacement Project**- SWCM is currently soliciting bids to replace 40 interior Zinsco electrical panels. Bids will be presented for review and voting at the next monthly meeting.

## PROPOSALS FOR APPROVAL

NONE

Vona asked for bids to do 6-8 balcony inspections. Lon said to start with inspecting a G-11 building, a Monterey, a Piedmont. Eric replied that with G-11s you can actually see underneath all the beams which is a big help so maybe a couple of samples from different buildings and different areas around Mutual 2. Two of each model. Kelso asked what type of inspection. Eric replied that is would need to be a structural engineer to look at the buildings, write a report. Lon said that would be great and I think that is very important. Vona asked do we go out and solicit bids or somebody on the MOD staff, how does it work. Wright stated you are in a contract with FA what used to be FAI. now its just FA (Facility Administrator). They are on their desk year. You normally enter into a three-year contract which includes one on site year and then two desk years. We are in the middle of a contract right now and it's already lined out. Eric will be working closely with FA and we should have a preliminary report within the next month or two. Vona asked if we can hold them off until we get the inspection results or does that just change it. Wright we will have a chance to make changes. They will give us a workbook. We fill them out and send back to them. And whatever changes happen in the interim, we can make those changes still. They will usually give us two-three revisions at no cost.

## Landscape Manager's Report – *John Tawaststjerna / Jesus Morales*

John reported the following:

We are working through all of our fire breaks, our crews are out there now, ConFire was able to get a goat herder or a sheep herder actually and they will be here in the next few weeks. Weeds are really bad this year so it is the main focus for Terra throughout the entire landscape. We had four successful tree removal permits come through. Probably next month, I will have quite a few bids for tree removals because there are eight approved tree permits right now that I have been sitting on. Diablo Fire Safety Council has paused all grant funding. They are struggling to secure grants right now because of issues with the federal government and PG&E, something they normally get every year did not happen this year. So there are a couple of Rossmoor projects, I believe one is from Second Mutual, they still plan to fund all of the projects that are in line, there are about 27 total, but it might take a little longer and right now they are not accepting any new applications because they don't have the funding. With these tree removals, I don't think we are going to be able to apply for any of those funds.

### Landscape Maintenance

- Weed abatement
  - o CONFire has a deadline of June 1<sup>st</sup>
- Weed removal in shrub beds
- Edging of ivy

### Tree Maintenance

- Tree Permits

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- Fairlawn Entry 2 (Approved)
  - 1 Redwood
- Canyonwood Entry 8 (Approved)
  - Canary Island Pine & Monterey Pine
- Leisure Lane Entry 3 (Approved)
  - Sequoia
- Ptarmigan Entries Pruning
  - Completed
- Tice Creek Entries 1-5
  - Scheduled for June

### Committee Reports

#### Water and Conservation Committee Report – *Therese Welter*

Water usage ending April 23<sup>rd</sup>, 2025, year to date has increased in 5 of our 11 meters comparing 2024 YTD usage to 2025 YTD usage. I have sent my findings to Eric Howard and John T to investigate possible pipe breaks and/or Sprinkler malfunctions. Three meters usage has increased significantly year to date compared to last year at this time. John T tells me that we had to turn the sprinklers on earlier this year, but the increase in these meters seems high especially when it is not all over the mutual. We need local detectives to check for unusually wet grass or sidewalks in these areas. This is just the beginning of the sprinkler season, so it's not a good thing.

The following meters in these entries' usage is very high YTD. **(PT 2,4,5) (CW 1, 2, 3, 4, CW 6 building 1300) and (SW 2,4,6.)** All have significant increases.

I have listed all entries and their water usage on the M2rossmoor.com website, if you care to check your usage and see how it compares to other meters.

Our old water pipes often crack. Replacing all damaged pipes would be very costly, although MOD will repair when they know about them. That is why we need as many detectives as possible. All we can do is report when usage significantly increases, and conserve water, where we can.

Fortunately, six meters are using less water compared to last year's usage, resulting in a net year-to-date reduction for the SWCM of -2%, comparing to last year at this time.

For more details on how each meter is doing, check the website on M2rossmoor.com, then find Water Conservation Committee.

Kelso asks if she can give some perspective on how many gallons we are talking about if you've got a meter going up. Are we talking about 50 gallons per unit/manor. Welter that is all on the website, every meter, what percentage is and the volume, it's a lot. One of our meters has only 34 units but meter is crazy. Some have 100 units, 120 units all that is on the website. Kelso wonders if this is due to leaky toilets. Welter doesn't think so. Thinks it is the pipes. I am not an engineer. There are directions on the website to check your toilet for leaks. Kelso thinks we should include toilet checks in our manor lubes. Eric confirmed toilets will be checked during the manor lubes. Kelso asks about a mailing from EBMUD, normal houses pay more per gallon, it is a higher tier. How do they categorize us. Welter we are in a separate category, went on their website and got all the details, we are in a multi-family set up so our rates are not the same as a single family. The 8% of the usage is going up for us and some of our flat fees are going down. For an example, last year for our 8" pipes, the fee was 1,457 per month, starting July 1 its going to be 1,132 per month, that's 300. We have 8, 8" pipes and for reason, in older mutuals, the size of

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the pipe. The meters that were install, where we have water-cooled air conditioners, those pipes are only 6" or 4" pipes; everyone else has 8" pipes. Yet we have a lot of people that are int eh 4" pipe or 6". We get a better rate than a single family. Go on the EBMUD website. Lon constant stream of water down Canyonwood, that is part of a natural spring.

**Trash Committee** – *Kathleen Eperson*  
*No report*

**Finance & Insurance Committee** – *Irene McKillip*  
*No report*

**Landscape Committee** – *Tieka Romanoff*

Members Present:  
Tieka, India, Jean, Betty, Jesus, Bob

Members Absent:  
Laura, Janis

Guests:  
Cassidy (Terra), Brian (Terra), Juan (our new area manager)

1. Introduction to Juan Chavez, our new Area Manager. He has been at Brite View for 9 years. In addition to our mutual he has several other areas in Rossmoor. He is looking forward to our Zone Walks. We have his email, so please schedule a time to walk your zone. If you need some help, please reach out.
2. Jesus shared his updated project list. They are working on Phase 3 of mulching. They are keeping it at 5' from the buildings, and will be adding hard scape to fill the area. Probably Lodi rock. He said that juniper removal on Tice Creek Entries 1-5 will go out to bid. He is working on getting a cost per square foot for lawn removal. This will help with budgeting.
3. Cassidy (President of Terra Landscape) shared that he has been there for 15 years, the company for 53 years. They are all over the Bay Area. They have about 30 workers in Rossmoor regularly.
4. Brian (Terra Landscape) shared that he is Vice President and handles construction and customer relations.
5. India will work with Laura and Janis to figure out the Zone reconfiguration.
6. Tieka is working on our M2 website. She looks forward to being able to add pictures of our projects.
7. Bob is our new Board Representative! He gave an update on FireWise. Two of the committee members met with Rebecca Bauer- Kahan, our Assemblywoman. They are working on funding issues. We are asking for 2 cameras to monitor the valley. Also hoping to pave the proposed South exit. They are also working on removing the Blue Gum and Monterey Pines, including flammable trees and bushes on the exit routes. Our fire extinguishers are inspected monthly by volunteers in each entry. Bob asked that as we walk our zones, please look for fire extinguishers and lights that are obscured or blocked by landscaping. Terra will help keep bushes trimmed by fire extinguishers and lights. BBQs seem to be an issue under consideration. The board will be reviewing this policy over the next couple of meetings. Consideration might be given to neighborhood BBQs in common areas.
8. Cassidy and Brian shared that our Cat Chang project has been nominated for in the California Landscape Conference Association (CLCA). Awards are in June. They will keep us updated.

**Infrastructure Committee** – *Marv Ryken / Kevin Moore*

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Moore reported review in March, we have completed from Tice Creek north from Stanley Dollar down to Fairlawn and Running Springs and Leisure Lane. Currently we are working on everything from Stanley Dollar south and that is probably about 50% done. Once we review these things, we will make a list and we will turn that into you and Eric to see what's going on. I did find about four gas meters that did not have the shutoff wrench.

**Welcome Committee** – *Susan Haigh Bishop*

**Architectural Review Committee** – *Marv Ryken*

**Contracts, Grants, and Rebates Committee** – *Vona Scott*

**Neighbors for Safer Streets Committee** – *Lynn Carruthers*

### **Old Business**

BBQ policy discussion. Put off action until next month. Requested member input via an article in the Rossmoor News.

Pro-Election contract and feasibility of electronic voting and/or paper ballot discussion. Decided to table any discussion of voting by email. Agreed on a paper ballot.

### **New Business**

Striping in one Entry to create additional resident parking. Agreed to table the discussion.

Discuss letter to be sent to laundry room cleaning contractor requesting specific items for improvement.

### **Members' Forum**

#### **Announcements**

Board Meeting: The next scheduled Board meeting will be a Regular Session Meeting to be held on Thursday, June 19, 2025, at 10:00 a.m. in the Peacock Hall at the Gateway Plaza.

#### **Adjournment**

President Bruce adjourned the meeting at 11:39 a.m.

#### **Board Services Coordinator**

I hereby certify that the foregoing is a true and correct copy of the minutes of the Board of Director's meeting.

*Lisa Kam*