



**ROSSMOOR**  
™ WALNUT CREEK

WALNUT CREEK MUTUAL THIRTY

## **BOARD OF DIRECTORS REGULAR MEETING**

**Wednesday, April 9, 2025, at 9:30 a.m.**

**Meeting is Conducted In-Person & Virtually  
Gateway Clubhouse – Board Room  
1001 Golden Rain Road, Walnut Creek, CA 94595**

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### **MINUTES**

**1. Call to Order**

President Reiter called the meeting to order at 9:32 am

**2. Roll Call of Directors**

Roz Reiter – President  
Victoria Rice – Vice President  
Vacant – Treasurer  
Richard Engle – Secretary  
Evan Spinrod – Director-at-Large

**3. Mutual Operations Staff**

Jeroen Wright – Director of Mutual Operations - via zoom  
Todd Arterburn – Chief Financial Officer – via zoom  
Rick West – Sr. Building Maintenance Manager  
John Tawaststjerna – Landscape Manager  
Anna Rocha – Board Services Coordinator

**4. Member's Forum**

Resident suggested we prepare a report of the older items on the financials. Roz will look at the past ten years.

**5. Meeting Minutes**

- a. Board of Directors Regular Meeting Minutes – January 13, 2025
- b. Special Board Meeting of Directors Meeting Minutes - March 26, 2025

*Rice made a motion, seconded by Reiter to approve the Regular Meeting minutes from January 13, 2025, and the Special Board Meeting of March 26, 2025.*

*Motion passed unanimously 4-0*

**6. President's Report – Roz Reiter**

Our last board meeting was held on March 26<sup>th</sup>. This was the first time we had folks join via Zoom, as well as in person. The board is hoping more residents will tune in to offer comments, make suggestions, and stay abreast of mutual business and board decisions. We now have an opening on the M30 board. We need residents to step up and volunteer. The only responsibility of this position will be to attend board meetings (5 times a year) and vote on mutual business when necessary. It does not require much of your time or effort. Most importantly, it gives you an opportunity to have a say in what goes on in this mutual. If the position is not filled, we may need to join another mutual. I am sure none of us want to lose our

mutual independence. As the opening was by a resignation, the board has the authority to select and fill the position by acclamation, so no need for all the residents to vote. Please think of serving your community and contact me or any board member to volunteer.

She reported that Chuck Sanderson has volunteered to coordinate the Emergency Preparedness group. The board thanks Carl Pischke for his many years of great leadership.

Please refrain from watering plants in the common areas, as the irrigation system will be turned on this week. As you know, we have been removing lawns and using only drought-tolerant plants in these areas to save water. Our water bills are high, and we want to limit unnecessary water usage. EBMUD is asking for another rate increase, as well.

We ask that residents report any irrigation leaks to any board member as soon as seen. These leaks can waste a lot of water and cost each of us a lot of money.

**7. Mutual Operations Manager's Report – Jeroen Wright**

Wright reported on Management Agreement project. Both MOD and the MA resident committee continue to meet and work on the details of the agreement. He said it is going well. He talked about the EBMUD lawn removal bill and that the rules are not quite clarified yet. He thought mutuals can slow down work on this until the rules get better defined. Jeroen also talked about the California Fire Zone Zero law. He stated that it currently applies only to locations in the Very High Fire Zones as designated by Cal Fire. It mandates the removal of all flammable materials within five feet of any building or structure. This includes materials such as mulch, wooden fences, and plants within the zone. He provided some statistics about the result of fires that have happened near residences that have cleared the Zone Zero area of flammable materials and those that have not been cleared.

**8. Treasurer's Report – Roz Reiter**

Roz said that financial reports have not been received since December due to the implementation of the NetSuite system. She reported that she had received the bank statements. We have \$150,000 in the Operating account; \$459,000 in the reserve account; and \$240,000 in our brokerage account.

**9. Chief Financial Officer's Report – Todd Arterburn**

Arterburn stated they are getting the financials out this week. He demonstrated how to use some of the NetSuite features. He said they the financials should be current within the next week or so. Work An email will be sent to the board regarding the share point site which will allow board members to access financials back to 2021, tax returns, audits, and track motions. It will be one site to access all the mutual financial information.

**10. Building Maintenance Report – Rick West/Richard Engel**

West reported that there is \$163,000 in the Reserve budget for roof replacements in 2025. He enumerated the four buildings he thought needed roof replacements. He asked for review and approval by the board to go out to bid to the following contractors: Fiala Roofing, Black Diamond Roofing, Ben's Roofing, EmpireWorks, Western Sierra. A discussion ensued about whether these were suggested by the roofing inspector.

Richard reported that he has been doing the monthly fire extinguisher inspections for Mutual 30. He updates an inspection sheet showing that the inspections have been completed each month. So far, no problems have been encountered, everything is looking good. He mentioned that some of the plastic covers may need to be changed. It was noted that there are some plastic cover replacements in the shed. Richard also mentioned that he can fix leaking hose bibs. Please let him know if you have any that are leaking.

# **11. Landscape Report –John Tawaststjerna/Vicki Rice**

John reported that the irrigation controllers were turned back on today. As the weather gets hotter, the water percentage will also increase. The board can let John know if there is too much irrigation, or if there are any leaks seen. The Terra Landscape manager is retiring; Juan Chavez will be his replacement. John and he worked together at Brightview. John will schedule an introductory walk with the mutuals to let Juan see what is going on; it should be a very good transition.

## **Tree Removals**

- 2941 Ptarmigan Dr
  - o 2 Monterey Pines
- 2897 Ptarmigan Dr
  - o 1 Monterey Pine
- Quality Tree will remove all three trees

## **MOD Days**

Mutual	Total Days	Spring	Summer	Fall
30	17	8	3	6
		4/9 to 4/18	7/16 to 7/18	9/9 to 9/16

Vicki reported:

Year 2025 will start our FireSafe / FireWise Plan for M30 beginning in July with selected plant removal & hardscaping the ground from the building foundations out 5' creating our Zone 0 areas. This will continue throughout the entire year during MOD Days. Terra Landscape is preparing the 5' area by clearing debris & mulch. (There is no additional charge for this work; it is covered in our contract.)

The landscape committee is asking the board to approve the MOD Days in July and September plus removing sickly Podocarpus in front of the 2-story buildings. All of these projects are FireSafe / FireWise projects.

July MOD Days Projects; (4 days)

1. Remove dead/dying and unhealthy plants in over-planted areas along the foundations of our buildings beginning with #2801 and moving down the buildings. (#2801, 2809, 2825, 2833, 2841, 2857, maybe 2865)
2. Lay metal dividers if needed & Lodi in the 5' Zone 0 areas. Cost estimate \$5500.

September MOD Days Projects; (6 days)

- 1.&2.) Continue the work started in July with buildings #2865, 2873, 2877, 2881, 2885, 2889, 2893, 2897. Estimated cost \$11,000.

*Rice made a motion, seconded by Reiter to approve the July and September MOD project for 10 days and materials, not to exceed \$14,000.*

*Motion passed unanimously 4-0*

Additional Updates:

The removal of our three Monterrey pines and tree pruning is scheduled for May. Approval of this project was voted on in a Special board Meeting held in March.

The bear in our park is scheduled to be completed by Ed Waraner within the next two weeks. During the first half of May, a dedication celebration will be scheduled, so look for the posters with date and time.

12. **Social Committee** – *Beth Hume*

Beth reported the annual Memorial Day event, June 8 @ 1pm at the park. We have planned small events at the park when the weather gets warmer. Will organize a dedication for the bean.

13. **New Resident Greeter**- *Lynda Caputo*

Lynda reported there is one new resident at 2933; 2921 has been cleared out, but not on the market yet.

14. **New Business**

a. Treasurer Replacement by Acclamation

The board voted by acclamation to appoint Evan Spinrod as M30 Treasurer. The board thanked Linda Herron for the excellent job she did monitoring the mutual's financial position.

b. Board Vacancy

Asked for volunteers to join the board

c. Roofs for 2025

Tabled for review of Roof inspectors report

d. Backflow Approval

John T stated that MOD/Terra would not have the time to do it just yet, maybe sometime in the fall. It is a lot of work for the landscape crew. Estimates for the work are around \$15,000, maybe higher.

15. **Unfinished Business**

a. Park Furniture

May need new park furniture after the fallen redwood tree branch demolished one table and four chairs. We will discuss it at another time.

b. Potluck Furniture and Storage

If the furniture is purchased, it will need to be stored and transported. We don't have a place to store it, and given the weight of the furniture, having residents transport it to where needed is not a great idea. It was suggested that it may be better to use the Rossmoor facilities (e.g. Hillside parks, Dollar Clubhouse) to hold the social events needing tables and chairs, and cooking facilities.

16. **Announcements**

The next scheduled Board of Directors Regular Meeting is scheduled for Wednesday, July 9, 2025 at 9:30am in the Board Room at the Gateway Clubhouse.

17. **Adjournment to Executive Session**

There being no further business, the meeting was adjourned at 10:42 a.m.

**Board Services Coordinator**

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

*Lisa Kam*