



WALNUT CREEK MUTUAL 39  
MEETING OF THE BOARD OF DIRECTORS  
TUESDAY, NOVEMBER 18, 2025, AT 1:00 PM  
BOARD ROOM – GATEWAY  
1001 GOLDEN RAIN RD – WALNUT CREEK, CA 94595

**MINUTES**

**Call to Order**

President Haket called the meeting to order at 1:01 p.m.

**Roll Call of Directors**

**Directors Present:** Victoria Haket – President  
Karen McEligot – Treasurer  
Jennifer Mu – Secretary  
Terry Gordon – Director at Large

**Directors Absent:** Bill Claussen – Vice President

**RPM Staff**

Jeroen Wright, Director of Mutual Operations  
Todd Arterburn, Chief Financial Officer  
Rick West, Snr. Building Maintenance Manager  
John Tawaststjerna, Landscape Manager  
Lucy Limon, Board Services Coordinator

**Approval of Minutes**

1. Regular Meeting Minutes of August 19, 2025
2. Executive Meeting Minutes of September 5, 2025
3. Special Meeting Minutes of October 13, 2025

Terry Gordon made a motion, seconded by Karen McEligot, to approve the Board Meeting Minutes of August 19, 2025, September 5, 2025, and October 13, 2025.

**Moved, Seconded, Carried 4-0**

**Resident's Forum**

A Resident's Forum was held for comments and questions from the membership: Residents expressed concerns about the 3.5-month duration and lack of clear communication about the resurfacing of decks.

*The Board explained that the process involves identifying dry rot, obtaining painter bids, and getting approvals, which can extend timelines.  
Jeroen Wright noted that while Mutual 39 doesn't control vendor schedules, they strive to keep residents informed about ongoing work.*

**Committee Reports**

1. Landscaping Committee – Olga Gordon:  
Our upcoming Fall Prepaid Days will take place starting tomorrow, November 18th to the 21st.

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Members of the landscape committee met with Eddy Ibarra, our Landscape Field Supervisor. He had some creative ideas for planting using drought tolerant shrubs that they have started using in the last few years. They will also be using cobble, large boulders and moss rocks in certain areas especially on the slopes to hold the soil where juniper was removed. Most of this planting will take place in entries 13 and 12.

In addition we will be meeting with Juan Chavez of Terra Landscape to discuss further work needed to be done in entries 3, 4, 6 and 8.

The wild boars have struck yet again! While a neighbor in E 3 was traveling abroad they made themselves quite comfortable on her back lawn...or what remains of it.

This will be added to our list of work to be done.

We're looking forward to seeing the completed work and will share photos with you in the spring.

Special thanks to our wonderful committee! It has been such a pleasure working with them.

2. Governing Documents Committee – John Rice

*See report at the end of minutes.*

3. Budget and Finance Committee – Karen McEligot

1. M39 financial status appears to be sound according to the copies of our three bank accounts and bank reconciliation for the month of September 2025. They are as follows:

Operating cash as of September 2025 = \$613,137

Reserve cash as of September 2025 = \$448,960

Securities as of September 2025 = \$906,877

Total cash and equivalents as of September 2025 = \$1,968,974

Less payable of \$240,444 = \$1,728,530.

Our securities account has two T-Bills and one T-Note along with invested cash in a sweep account.

2. We continue to have unanswered irregularities on our financial statements.

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Until these irregularities are clarified there will be no motion for compliance with Civil Code 5500 at this time.

3. We are still waiting for the delivery of our March 31, 2024, reviewed financial statements to our members. We are also waiting for the fiscal year-end review of the March 31, 2025, financial statements.

4. Communications Committee – Jennifer Mu  
No Report
5. Building Maintenance/Alterations – Jennifer Mu
  - Condensate line update
  - Building Rehabilitation-E12 carports
  - Main electrical panel inspection
  - Gutter cleaning – December
  - Common Area LED post lights
  - Smoke alarms

Rick reported that elevated structure and balcony inspection issues are being addressed. He is also awaiting an estimate from Terra Landscaping for drainage concerns. Two buildings in Entry 12 have completed rehab, with three additional buildings scheduled for next year.

Electrical panel inspections will begin in early December, and gutter cleaning is planned for December, with a vendor selected from four submitted bids.

#### Budget Discussions

The Board reviewed two major upcoming budget items:

- **LED Light Conversions:** The Board agreed to complete conversions during scheduled building rehabs rather than all at once. Estimated cost is \$738 per light.
- **Smoke Alarm Replacements:** Smoke alarms will be replaced in 2026 at an estimated cost of \$21,707, consistent with the practice of replacing 10-year alarms every 9 years to avoid simultaneous failures.

#### Deck Coating and Painting Bid

The Board reviewed a \$22,800 proposal from CPC General Construction and Painting for deck coating and painting. The Board tabled the decision pending a corrected bid.

Rick also confirmed that while the Board may use outside contractors, all vendors must be properly licensed, insured, and registered in the system to be eligible for payment.

Jennifer Mu made a motion, seconded by Terry Gordon, to appoint Harvey Weinstein and Bob McEligot to the Committee.



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6. Recycling Committee – Victoria Haket  
President Haket reported that recycling and compost information was dropped off to the new neighbors in Mutual 39.
  
7. Social Committee  
The Social Committee met last week to continue planning the Holiday Party, scheduled for **December 22** at the **Stanley Dollar House** from **5:00–8:00 p.m.** A “Save the Date” notice has been distributed, and event flyers will be posted.  
  
The event fee will be **\$15.00 per person**. The party will include an Ice Breaker discussion activity, and attendees are encouraged to bring their own beverage.
  
8. Welcome Committee:  
Two new residents have moved in Entry #9.
  
9. AD-HOC Paint Committee – No report

Jennifer Mu made a motion, seconded by Karen McEligot, to terminate the AD-HOC Paint Committee.

**Moved, Seconded, Carried 4-0**

**President’s Report** – Victoria Haket

President Victoria Haket gave the following report:

As the holiday season approaches, I’d like to wish everyone a warm, happy, and safe Thanksgiving. Whether you’re staying close to home or traveling to visit family and friends, please take care on the roads and enjoy this special time of year.

This is also a wonderful time to reflect on what makes our community so special neighbors looking out for one another. If you know of someone who may be alone for the holidays, please take a moment to check in with them. A friendly call or visit can make all the difference and remind them that they are part of our caring Mutual 39 family. Wishing you all a joyful and peaceful Thanksgiving season!

**Old Business**

1. RR 18 Update:  
*Please refer to Governing Documents report.*

**New Business**

1. 2026 Management Agreement:

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Victoria Haket made a motion, seconded by Jennifer Mu, to approve the 2026 Management Agreement.

**Moved, Seconded, Carried 4-0**

**RPM Staff Reports**

1. Directors Report – Jeroen Wright

Wright reported that the management agreement has been approved, and the task force will continue revisions. Thirty-eight of 40 budgets are complete. The rehab process will take longer this year due to new Senate bills, and a reserve study will be conducted for SB9 electrical panels. Garage work is ongoing in Mutual 39.

2. CFO Report – Todd Arterburn- No Report

3. Building Maintenance Report -Rick West

The following report was given:

- All deck issues have been reported and completed.
- Condensate lines have been inspected, and a list of missing items has been compiled.
- Terra Landscaping conducted a site visit and submitted their report. The board and RPM are awaiting their bid.
- LED lights and smoke alarms are being considered for the 2026 budget. These updates will be completed during rehab unless they are already addressed.
- In 2016, smoke alarms were installed in Mutual 39. Since it has been 10 years, replacement or updates need to be included as a line item in the 2026 budget.

4. Landscape Report – John Tawaststjerna

Landscaping and Irrigation Update

- Irrigation controllers were turned off on November 4th. Residents should contact the work order desk if any issues arise.
- Landscape crews are removing debris and clearing pathways for mutuals.
- Working on an estimate for tree pruning which will be provided to the board at a future meeting.

**Announcements**

The next Board Meeting is scheduled for Tuesday, February 17, 2026, at 1pm, in the Board Room at Gateway.

**Adjournment**

Meeting was adjourned at 2:35 p.m.

**Executive Session:**

The Board met in executive session from 2:39p.m.to 3:00 p.m. and discussed the following:



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1. The Board discussed several property maintenance issues, including peeling paint at Saklan Indian Drive. They agreed that the seller should pay for the vent repair since it was not a mutual responsibility.
2. The Board also addressed concerns about Member Records department forcing a successor trustee to change title, which they determined was not necessary.
3. The Board expressed concerns about RPM's 15% administrative fee on contractor invoices. They agreed to monitor this fee in future contracts.

**Secretary's Certificate**

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

Lucy Limon

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**Assistant Secretary**  
**Mutual 39**