

THIRD WALNUT CREEK MUTUAL

**Regular Board Meeting Minutes**  
Monday, December 8, 2025, at 9:30 a.m.  
Zoom and In Person  
Board Room at Gateway  
1001 Golden Rain Rd. Walnut Creek, CA 94595

**MINUTES**

**1. Call to Order**

President Tom Lauck called the Regular Meeting of the Board of Directors of Third Walnut Creek Mutual (TWCM) to order at 9:33 a.m.

**2. Roll Call**

**Present:**

Tom Lauck, President Dist. 4, (2026)  
Kim Starr, Treasurer Dist. 7, (2027) Florence McConnell, VP Dist. 13, (2026)  
Lyman Shaffer, Secretary Dist. 10, (2027) Bill Leary, Director Dist. 5, (2026)  
*Vacant*, Director Dist. 15, (2028) Harvey Baumel, Director Dist. 3, (2027)  
Al Rothman, Director Dist. 9, (2028), Nan Warren, Director Dist. 14, (2028)

**Staff Present:**

Jeroen Wright, Director of Rossmoor Property Management  
Todd Arterburn, Chief Financial Officer  
Rick West, Sr. Building Maintenance Manager  
Jim Hayes, Contract Administrator  
John Tawaststjerna, Landscape Manager  
Lucy Limon, Board Services Coordinator

**3. Members' Forum**

Members were afforded the opportunity to express their general concerns and make comments. Comments included: 2026 Budget booklet.

**4. Approval of Meeting Minutes**

President Lauck addressed the Board for any corrections and/or additions to the following sets of minutes:

- a. Regular Board Meeting Minutes November 10, 2025
- b. Executive Board Meeting Minutes November 10, 2025
- c. Budget Meeting Minutes November 13, 2025

Nan Warren made a motion, seconded by Florence McConnell to approve the minutes mentioned above.

**Moved, Seconded, Carried 8-0**

**5. President's Report**

Tom Lauck gave the following report:  
No report was given.

**6. Secretary's Report**

No report was given.

### THIRD WALNUT CREEK MUTUAL

#### 7. Treasurer's Report

Kim Starr gave the following report:

Provided update on NetSuite Programming access. Some reprogramming is required to be done and there is not currently an ETA for completion.

The clearing of beginning balances in the individual AR accounts is expected to be completed by the end of November according to Todd Arterburn. Todd also committed to providing a consolidated AR for all projects.

Todd was asked about more licenses to access NetSuite, and it was reported that each license s \$2,500 per individual access.

Todd was asked and confirmed that the final investments will be made this week.

- a. A Motion that Mutual Funds Report has been reviewed by the Treasurer and a summary provided to all Directors:  
**Kim Starr (M), Nan Warren (S), 8-0**
- b. A Motion that all Directors have reviewed their Project Specific Financials:  
**Kim Starr (M), Lyman Shaffer (S), 8-0**

#### 8. GRF Senior Staff Reports

Jeroen Wright, Director of Mutual Operations:

Jeroen reported that the Third Walnut Creek Mutual budgets had been distributed. He also noted a minor fire at Mutual 70 that resulted in smoke damage to several units.

Jeroen explained that the fire originated in a garage loft area and was likely caused by a space heater. Preliminary findings suggest that a piece of paper may have ignited accumulated debris. The fire is still under investigation and a final report has not been made. He emphasized the importance of maintaining accurate alteration department records to support insurance claims and facilitate replacements.

Jeroen further reported that RPM is implementing a new system for the work order desk. He explained that this transition presents a learning curve for staff, and residents may experience longer wait times due to the additional steps required to create work orders. He asked residents to remain patient, kind, and respectful while staff adapts to the new system. For those unable to wait, he advised emailing [Workorder@rossmoor.com](mailto:Workorder@rossmoor.com) for faster assistance.

Todd Arterburn, CFO:

Todd provided updates on financial improvement initiatives, including the implementation of Field Service Manager and the conversion of work orders to NetSuite. He also noted plans to present a three-year business plan in the first quarter.

John Tawaststjerna, Landscape Manager:

### THIRD WALNUT CREEK MUTUAL

John discussed landscape operations, including the temporary shutdown of irrigation systems due to recent rainfall and plans for manual watering of newly planted areas. He also reviewed pest control procedures, noting that residents must schedule appointments directly, and advised that Securitas should be contacted for after-hours emergencies.

Rick West, Senior Building Maintenance Manager:

#### INFORMATION ITEMS: Work scheduled in progress or completed.

##### **Project 23**

- Phase 2 in 2026 level 4A through 6C, scheduled for 2026. This will include deck coating, Carpentry dry rot repairs Metal and wood railing and painting. Budgeted for \$312,740.00
- San Francisco Elevator to provide Modernization Estimate. Door operator estimate \$35,650.00.
- Entry 1 Carport Damage – Contractor: Fiala Roofing - Cost \$19,823.00. Scheduled Start Date Dec 8<sup>th</sup>.
- 10-year Smoke Detectors budgeted for replacement in 2026 at \$7,020.

##### **Project 26**

- RPM working on buildings rehab estimates for 2026.
- 10-year Smoke Detectors budgeted for replacement in 2026 at \$15,695.

##### **Project 27**

- Asphalt patch and seal coat budgeted for 2026. At \$20,000.
- 10-year Smoke Detectors budgeted for replacement in 2026 at \$12,000.
- Electrical Main Panel Replacement – Contractor: KR Electric - Estimates (under new business).

##### **Project 31**

- Wood fence replacement Reuben Borg Fence and 'Firewise zone-zero – Outdoor Living Estimate with new 5' Clearance metal fence. Contracts sent for signatures.
- Reviewing concrete ditches for maintenance. Landscaping Dept. will inspect for cracks and displacement.
- New 10-year Smoke Detectors Budgeted in 2026 for \$9,120.00.
- Asphalt repairs & seal coat is Budgeted in 2026 for \$36,525.00.

##### **Project 32**

- Bldg. 2500 Deck recoating per FWC. Contractor: Mount. Diablo Flooring Scheduled for December.
- Asphalt Repairs & Sealcoat Budgeting for 2026 at \$4,575.
- New 10-year Smoke Detectors Budgeted in 2026 for \$6,000.

##### **Project 33**

- RPM rehab for 4020 and 4024 to be completed in 2026.
- Bldg. 4024 Rodent issues reported to the Pest Control Dept. Bldg. 4012 Woodpecker issues.
- 10-year Smoke Detectors budgeted for replacement in 2026 at \$2,880.

### THIRD WALNUT CREEK MUTUAL

#### **Project 34**

- Received Main Panel Replacement estimate from KR Electric. \$50,000 Budgeted for 2026.
- 10-year Smoke Detectors budgeted for replacement in 2026 at \$2,560.

#### **Project 35**

- 10-year Smoke Detectors budgeted for replacement in 2026 at \$7,850.
- Rehab scheduled for Bldgs. 3101,3109,3133 & 3141 in 2026. Budgeted \$184,705.
- Roof project budgeted for 2026 at \$133,080.

#### **Project 36**

- 10-year Smoke Detectors budgeted for replacement in 2026 at \$13,860.
- Rehab scheduled for Bldgs. 2055,2025, 2005. Budgeted \$233,690. In 2026.
- Roofing Project scheduled for 2026 Budgeted \$27,060.

#### **Project 37**

- Electrical panel replacement budgeted for 2026 at \$140,000.
- 10-year Smoke Detectors budgeted for replacement in 2026 at \$14,850.
- Roofing and Bldg. Rehab also budgeted for 2026 - Roofing \$79,300 / Rehab \$110,070.

#### **Project 38**

- Electrical panel replacement awarded to KR Electric - \$350,000 Budgeted for 2026.
- 10-year Smoke Detectors budgeted for replacement in 2026 at \$17,000.

#### **Project 42**

- FWC provided report on 600 Terra Cal crawl space. Recommended drainage due to soil conditions under the building.
- 10-year Smoke Detectors budgeted for replacement in 2026 at \$5,300.
- Bldg. 626 schedule for rehab in 2026 \$86,565 Budgeted.

#### **Project 44**

- 10-year Smoke Detectors budgeted for replacement in 2026 at \$15,000.
- Electrical panel replacement Budgeted for 2026 at \$30,000.
- 3218 & 3136 schedule for rehab in 2026 at \$90,000.

#### **Project 45**

- Main Panel replacement budgeted for \$90,000 in 2026.
- 10-year Smoke Detectors budgeted for replacement in 2026 at \$48,000.
- Entry 7 Asphalt project schedule for 2026 Budgeted \$118,730.
- Roofing scheduled for 2026 is budgeted at \$100,000.
- Rehab for buildings 3490, 3462, 3478 Schedule for 2026 Budgeted at \$366,385.

#### **Project 49**

- 10-year Smoke Detectors budgeted for replacement in 2026 at \$14,400.
- Building 1812 Rehab schedule for 2026 Budgeted \$407,275. RPM to schedule building inspection.

### THIRD WALNUT CREEK MUTUAL

#### **Project 51 A:**

- 10-year Smoke Detectors budgeted for replacement in 2026 at \$10,000.
- Roofing project scheduled for 2026 Budgeted \$20,000.
- Building Rehab schedule for 2026 Budgeted \$265,000.

#### **Project 51 B:**

- 10-year Smoke Detectors budgeted for replacement in 2026 at \$10,000.
- Asphalt Project scheduled for 2026 Budgeted \$24,000.
- Buildings 4403,4467,4485 rehab scheduled for 2026 Budgeted \$165,000.

#### **Project 54:**

- 10-year Smoke Detectors budgeted for replacement in 2026 at \$10,800.
- Buildings 1446, 1458 rehab scheduled for 2026 Budgeted \$333,445.
- Roofing Project scheduled for 2026 Budgeted \$26,250.

#### **Project 64**

- Electrical Main Panel Replacement . Contractor: KR Electric schedule for 2026 Budgeted at \$42,000.
- 10-year Smoke Detectors budgeted for replacement in 2026 at \$3,400.

### **9. Committee Reports**

#### **a. Finance Committee**

Kim Starr reported that the Finance Committee update reflected ongoing efforts to recruit members and clarify their roles.

#### **b. Governing Documents Committee**

Florence McConnell gave the following report:

#### **HARD SURFACE FLOORING ISSUE**

The Gov Doc Committee discovered an inconsistency in the language for hard surface flooring in upper units between the CC&Rs and the Policies and Procedures. The CC&Rs extended hard surface flooring to lavatories, defined as a wash area separate from the toilet/shower/tub area which was not allowed in the Policy. The Committee recommends that Policy 59.2.0 Hard Surface Flooring in Upstairs Units be updated to be consistent with the CC&Rs. The language in the CC&Rs was voted on by the membership and therefore does not require a 28-day review process by TWCM members.

Copy of Policy 59.2.0 Hard Surface Flooring in Upstairs Units is attached with changes highlighted in red.

#### **THIRD WALNUT CREEK MUTUAL POLICY 59 HARD SURFACE FLOORING**

This Policy pertains to all Condominiums within the Mutual. Installation of carpet does not require an alteration permit. All other flooring installations, including downstairs hard surface flooring, those requiring a change in materials, or the installation of hard surface flooring where there was previously soft surface flooring, require an alteration permit, regardless of whether a Manor is a lower or upper unit.

### THIRD WALNUT CREEK MUTUAL

#### 59.0.0 HARD SURFACE FLOORING

Installation of new hard surface flooring requires an alteration permit. All application permits must include a floor plan indicating where the hard surface flooring is to be installed. The installation of hard surface flooring cannot damage the existing sub flooring.

#### 59.1.0 IN FRONT ENTRY AND KITCHEN (Delete language not relevant)

Hard surface floors -- such as tile, vinyl, and floating laminate or hardwood floors are allowed in the front entry way, kitchen, laundry room, over garage storage areas, a room containing a toilet and a bathtub or shower.

#### 59.2.0 HARD SURFACE FLOORING IN UPSTAIRS UNIT

Hard surface flooring is allowed in the front entry way, kitchen, laundry room, over garage storage area, bathroom containing a toilet and bathtub or shower, and an area outside a bathroom with a vanity with one or two sinks is.

#### 59.3.0 HARD SURFACE FLOORING PREVIOUSLY INSTALLED WITH PERMIT

Any hard surface flooring that was installed prior to November 14, 2016 with an alteration permit may remain. The owner may perform minor repairs to the flooring. In lower ground floor units, the owner may replace hard surface flooring previously installed with a permit with replacement hard surface flooring, however a new installation permit is required. Installation of replacement hard surface flooring in upper unit front entries, kitchens, a room containing a toilet and a bathtub or shower requires an alteration permit and approval of an alteration permit is not guaranteed.

#### Third Walnut Creek Mutual 59.0.0 OWNER INITIATED ALTERATIONS HARD SURFACE FLOORING

#### 59.4.0 HARD SURFACE FLOORING INSTALLED WITHOUT PERMIT

Any hard surface replacement flooring that was installed without the required permit shall be replaced at the owner's expense, by direction of the Board of Directors, or upon discovery of the violation by the Mutual, and in any event not later than the time of resale or transfer, with carpet or with hard surface flooring as permitted under 59.1.0.

#### 59.5.1 CARPET OVERLAYMENT

The Board allows permitted hard surface flooring to remain in place if it is overlaid with padded carpet. An alteration permit is not required for the installation of carpet.

Florence McConnell made a motion, seconded by Nan Warren, to approve the revisions shown in red to the Hard Surface Flooring Policy to ensure consistency with the CC&Rs. The CC&R language was previously approved by the membership and therefore does not require a 28-day review period by TWCM members.

**Moved, Seconded, Carried 8-0**

#### **c. Building Maintenance Committee**

Harvey Baumel mentioned that he has contacted Room Reservations staff to schedule the 2026 committee meetings.

#### **d. Landscape Committee**

### THIRD WALNUT CREEK MUTUAL

Jerri McNair reported that Rebecca provided an update on contract negotiations with Terra, noting that revisions were being made to improve clarity and that the contract would be brought to the Board for review. She discussed the creation of a notebook for landscape representatives and Board members to clarify responsibilities and schedules. Fire safety in landscaping was also discussed, including plans to educate residents on how to reduce fire risk while maintaining aesthetic standards. Additionally, the Board of Fire and Forestry was noted as working on regulations for local responsibility areas.

e. **Dispute Resolution:**

Lyman Shaffer reported that the committee was addressing one ongoing member dispute. He noted that one party has chosen not to engage, and this will conclude the matter.

f. **Communications Committee**

No report was given.

g. **Alterations Committee**

Nan Warren reported that 29 new alteration applications have been submitted since the last meeting.

### 10. **Old Business**

a. Policy 64 EV and Golf Cart Charging – Implementation

1. Updated List of EV's and Golf Carts – Public Safety/Securitas
2. Distribution of Policy Application and Agreement by Project
3. Collection of Fees – RWC Accounting
4. Application and Agreement Submittal and Record Keeping

The Board reviewed a list of 131 registered golf carts in the Third Mutual and noted that 27 were not properly registered. The Board also discussed transitioning golf cart parking fees from an annual to a quarterly basis.

The Board identified the need to clarify which vehicles would be subject to Project Electricity charging requirements, noting that residents with attached garages or carports would not be required to comply with Policy 64. Discussion followed regarding the implementation of a policy governing electric vehicle and golf cart charging, with an effective date of January 1 and enforcement delayed until April 1.

The Board recognized the need to establish a fee collection mechanism through accounting, similar to the process implemented by Second Walnut Creek Mutual in 2019. The Board agreed to distribute a policy announcement letter explaining the effective January 1 date and April 1 implementation timeline. Tom will follow up with accounting to establish the billing process.

The Board also acknowledged challenges associated with tracking and registering golf carts, noting that additional effort will be required to enforce registration requirements.

### 11. **New Business**

a. Investment Actions – Ms. Starr

No update was made.



### THIRD WALNUT CREEK MUTUAL

b. Reserve Study Request for Proposals – Mr. Lauck

No update was made.

c. Contract Review for Board Approval

1. P27 Main Panel 1928 Ptarmigan KR Electric Estimate 4329 - \$9,067.12 – Mr. Leary
2. P27 Main Panel 1904 Ptarmigan KR Electric Estimate 4330 - \$17,861.98 – Mr. Leary
3. P27 Main Panel 2609 Ptarmigan KR Electric Estimate 4331 - \$17,908.54 – Mr. Leary
4. P45 Deck Coating Proposal 3612 Rossmoor Pkwy A.C. Enterprises - \$11,960 – Mr. Lauck

Bill Leary made a motion, Nan Warren seconded to approve estimates #1-#4.

**Moved, Seconded, Carried 8-0**

### 12. Announcements:

The next scheduled Regular Meeting of the Board of Directors will be on Monday, January 12, 2026, at 9:30 am, via zoom and in-person, in the Gateway Boardroom.

### 13. Adjournment

There being no further business, the Regular Meeting of the Board was adjourned at 11:51 a.m.

### 14. Executive Session Summary

The Board met in executive session from 9a.m. to 9:30 a.m. and reconvened from 11:58 a.m. to 12:38 p.m to discuss the following:

1. Unpermitted Alteration Hearing:

The Board met with a resident's son regarding alterations made without a permit or a licensed contractor to prepare the unit for sale. Permit fees were paid and the work installed was reviewed and approved by a licensed contractor, the Alterations Department, and the City. The Board assessed a fine for the work being done without a permit after a red tag was issued by the Alterations Department.

**Nan Warren, Al Rothman – Passed unanimously 8-0**

2. Update on IDR:

The Board approved sending a letter to residents regarding the placement of their wind sculpture, directing that it be relocated within their exclusive use common area.

### 15. 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**