



Walnut Creek Mutual Four

**BOARD OF DIRECTORS REGULAR MEETING**

**Tuesday, February 18, 2025, at 10:00 a.m.**

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

**Creekside Clubhouse – Club Room  
1010 Stanley Dollar Dr., Walnut Creek, CA 94595**

**Join Meeting Virtually**

For video/audio participation on your laptop, tablet, or smartphone, enter <https://rossmoor.zoom.us/j/83465396933> **Meeting ID: 834 6539 6933** in your browser and follow the on-screen instructions to enter the meeting. Be sure to have your computer speakers turned on.

For audio only, **dial 669-900-6833** on your phone and enter **Meeting ID: 834 6539 6933** at the prompt or go to the [4wcm.com](http://4wcm.com) website “Meetings.”

For technical support to join a meeting, contact 925.988.7627 or [support@rossmoor.com](mailto:support@rossmoor.com)

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**AGENDA**

**1. Call to Order – Janet Seldon**

**2. Roll Call of Directors**

Janet Seldon – President  
Robert Amans– Vice President  
Rajasundaram Sivasubramanian – Treasurer  
Pam Ovalle– Secretary  
Linda Brown – Director-at-Large

**Mutual Operations Staff**

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

**3. Members’ Forum – Janet Seldon**

All residents are invited to address the Board with questions, comments, and suggestions. The Board does not directly answer questions posted by speakers during the Residents’ Forum but hears the viewpoint and ideas presented and considers them as they act during the meeting. Comments will be limited to three minutes per person.

**4. Meeting Minutes**

- a. Board of Directors Regular Meeting Minutes – January 6, 2025

*Recommendation: The Board of Directors approves the meeting minutes*

**5. President’s Report - Janet Seldon**

**6. Treasurer’s Report – Siva**

- a. *Recommendation: The Board of Directors certifies compliance with Civil Code §5500.*  
b. *In accordance with the Collection Policy, those owners that are delinquent will be sent to to A.S.A.P. Collection Services to initiate collection activities, including but not limited to recording a lien and/or any successive lien(s).*

**7. Mutual Operation’s Report – Jeroen Wright**

**8. Chief Financial Officer’s Report – Todd Arterburn**

**9. Building Maintenance Report – Rick West**

**10. Landscape Report – John Tawaststjerna**

**11. Committee Reports**

- a. Governing Documents  
b. EV Charging  
c. Trash Committee  
d. Communications Committee  
e. Alterations Committee

**12. Officers’ Reports**

- a. Vice President  
b. Secretary

**13. Unfinished Business**

**14. New Business**

- a. Smoke Detector Bids  
b. Hallway Carpet Proposals

**15. Announcements**

The next scheduled Board of Directors Regular Meeting is March 17, 2025, in the Board Room at the Gateway Clubhouse at 1:30 p.m.

**16. Adjournment to Executive Session – If necessary, for legal issues, contracts, member discipline, personnel issues, delinquencies, or foreclosures**