

Walnut Creek Mutual Forty

BOARD MEETING MINUTES OF THE BOARD
THURSDAY, AUGUST 21, 2025, AT 1:00 PM
FAIRWAY ROOM AT CREEKSIDE
1010 Stanley Dollar Drive – Walnut Creek, CA 94595

Call to Order

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

Directors Present

Greg Gould – President
Kathy Parish – Vice President
Pam Jester -Treasurer
Nancy Herney – Secretary
Joe Tracy – Director

RPM Staff Present

Jeroen Wright, Director of Rossmoor Property Management
Todd Arterburn, Chief Financial Officer
Rick West, Sr. Building Maintenance Manager
John Tawaststjerna, Landscape Manager

Approval of Minutes

1. Board Meeting Minutes of July 17, 2025
2. Executive Meeting Minutes of July 17, 2025

Mr. Gould asked for a motion to approve the minutes from the above mentioned meetings. Ms. Parish made a motion and Ms. Jester seconded, to approve the minutes of the July Board Meetings.

Approved 5-0.

President's Report

President Gould reported that everything in the Mutual is operating well. At the last Presidents' Forum, Ann Peterson discussed the rewrite of the rossmoor.com website, the previews were impressive and the project is expected to be completed by the end of 2025.

Treasurer's Report.

Ms. Jester advised that the Mutual is overall in great financial shape. Operating ncome and expenses are on budget and we are slightly above budget on the reserve side due to some unforeseen rehab expenses. We have a 2 investment accounts that will be maturing the end of 2025 and early 20206 and those will be reinvested at the best rates available at the time of maturity. Our interest bearing cash account is at approximately \$900, 000.

Ms. Jester made a motion to certify compliance with §5500 by review of the July 2025 financial reports by all Board Members. Mr. Gould seconded the motion. **Approved 5-0.**

Finance Committee Report:

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Nothing to report.

Manager's Reports

Jeroen Wright reported that the approval of the Management agreement has been his main focus and is on track for completion and signature by the Mutual Presidents. After several iterations, the final draft will be presented to the Presidents on Monday August 25. The Presidents will share and discuss the final draft with Board members and their attorneys to be completed by September 22. The agreement will be ratified by October 31.

A large tree went down in TWCM and did extensive damage to a car port. No cars were in the carport and no residents were injured. Based on preliminary costs the Mutual should expect that the shared deductible agreement will be activated.

The budget process is proceeding well and we should be on track to review preliminary budgets, discuss with members and approve by the Board in an Open Meeting in the November timeframe. The budget must be final and ready to go to print for the 2025 Annual report by December 1.

Todd Aterburn added that along with making good progress on the financial reports, the budgeting program in Netsuite is operative and he believes we are better positioned to produce the budgets than in prior years. Todd stated that the various NetSuite tools are improving all the time and his team will continue to refine the financial reports.

Mr. Tracy asked for clarification about the accuracy of the 2023 audited financials relative to consolidating the financials for the old P40 and P41. It was determined and will be validated that it was the Board who requested that the audit report be completed as consolidated.

Committee Reports

Landscape Committee:

Kathy Parish gave the following report:

The Committee met on August 6th and the meeting was attended by Shari Carroll, Christina Douglas, Barbara Bigelow, Lois Cain, Marilyn Riegelhuth, Karyl Toms, Wendy Peterson, Susie Manners, Rod Williams, Ted Bush, and Susie White.

John T. led a discussion on the "Scope of Work" that is part of our current Terra Contract. Comments were made on the things that were going well and suggestions made for things that needed to be more clearly defined or improved. The purpose was to have an understanding of the requirements we want when it is time to consider our new Landscape Maintenance Contract. The current contract expires in December of 2026.

New discussion included using a new machine to suck up leaves after they are blown into the Entries. While it would be noisier, the Committee voted to use it this Fall on a trial basis. There would not be an additional charge and it would allow leaf clean up to progress more quickly.

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Another suggestion for pest control was installing some Owl Boxes in the Mutual in a few locations. John will help select the best spots and we will explore getting the Woodworking Shop to help.

The "Thank You" Burrito lunch for the Landscape Team will be on September 19th.

Shari led a discussion of the September RPM Workdays. We will have 4 in September and the main focus will be planting and irrigation adjustments.

Our next meeting will be September 6th at 3:30 in the Mulligan Room.

Governing Documents Committee:

There was no GDC meeting last month and therefore nothing to report

Building Maintenance Committee:

Mr. Kerns reported on the following:

- Entry Sign lighting is still progressing and by next week is expected to be complete. The delays have been primarily due to material availability.
- Path light replacements. The conduit to the path lights are beginning to show failures due to the age of this infrastructure. The current failure was traced from E9 Terra California to E2 on Saklan Indian. This particular short will be patched and repaired and may require some trenching work in the future. Eventually the Mutual will need to consider the replacement of this aging conduit.

Doug Fountain reported on the following items:

New Signage to further enhance entry directions as follows:

Order for four (4) signs made on metal exactly like the house number signs as installed in all buildings in Mutual 40.

- Height – 6"
- Length - 14"
- Color - White
- Overlay Color – Black
- Substrate/Material – 3M 3930 HIP (ALUMINUM .080)
- Single Faced
- Laminate: Briteline UV
- 1/4" hole to be drilled in the exact center by TCZ (sign manufacturer) – except Entry 10/12 sign
- All will have an Arrow on the left or right side of each sign – top row
- Photo of mock-up to be Emailed or delivered to you to you
- Please send your purchase order to me for review before you send the order to sign manufacturing location TCZ (Concord, CA).
- Quantity – one (1) each

Lettering of the signs:

← Entry 14 (2" - high)

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Terra California Dr. (1 ½" high)
Entry 10/12 → (no holes)
Terra California Dr.
← Entry 9
Terra California Dr.
← Entry 2
Saklan Indian Dr.

Mr. Fountain will secure a quote to present to the Board.

Test of Water Condensation Lines:

Building Maintenance is suggesting that all of the condensation lines in the Mutual should be tested and cleared if necessary. A task force will be convened to develop a plan and costs to present to the Board.

Mr. West Gave the following report:

Path Light Rehab Project

Spectrum Painting to supply Bid to paint 9 newly installed Bollards.

Sang Electric estimate to install new electrical conduit and wiring at supplied tagged numbered lights.

**Ongoing - Grinding Pathway tripping hazards – Contractor: Fleece Construction.
Inside Entry 9 New Signage with Metal Posts.**

INFORMATION ITEMS: Work scheduled, In Progress or Complete

**Entry 9 and 10 New Signage on order – updated Status
Condensate line Progress – Contractors: Terra and BayAir Flow.**

Alterations/Architectural Review Committee:

Mr. Tracy reported that six Alteration Permits have been submitted in the past month and all have been approved.

Emergency Preparedness Committee:

Nancy Herney made the following report:

In attendance were Nancy Herney, Pat Shanahan, Ron Dornseif, Rose Dornseif, Heather Huxley, Lilbet Dewey, Christine Hagelin and Steve Gunther-Murphy.

The meeting was opened with a recap of July 16 Presentation with Tom Cashion. Everyone agreed we had a great turn out and the material was valuable and well received. There was great interest in the Evacuations piece and copies of the alternate routes map is available.

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Rossmoor EPO is undergoing a major restructure with the retirement of Fran Gibson. Ken Jonah and Bill Coy are both stepping into leadership roles. We expect to see a great deal of revitalization of the group.

Our 4Q Event with Noell Crosse will be on October 22 at 2pm and the Fairway Room has been secured for that event. Details, Save the dates and flyers will be available as we get closer to the event.

Entry Coordinator we supplied with red and green tape as part of their coordinators supplies. These are to be used to provide information to first responders about the entry status (red: need help/ green: all clear) in the event of an area wide disaster. The Mutual's FRS Radios have arrived and training for the entry coordinators will happen at our next meeting.

Steve reviewed the final version of the Entry Level Incident Report which included input from all the entry coordinators. Steve has suggested that we include the residents' emergency skill information on our entry matrix. All the coordinators will add that information and forward it to Steve. Herney to update the master list of Emergency Skills and forward to the entry coordinators.

The meeting was adjourned at 5:15pm. Our next meeting is August 28.

TRC Committee:

Mr. Moe reported that there have not been any significant TRC issues with the exception of maggots in one trash enclosure on Saklan Indian which was quickly resolved by spraying with vinegar water. Mr. Moe encouraged all resident to take that same action with vinegar or water to eliminate the maggots. The annual replacement of the green cans will be completed in the coming months. This si done at no charge to the Mutual.

Old Business

1. Ms. Parish withdrew her topic to discuss Landscape rehab on Salkan Indian Entry 6.

New Business

1. Echo Membership for Mutual 40: Ms. Herney has recommended and made a motion that the Mutual secure a Board Membership in ECHO (Educational Community for HOA Homeowners) membership at an annual cost of \$625. Ms. Parish seconded and after some discussion it was **Approved 5-0**. Ms. Herney will make the application request and manage the membership.

Member's Forum:

Members were afforded the opportunity to express their general concerns and make comments. Topics discussed were the 2026 Budget, parking signage, entry signage, consolidated financials.

Executive Session Summary

The Board met in Executive Session from 2:20pm- 3:45pm to discuss the following items:

1. Member Hearing
2. RPM Management Agreement
3. Collections
4. Building issue in Entry 9 Terra California

Announcements



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The next Meeting is scheduled for Thursday, September 18, 2025, at 1pm, in the Fairway Room at Creekside.

Adjournment

With no further business, the meeting was adjourned at 2:01 p.m.

Nancy Herney

Secretary

Walnut Creek Mutual No. Forty