

Walnut Creek Mutual Forty

BOARD MEETING MINUTES OF THE BOARD  
THURSDAY, JULY 17, 2025, AT 1:00 PM  
CLUB ROOM AT CREEKSIDE  
1010 Stanley Dollar Drive – Walnut Creek, CA 94595

**Call to Order**

President Gould called the meeting to order at 1:02 p.m.

**Directors Present**

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

**Staff Present**

Jeroen Wright, Director of Rossmoor Property Management  
Todd Arterburn, Chief Financial Officer  
John Tawaststjerna, Landscape Manager  
Lucy Limon, Board Services Coordinator

Kathy Parish made a motion, Nancy Herney seconded to amend the meeting agenda and add a second item under New Business; Discussion and Approval of Landscape at Saklan Indian entry #6.

**Moved, Seconded, Carried 5-0**

**Approval of Minutes**

1. Board Meeting Minutes of June 19, 2025
2. Executive Meeting Minutes of June 19, 2025

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

**Approved 5-0.**

**President's Report**

President Gould reported on recent name changes: GRF is now Rossmoor Walnut Creek (RWC) and Mutual Operations is now Rossmoor Property Management (RPM). He noted that Jeroen and Jeff provided updates on the resale process, including reviews of the buyer's packet and escrow packets. He also briefly discussed ongoing efforts regarding the new management agreement.

**Manager's Report – Jeroen Wright**

Jeroen reported that the management agreement is expected to be finalized by September. The FireWise committee is now at full membership. Budget season is approaching, and Casey Shelton will be scheduling meetings with the Boards. He also noted new state regulations regarding zone 0 limitations; since these regulations are not yet finalized, Boards should proceed cautiously.

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### **Treasurer's Report.**

Ms. Jester provided the following report on the state of the Mutual's financials:

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

### **Finance Committee Report:**

Nothing to report.

### **Committee Reports**

#### **Landscape Committee:**

Kathy Parish gave the following report:

The Committee met on July 2nd and Barbara Bigelow, Karyl Toms, Susie Manners,

Susie White, Marilyn Reigelhuth, Shari Carroll, and Christina Douglas attended.

New Business included the July RPM workday dates. Projects on the list include Phase 2 of the 641

Terra California rehab and Juniper removals behind 703 Terra California and in Saklan Indian Entry 2, along with smaller Junipers in Entries 12 and 14.

Recent tree work includes the safety pruning of two large Pear Trees and the grinding of 4 stumps from previously removed trees.

The article in the Rossmoor News regarding plant replacements was discussed. A motion was made not to participate in this program. It was seconded and passed 8-0. Mutual 40 plant replacement occurs in the Fall.

A booklet by MOD regarding the 5' zero clearance around building, possible useable materials, and prices was given to each Entry Coordinator. These are to be used when discussing resident requests and continuing education about Contra Costa Fire and Governor recommendations.

The establishment of uniform benches for Mutual 40 was revisited, prompted by a resident's offer to purchase a new bench for Yearout Park and his research. The cost of this bench and the previously chosen bench, including taxes and shipping was almost the same. The new bench had a longer warranty. After looking at a picture of the newly proposed bench and discussion, a motion was made and seconded to accept the new design. It passed 8-0.

Lastly, I would like the Board to confirm Christina Douglas as a member of the Landscape Committee.

Kathy Parish made a motion, Nancy Herney seconded to appoint Christina Douglas as a member of the Landscape Committee.

**Moved, Seconded, Carried 5-0**

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

### **Governing Documents Committee:**

Nancy Herney gave the following report:

Completed the final draft of the seasonal décor policy. This draft will be presented to the Board for consideration of moving forward with a new policy OR use as a basis for a memo to all residents and owners about appropriate use of the new entry signage and light stands.

Agreed to request the Board approve the expenditure (\$450.00 flat fee) for a revision to the Enforcement Policy using the Adams-Stirling template as developed by Melissa Ward. AB 130 makes the changes effective June 30, 2025.

### **Building Maintenance Committee:**

Mr. Kerns reported on the following:

- Entry lights have been installed. Except for entry 9 and 10 due to availability.
- Path light replacements have proven to be a more challenging project than originally expected. More delays and expenses are expected.

### **Alterations/Architectural Review Committee:**

Mr. Tracy reported that three 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 Jane Moran, Pat Shanahan, Kathy Parish, Steve Gunther-Murphy, Judy Freed, Christine Hagelin and Nancy Herney.

Guests: Lilibet Dewey, Heather Huxley, Ron Dornseif and Rose Dornseif.

- Introduction of Committee members and Guests. We had 4 residents who wish to join the EP Committee. Everyone introduced themselves and discussed their interest and background with Emergency Preparedness. All 4 residents wish to join the committee. Rose will be the new Entry Coordinator for E6 Saklan Indian. Ron will be working on Comms and other strategic issues. Heather and Lilibet will be meeting with Pat and Eileen on how to best use their time and talents in E9 on Terra California.
- We are set for the July 16 event with Tom Cashion. Nancy will reach out for the Entry coordinators to provide some light bites for after the presentation.
- Our final safety presentation for 2025 will be Noell Cross from CCCFP on October 22. Room location to be determined.
- We had a brief discussion regarding a Communications meeting Steve and Nancy had with Ralph Antenthein in Mutual 68. We have a better sense of how to establish a communications

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plan after reviewing all of the options available within Rossmoor.

- Steve conducted a table top exercise using a scenario of an area wide earthquake causing a shelter in place situation and what actions and equipment the entry coordinators would have/need to assess their entry condition. Steve will follow up with information to begin to create a process for being more effective in evaluating the situation and preparing. It was felt that we need some signage for the central meeting area in each Entry. Nancy will seek approval from the Board to design and order such signage.
- Our next meeting will be on July 24, 2025 at 4PM pm the Bunker Room

### **TRC Committee:**

No report was given.

### **Old Business**

#### 1. Entry Signage Draft Policy:

#### **Entry Sign and Light Stand Decorations/Enhancements Guidelines**

##### **Entry Signs**

- Decorations can be displayed on or around Mutual 40 Entry signs for a maximum of four (4) weeks. If exhibited for a holiday, decorations can be displayed three (3) weeks before the holiday and must be taken down one (1) weeks after the holiday.  
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- Any decoration attached to or around any Entry sign must be attached using the permanent hooks that are installed at the ends of an Entry sign (two on each end). These hooks should not be moved or removed.
- No nails, screws, screw eyes, push pins, glue, bolts, rivets, brackets or any other permanent or semi-permanent device are to be attached to the Entry sign at any time. Staples may be used but should be removed upon the removal of the decorations.

If the decorations are not removed after the 1-week period they will be removed and discarded by the Building Maintenance Committee.

At no time should any decorations block the viewing of any wording, map, visual or any information on the sign that is used for emergency responses, finding residences for delivery, or for informational purposes, i.e., visits by relatives/friends not familiar with Rossmoor.

##### **Light Stands**

Decorations/Enhancements, including plants and/or pots or any decorations, should not be placed on any light stands in the Common Area or Exclusive Use Common Area.

Permanent Decorations are discouraged.

Nancy Herney made a motion, Greg Gould seconded to set the above guidelines as standards and not a policy as of now. Should a policy be needed at a further time the Governing Documents committee will take on that task.

**Moved, Seconded, Carried 5-0**

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### **New Business**

1. Enforcement:

Nancy Herney announced on the recent law changes that places a cap on money that can be fined.

Nancy Herney made a motion, Joe Tracy seconded to use the Adams Stirling template to update M40 governing documents to reflect the change in the law regarding a cap in fines.

**Moved, Seconded, Carried 5-0**

2. Discussion and Approval of Landscape at Saklan Indian Entry #6:

The Board discussed a proposal from Terra Landscape, considering several factors including the budget, location, rehabilitation schedules, and the implementation of Zone 0 California requirements, among other points.

Kathy Parish made a motion, Pam Jester seconded to accept the Terra Landscape proposal in the amount of \$13,990 to create zone 0 landscape design in Saklan Indian entry #6.

**Moved, Seconded, 2-2-1 (For: Kathy Parish and Nancy Herney) (Against: Greg Gould and Joe Tracy) (Abs: Pam Jester)**

**Motion failed**

### **Member's Forum:**

Members were afforded the opportunity to express their general concerns and make comments. Topics discussed were maintenance issues, landscape, and clarification regarding M40 governing documents.

### **Executive Session Summary**

The Board met in Executive Session from 2:20pm- 3:10pm to discuss the following items:

1. Collections
2. Limits and Procedures
3. Building Issues/Rehab Schedule

### **Announcements**

The next Meeting is scheduled for Thursday, August 21, 2025, at 1pm, in the Fairway Room at Creekside.

### **Adjournment**

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

Lucy Limon

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**Assistant Secretary**

Walnut Creek Mutual No. Forty