



## Walnut Creek Mutual Forty

### BOARD MEETING MINUTES OF THE BOARD THURSDAY, NOVEMBER 20, 2025, AT 1:00 PM CLUBROOM AT CREEKSIDE 1010 Stanley Dollar Drive – Walnut Creek, CA 94595

#### **Call to Order**

Vice President Parish called the meeting to order at 1:03 p.m.

#### **Directors Present**

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

**Directors Absent:** Greg Gould – President

#### **RPM Staff Present**

Jeroen Wright, Director of Rossmoor Property Management  
Rick West, Sr. Building Maintenance Manager  
John Tawaststjerna, Landscape Manager  
Lucy Limon, Board Services Coordinator

#### **Approval of Minutes**

1. Board Meeting Minutes of October 16, 2025
2. Executive Meeting Minutes of October 16, 2025

Vice President Parish asked for a motion to approve the minutes from the above-mentioned meetings. Mr. Tracy made a motion and Ms. Herney seconded, to approve the minutes of the aforementioned Board Meetings.

**Approved 4-0.**

#### **President's Report**

Vice President Parish reported that she attended the Presidents Forum meeting on behalf of Greg. The meeting included a presentation on the MyRossmoor website, which is scheduled to launch at the beginning of the new year. She briefly highlighted new features in the Rossmoor phonebook and clarified that the phonebook is not affiliated with RPM.

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

Pam gave the following report:

#### 2026 Budget Overview

##### Scope of Mutual

- 186 units
- 41(wooden) buildings

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- Built in the mid to late 1970's
- Covers approx. 41 acres

### Assessment of risks

- Aging Infrastructure
- Wooden structures

### Priorities for 2026:

#### Maintain buildings

- Continue regular rehab of each entry
- Rehab schedule on M 40 website (see "useful information")

#### Maintain landscape and continue to minimize fire risks, e.g.,

- Removal of fire prone trees and shrubs
- Continue upgrading irrigation infrastructure
- Continue working to establish "Zone Zero" in compliance with County and State recommendations
- Continue grass conversion projects to comply with Assembly Bill 1572, e.g., hill on Saklan Indian between Entries 6 & 8 and around Condos when residents are interested

#### Continue to stabilize the Mutual Reserve Fund

Ms. Jester made a motion to certify compliance with §5500 by review of the October 2025 financial reports by all Board Members. Ms. Parish seconded the motion.

**Approved 4-0.**

### **Finance Committee Report:**

No report was made.

### **Manager's Reports**

Jeroen Wright presented the 2026 Budget to the membership and the Board

Members were afforded the opportunity to express their concerns, make comments, and have questions answered by the Board and Jeroen Wright, Mutual Operations Director, regarding the approved budget.

Beginning on January 1, 2026, the monthly coupon will be \$1,375.

Jeroen reported that the Annual Reports were being prepared and would go out on time per the Management Agreement.

### **Committee Reports**

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### **Landscape Committee:**

Kathy Parish gave the following report:

The Landscape Committee met on Wednesday, November 5th and the meeting was attended by Wendy Peterson, Karyl Toms, Susie White, Marilyn Riegelhuth, Susie Manners, Rod Williams, Ted Bush, Fred Kern and Lois Cain.

As previously asked, our guest speaker, Bill Snyder, researched the Committee's idea about the possibility of building and installing two Owl Boxes in Mutual 40 with the hope of helping to reduce our rodent population. His recommendation would be Owl platforms and cost for building two platforms would be \$52. Installation would be an additional expense. A motion to proceed was made, seconded and passed unanimously.

In late September, we completed our RPM workdays for 2025. In summary, the total rehab of Saklan Indian Entry 6 and a large grass conversion project in Terra California Entry 12 were completed. Both were yearlong projects. These projects, in addition to resident requests in other Entries, included the planting of 110 shrubs and 4 trees. These projects also included upgrades to our irrigation system. There was also a discussion about our 2026 Projects. A main focus will involve infrastructure. This includes a large project in Terra California Entry 14, and the installation of new drains in various Entries. Another area of concern is the sidewalk landscaping on Saklan Indian from Entry 2 to Terra California. In addition, we will continue to remove Junipers, other flammable shrubs, and trees. We will also be continuing to develop 5' Zero Clearance Zones when possible. The work completed in Entry 6 and Entry 12 this year is an example of this goal.

The Benches in Yearout Park have been removed because they were a safety hazard. Two benches have been ordered and will be installed.

There was a short discussion of various Entry landscape issues.

The Entry Coordinators were asked to let their neighbors know that it is not too early for requests for next year.

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.

### **Governing Documents Committee:**

Nancy Herney gave the following report:

The Mutual 40 GDC met on October 23, 2025. Those present were Nancy Herney and Cynthia Schneider.

We have received the Enforcement and Fines Template from Adams Stirling and have reviewed the entire policy and compared it to the existing policy 13.0. We discussed some questions and concerns

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which Ms. Herney will direct to our contact at Adams Stirling.

We are awaiting the final draft for submission to the Board.

The Committee is also considering a revision to our Rules and Policies Section 10.6 (Battery Energy Storage System BESS). There have been a few alteration requests regarding the installation of battery storage devices and our policy should be revised to reflect some advances in the technology. The committee will be working with Building Maintenance, Alterations, RPM and our attorney to determine the appropriate changes.

### **Building Maintenance Committee:**

Rick West provided the following report:

#### **INFORMATION ITEMS: Work scheduled, In Progress or Complete**

##### Path Light Rehab Project

To date the bollards for carpenters is billed out for \$8,515.07  
Spectrum Painting Bid to paint 9 newly installed Bollards.  
Spectrum Cost \$1,200

Sang Electric installed new electrical conduit and wiring at supplied tagged numbered lights.

Sang Electric Cost \$7,486.

Ongoing - Grinding Pathway tripping hazards – Contractor: RPM.

All Grinding have been completed by RPM. Were replacement concrete is needed.

The workorder went out to 24/7.

The metal posts with signs at Entry 9 have been completed with no issues.

Entry 9 and 10 signage is being reordered again today. There was a discrepancy on the vendor's end that is being addressed, and we expect to have the corrected signs in by next week.

Condensate line Progress – Contractors: Terra and BayAir Flow.  
Waiting for estimates for 114 Units.

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

Joe Tracy reported that six alteration applications were reviewed, five of which were approved. The remaining application will be discussed during the executive session.

### **Emergency Preparedness Committee:**

Nancy Herney gave the following report:

October 23, 2025, meeting  
Attendees: Herney, Amaya, Shanahan, Moran, Dornsief

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We discussed the October 22 presentation by CCCFD Public Educator and were pleased with the material but were somewhat disappointed with the turn out. Those who did attend had many great questions.

Brief discussion about possible plans for 2026 included:

Essential skills training for residents:

- Open garage doors in time of a power outage (draft completed looking for comments and input)
- Water valve shut offs
- Fire extinguisher operation
- Resetting circuit breakers
- Command Center drill between Entry coordinators and Communication command

Carol Amaya has volunteered to create a Mutual 40 EC Orientation guide. She will have a final draft ready for review by November 14.

Communications Training sometime in December.

Carol Colligan has volunteered to take over SI E10 Entry Coordinator position since Judy Freed's retirement. I would like to make a motion or approve her as a member of the 2026 EP committee.

**Nancy Herney, Joe Tracy – Approved Unanimously**

### **TRC Committee:**

Nancy Herney gave the following report:

As the new Board liaison to the TRC Committee I can report that the green carts in the trash sheds on TC entries 12 and 14 have been replaced with new bins.

There has been an issue with the switch out of the 1-yard landfill bin to 96-gallon carts on SI Entry 10. I am working with the residents to resolve this.

### **Old Business**

### **New Business**

a. 2026 Director Elections:

Lucy Limon made the following announcement:

Greg and Kathy's terms will conclude in 2026. Kathy has indicated she will not be seeking another term.

A notice will be sent to the membership following today's meeting via email, posted on the bulletin board, and published in the Rossmoor News. The nomination deadline is set for December 29, 2025, at 12:00 p.m. A second notice will be emailed and posted on December 22, 2025.

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In accordance with the Davis-Stirling Act, these notices will inform the members that two Board seats are up for election and that Walnut Creek Mutual 40 is eligible to appoint candidates by acclamation for the 2026 election if, at the close of the nomination period, the number of qualified candidates is equal to or fewer than the number of open Board positions.

**b. 2026 Management Agreement Approval:**

Kathy Parish made a motion, Nancy Herney seconded to approve the 2026 Management Agreement which is to begin January 1, 2026.

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

**c. Motion to Authorize Re-Investment of Proceeds of the Treasury Bill that Matures later this Month on the Terms and Conditions that are the Most Favorable to Mutual 40**

Pam Jester made a motion, Kathy Parish seconded to authorize re-investment of proceeds of the Treasury Bill that matures on November 23, 2025, on the terms and conditions that are the most favorable to Mutual 40.

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

**d. Revise Rule and Policy 10.6 Battery Energy Storage System (BESS) and modify Major Energy System (MES) Maintenance and Indemnity Agreement**

*The matter was deferred pending discussion between the Board and Melissa Ward.*

**Member's Forum:**

Members were afforded the opportunity to express their general concerns and make comments. Topics discussed were:

- The residents expressed their appreciation to Kathy for her hard work on behalf of Mutual 40.

**Executive Session Summary**

The Board met in Executive Session from 2:17 pm- 3:35 pm to discuss the following items:

1. Alteration Application #52560
2. TRC Committee
3. Collections

**Announcements**

The next Meeting is scheduled for Thursday, December 18, 2025, at 1pm, in the Clubroom at Creekside.

**Adjournment**

With no further business, the meeting was adjourned at 2:02 p.m.

Lucy Limon

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**Secretary**

Walnut Creek Mutual No. Forty