



## WALNUT CREEK MUTUAL FORTY-EIGHT

**ANNUAL MEETING OF THE MEMBERS  
WEDNESDAY, APRIL 16, 2025, AT 2:00 PM  
FAIRWAY ROOM AT CREEKSIDE  
1010 STANLEY DOLLAR DR.  
WALNUT CREEK, CA 94595**

### **MINUTES**

#### **A. CALL TO ORDER**

President Ford called the meeting to order at 2:08 pm.

#### **B. ROLL CALL**

##### **Directors Present:**

Sonya Ford, President  
Vacant, Vice President  
Tim Andrews, Treasurer  
Jerry Mann, Secretary  
Judy Rolke, Director at Large

##### **MOD/GRF STAFF PRESENT**

Jeroen Wright, Mutual Operations Director  
Todd Arterburn, Chief Financial Officer  
Rick West, Building Maintenance Manager  
Lucy Limon, Board Services Coordinator

#### **C. CERTIFICATION OF NOTICE OF MEETING**

*Assistant Secretary Lucy Limon announced:*

*A Call for Candidates was published in the February 12, 19, and 26 2025 editions of the Rossmoor News. The Mutuals' Board Office received two board nominations from the membership, Ed Lowe and Tim Andrews.*

*Ed Lowe and Tim Andrews will be seated on the Board at the Organizational Meeting via acclamation.*

*In accordance with DS, Mutual 48 was eligible to appoint by acclamation for the 2025 election. Therefore, a ballot was not mailed.*

*In accordance with Corporations Code § 7511(b), a notice of the Annual Meeting was mailed to the membership on April 4, 2025.*

#### **D. ANNOUNCE ELECTION RESULTS**

*Assistant Secretary Lucy Limon announced:*

Ed Lowe and Tim Andrews were appointed to the Board via acclamation.

#### **E. REPORTS OF OFFICERS & COMMITTEES**

- a. **President's Report** – Sonya Ford Provided the following Report:

## WALNUT CREEK MUTUAL FORTY-EIGHT

Welcome. Thank you for attending the Annual Meeting.

I would like to emphasize that a top priority for the Board of Directors is the budget.

Maintaining a healthy reserve fund is critical as we consider the timing for costly necessary projects, e.g., painting, roofs, decks, main electrical cabinet replacements. We will inform residents when a major project is planned and scheduled.

We are very pleased that the NetSuite new software is being installed. This will be a very helpful tool for the BOD.

We have a great Mutual. This would not be so without the contributions and commitment of many volunteers who deserve our thanks.

Thank you to the Directors and the Committee Chairs for their time and commitment.

Thank you to the GRF staff for their guidance and support.

And thank you to all the members for being great neighbors for making Mutual 48 a wonderful place to live.

**b. Financial Report –:**

Todd Arterburn, Chief Financial Officer, provided an update on the ongoing NetSuite implementation, noting both the challenges encountered and the significant progress made by staff. Although a full transition has yet to be completed, he expressed optimism about Rossmoor's move into the modern age of financial systems.

Todd also shared that financial reports are expected to be released this week. He reassured the Board and the members that the 2025 budget is favorable.

**c. Landscape Report:**

Judy Rolke reported that a free library will be installed soon. Tim Andrews constructed the free library box which will be installed by MOD.

**d. Building Maintenance/Alterations Report – Rick West Provided the Following Report:**

**ACTION ITEMS: Proposals for review or Approval**

**Phase I Painting - Entry 19 Buildings / Carport / Trash enclosures.**  
**Project is out to bid.**

**Phase I – Entry 19 New deck coating project.**  
**Project going out to bid.**

**INFORMATION ITEMS: Work scheduled, In Progress or Completed**

**KR Electric – replacement of 2 main panels.**  
**- 3266 PT - Total cost \$22,214.31**  
**Scheduled for spring 2025.**

**e. Solar Report – No report was made.**

**f. Social Report – Sonya Ford reported that there will be a Happy Hour on May 15 in E19. More info to**



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come.

**F. ANNOUNCEMENTS**

An organizational meeting will directly follow this meeting.

The next board meeting will be held on Wednesday, May 21, 2025, at 2:00 p.m. in the MOD LCR.

**G. MEMBERS FORUM**

Members were invited to address the Board in an open forum. No comments were made.

**H. ADJOURNMENT TO ORGANIZATIONAL MEETING**

President Ford adjourned meeting at 2:42 p.m. The Board then moved into an Organizational Meeting.



**WALNUT CREEK MUTUAL FORTY-EIGHT**

**ORGANIZATIONAL MEETING OF THE BOARD**

**WEDNESDAY, APRIL 16, 2025**

**FAIRWAY ROOM AT CREEKSIDE**

**1010 STANLEY DOLLAR DR.**

**WALNUT CREEK, CA 94595**

**MINUTES**

**1. ROLL CALL**

**Directors Present:**

Sonya Ford  
Ed Lowe  
Tim Andrews  
Rick Boyer  
Judy Rolke

**Directors Absent:**

Jeroen Wright, Director of Mutual Operations  
Todd Arterburn, Chief Executive Officer  
Rick West, Snr. Building Maintenance Manager  
Lucy Limon, Board Services Coordinator

**2. SELECTION OF OFFICER POSITIONS**

A separate motion was made to appoint Board members to the following officer position for the term of one-year:

- a. President .....Sonya Ford
- b. Vice President.....Jerry Mann
- c. Secretary.....Tim Andrews
- d. Treasurer.....Ed Lowe
- e. Director at Large.....Judy Rolke

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

**3. APPOINTMENT OF ASSISTANT TREASURER**

A motion was made to appoint Todd Arterburn as the assistant Treasurer.

**Sonya Ford Moved, Tim Andrews Seconded, Carried 5-0**

**4. APPOINTMENT OF ASSISTANT SECRETARY**

A motion was made to appoint Lucy Limon as the Assistant Secretary Lucy Limon.

**Sonya Ford moved, Ed Lowe seconded, Carried 5-0**

**5. APPOINTMENT OF COMMITTEE MEMBERS & CHAIRMAN**

- a. Landscape Committee.....Judy Rolke
- b. Building Maintenance/Alterations Committee..... Tim Andrews
- c. Solar Committee.....Rick Boyer
- d. Social Committee.....Judy Kirk

**Sonya Ford Moved, Tim Andrews Seconded, Carried 5-0**

## WALNUT CREEK MUTUAL FORTY-EIGHT

Tim Andrews made a motion, Sonya Ford seconded to eliminate the Recycle and Waste committee.

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

### 6. APPROVAL OF MINUTES

- a. Regular Meeting Minutes of March 19, 2025

A motion was made to approve the aforementioned minutes.

**Sonya Ford Moved, Ed Lowe Seconded, Carried 5-0**

### 7. OLD BUSINESS

- a. Terminate Remediation: *Tabled for next meeting.*

### 8. NEW BUSINESS

- a. Painting: *Tabled for next meeting.*

### 9. MEMBERS FORUM

Members were invited to address the Board in an open forum.

### 10. ADJOURNMENT

President Ford adjourned the meeting at 3:07 pm.

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