

**REGULAR MEETING MINUTES OF THE BOARD
WEDNESDAY, AUGUST 20, 2025, AT 2:00PM
MOD – LARGE CONFERENCE ROOM
800 ROCKVIEW DR – WALNUT CREEK, CA 94595**

MINUTES

Call to Order

President Ford called the meeting to order at 2:00 pm.

Roll Call

Directors Present: Sonya Ford, President
Jerry Mann, Vice President
Tim Andrews, Secretary
Judy Rolke, Director at Large

Committees: Judy Rolke, Landscape Maintenance
Sonya Ford, Building Maintenance
Rick Boyer, Solar
Judy Kirk, Social (*Absent*)
Tim Andrews, Fire Hardening

Staff Present: Jeroen Wright, Rossmoor Property Management Director
Todd Arterburn, Chief Financial Officer
Luis Duenas, Building Maintenance Manager
Lucy Limon, Board Services Coordinator

Approval of Meeting Minutes

President Ford inquired if there were any additions or corrections to the following minutes:

- a. Regular Meeting Minutes of July 16, 2025

Sonya Ford made a motion, seconded by Jerry Mann, to approve the Regular Meeting Minutes of July 16, 2025, minutes.

Moved, Seconded, Carried 4-0

New Business:

- a. Appointment of Rick Boyer as Director:

Sonya Ford made a motion, Jerry Mann seconded to approve Rick Boyer as Director.

Moved, Seconded, Carried 4-0

- b. Organizational: Appointment of Rick Boyer as Treasurer:

Sonya Ford made a motion, Jerry Mann seconded to appoint Rick Boyer as Treasurer.

Moved, Seconded, Carried 4-0

Treasurer's Report: Rick Boyer

Rick Boyer gave the following report:

1. Bank Balances June 30, 2025	Operating	Reserve	Total
Bank Balance	(305,591)	(985,734)	(1,291,325)

Petty cash	(1,000)	(0)	(1,000)
Total bank accounts	(306,591)	(985,734)	(1,292,325)

2. Reported other assets

Accounts receivable	(7,790)	(570)	(7,220)
Prepaid assets	(163,401)	(900)	(164,301)
Total Other Assets	(171,191)	(330)	(171,521)

3. Total Assets	(477,782)	(986,064)	(1,463,846)
-----------------	-----------	-----------	-------------

4. Standard Liabilities

Accounts Payable	(4,281)	(595)	(4,876)
Taxes due	(83)	(6,407)	(6,490)
Deferred revenue	(11,960)	(0)	(11,960)
Prepaid coupon	(10,980)	(0)	(10,980)
Subtotal Liabilities	(27,304)	(7,002)	(34,306)

5. Equity - Assets less liabilities excluding intercompany payable	(450,478)	(979,062)	(1,429,540)
---	-----------	-----------	-------------

6. Cash less liabilities excluding intercompany payable	(279,287)	(978,732)	(1,258,019)
--	-----------	-----------	-------------

	Budget	Projected	Variance
Projection: Operating Insurance	(313,500)	(230,500)	(83,000) <i>Favorability</i>
Projection: Reserve			
Paint	(258,000)	(0)	(258,000)
Deck	(45,000)	(0)	(45,000)
Termite	(2,000)	(50,000)	(48,000)
Electric panels	(0)	(101,000)	(101,000)
All else projected at budget			(154,000) <i>Net Favorability</i>

- a. Motion to certify compliance with Civil Code 5500.

Rick Boyer made a motion, Sonya Ford seconded to certify compliance with civil code 5500 for June 2025.

Moved, Seconded, Carried 5-0

CFO Report – Todd Arterburn

Todd Arterburn, CFO, provided an overview of the organization's financial management, noting the challenges of implementing new systems while maintaining existing processes. He informed the Board that Jason Lopez has been hired to replace Daniel Margolis. Jason brings experience with NetSuite and Workday, which will be particularly valuable as budget season approaches in the coming weeks.

Committee Reports

Landscape Report: Judy Rolke, John Tawaststjerna

Judy Rolke reported that the deep watering of the redwood trees has been completed. She noted that, according to Tom Cashion, several bushes in Entry 19 need to be removed for safety reasons.

Building Maintenance Report: Sonya Ford, Luis Duenas

Luis Dueñas gave the following report:

Action Items: Proposals for Review or Approval

1. Elevator 5yr maintenance contract.
Otis elevator, SF elevator, Metro elevator.

Informational Items: Work Scheduled, In Progress, or Completed

1. Fire extinguisher cabinets pending start date.
2. KR Electric -Removal & Replacement of the following
(6) Electrical Main Panels:
3340 1A 2A 3A 4A & Common/House completed
3318 1ABC 2ABC schedule for sept 3rd
3282 1A 1B & Common/House
3306 3ABC 4ABC
3250 4AB
3250 1AB 2AB- total cost \$78,582.00
3. Aantex 3324 treatment. Amac/GBG to provide stucco repairs

Jerry Mann made a motion, Sonya Ford seconded to approve stucco repairs not to exceed \$15k pending contractor.

Moved, Seconded, Carried 5-0

Sonya Ford made a motion, Jerry Mann to repair the window leak at 3318 Pt. #3A not to exceed \$10k.

Moved, Seconded, Carried 5-0

Solar Committee

No report was made.

Social Report:

Sonya reported that the next event will be held on August 28.

Fire Hardening:

Tim Andrews and Richard Pancoast reviewed the findings of their preliminary fire hardening report in detail to the Board and managements. No decisions were made.

Old Business

a. Elevator Contract:

Sonya Ford made a motion, Jerry Mann seconded to approve the SF Elevator 5-year contract at 3318 at a cost of \$290 a month.

Moved, Seconded, Carried 5-0

b. Newsletter:

Rick Boyer reported that he will present the Mutual newsletter at the next meeting.

Members Forum

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

RPM Reports

Jeroen Wright reported that his main focus has been the approval of the Management Agreement, which 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 then review and discuss the draft with their Boards and attorneys, with completion targeted for September 22. The agreement is expected to be ratified by October 31.

He further reported that the budget process is proceeding well. Meetings will be scheduled soon for Board review. The final budget must be completed and ready for inclusion in the 2026 Annual Report by December 1.

Announcements

The next scheduled meeting is the Board of Directors Regular Meeting on Wednesday, September 17, 2025, at 2:00 p.m. in MOD – Large Conference Room.

Adjournment

President Ford adjourned the regular meeting at 3:55 p.m.

Secretary's Certificate

I hereby certify that the foregoing is a true and correct copy of the minutes of the Board of Director's meeting.

Lucy Limon

**Assistant Secretary
Mutual 48**