

**REGULAR MEETING MINUTES OF THE BOARD
WEDNESDAY, DECEMBER 18TH, 2024, 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 2:01 pm.

Roll Call

Directors Present: Sonya Ford, President
Vacant, Vice President
Tim Andrews, Treasurer/Secretary
Judy Rolke, Director at Large

Committees: Rolke, Bartlett Landscape Maintenance (*Bartlett Absent*)
David Vereeke, EVCS Committee (*Absent*)
Rick Boyer, Solar
Tim Andrews, Recycling & Waster Champion
Alice Lowe, Social (*Absent*)

Staff Present: Jeroen Wright, Director of Mutual Operations
Todd Arterburn, CFO
Rick West, Building Maintenance Manager
Lucy Limon, Interim 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 November 20th, 2024

President Ford made a motion, seconded by Tim Andrews, to approve the aforementioned meeting minutes.

Moved, Seconded, Carried 3-0

Treasurer’s Report: President Ford

Tim Andrews presented the following financial report as of November 30th, 2025:

Judy Rolke made a motion, seconded by Sonya Ford, to certify compliance with Civil Code 5500.

Moved, Seconded, Carried 3-0

Committee Reports

- a. **Landscape Report: Judy Rolke, David Bartlett, John Tawaststjerna**

No report was given.

- b. **Building Maintenance Report: Tim Andrews, Rick West**

Rick West gave the following report:

INFORMATION ITEMS: Work scheduled, In Progress or Completed

**3318 Breezeway Railing Dry rot work. Contractor: MOD.
Completed**

**3324 Breezeway Railing Dry rot work. Contractor: MOD.
Scheduled start date 12/16/24**

**KR Electric – replacement of 2 main panels.
- 3266 PT - Total cost \$22,214.31
Scheduled for warmer / dry weather.**

**East Bay Pump - Controller and Pump inspection.
Update**

**Aantex - Inspection and treatment contract Proposal.
Update**

c. Solar Committee

No report was made.

d. EVCS – Electric Vehicle Charge Station Committee

No report was made.

e. Recycling and Waste Champion

No report was made.

f. Social Report:

No report was made.

Old Business

New Business

- a. Appointment of Jerry Mann as Director to complete the term ending in April 2027
Moved, Seconded, Carried 3-0
- b. Board Organization
 - i. Tim Andrews – Treasurer
 - ii. Jerry Mann – Secretary**Moved, Seconded, Carried 3-0**
- c. Appoint Judy Kirk as Social Chair
Moved, Seconded, Carried 3-0
- d. Motion to install Finance Committee
 - i. Motion to appoint Richard Boyer as committee member
Moved, Seconded, Carried 3-0

Members Forum

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

GRF Reports

Mr. Wright discussed a spreadsheet of motions and action items from Board meetings that will soon be available on a ShareDrive. This will allow the business managers to track their commitments.

The FireWise task force has applied for the 2024-25 certification for FireWise recognition. The 2024 volunteer hours commitment has been met and it is expected we will be recertified. On January 14, 2025, from 2:00 pm-4:00 pm there will be another FireWise Town Hall at the Event Center, Everyone is encouraged to attend so that Rossmoor may continue to record volunteer hours. This Town Hall will be announced in the Rossmoor News with more details.

Todd Arterburn, CFO, Provided the following report:

Mr. Arterburn advised that the 2023 audited financials are nearly complete and will be distributed with the 2025 budget and annual report. A fiscal calendar of events (Board Meetings, report distribution dates, etc.) will soon be available on a SharePoint site. This is part of the implementation of the new NetSuite application which will go live January 1st, 2025.

Announcements

The next meeting scheduled will be held on Wednesday, January 15th, 2025, at 2:00PM, in the Large Conference Room at MOD.

Adjournment

President Ford adjourned the regular meeting at 2:39 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