

**REGULAR MEETING MINUTES OF THE BOARD
WEDNESDAY, JANUARY 15, 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
Vacant, Vice President
Tim Andrews, Treasurer
Jerry Mann, 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
Judy Kirk, Social (*Absent*)

Staff Present: Jeroen Wright, Director of Mutual Operations
Todd Arterburn, CFO
John Tawaststjerna, Landscape 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 December 18, 2024

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

Moved, Seconded, Carried 3-0-1 (Mann abstained)

Treasurer’s Report: President Ford

Tim Andrews presented the following financial report as of December 31, 2024:

- a. Sonya Ford made a motion, seconded by Tim Andrews, to certify compliance with Civil Code 5500.

Moved, Seconded, Carried 4-0

Committee Reports

- a. **Landscape Report: Judy Rolke, David Bartlett, John Tawaststjerna**
John Tawaststjerna reported that the MOD days will be April 15-24.

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

Rick West gave the following report:

INFORMATION ITEMS: Work scheduled, In Progress or Completed

**3324 Breezeway Railing Dry rot work. Contractor: MOD.
Work in Progress**

**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.
Inspection completed and Proposal presented to the board.**

**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

- a. Ethics Policy: *Tabled until next meeting.*
- b. Newsletter: Rick Boyer reported that he will submit a rough newsletter draft to the Board by January 31. A final draft will then be resubmitted by February 14th for final approval at the February 19th Board Meeting.

New Business

- a. Free Library: Judy Rolke to come back to the Board at the next Board meeting with more information on the installation of a free library.
- b. Shared Deductible Agreement:
Sonya Ford made a motion, Tim Andrews seconded to approve the 2025 Shared Deductible Agreement.
Moved, Seconded, Carried 4-0

Members Forum

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

GRF Reports

Jeroen 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 received certification for the 2024-25. FireWise Town Hall was held January 14, 2025, from 2:00 pm-4:00 pm. There were almost 900 people in attendance both in person and zoom. The Town Hall presentation will also be posted on the Rossmoor YouTube channel and all clicks will be tracked. Every person who attended and watched on zoom contributes 2 hours.

Todd Arterburn mentioned that the monthly ACH payments have not been processed as of Friday, January 10th because of the GRF and Mutuals' software conversion from Jenark to NetSuite. Typically, the automatic withdrawals happen on the sixth of every month. The Accounting Department is working to process the payments as quickly as possible. Residents who are set up for automatic withdrawals are advised that the payment will be processed shortly.

Currently, no action is required for these residents. There will be no late fees assessed as a result of this process. Staff apologizes for the inconvenience and appreciates residents' patience regarding accounting matters during the NetSuite implementation.

Announcements

The next meeting scheduled will be held on Wednesday, February 19, 2025, at 2:00 PM, in the Large Conference Room at MOD.

Adjournment

President Ford adjourned the regular meeting at 3:24 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**