

**REGULAR MEETING MINUTES OF THE BOARD
WEDNESDAY, JULY 16, 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 2:01 pm.

Roll Call

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

Committees: Judy Rolke, Landscape Maintenance
Tim Andrews, Building Maintenance/Alterations Committee
Rick Boyer, Solar
Judy Kirk, Social (*Absent*)

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 June 18, 2025

Sonya Ford made a motion, seconded by Jerry Mann, to approve the Regular Meeting Minutes of May June 18, 2025, minutes.

Moved, Seconded, Carried 5-0

Treasurer's Report: Ed Lowe

No report was made.

- a. Motion to certify compliance with Civil Code 5500.
Sonya Ford made a motion, Jerry Mann seconded to certify compliance with civil code 5500 for May 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 confirmed that financials will continue to be delivered on the 16th, as in the past. The accounting department is in the process of closing out Jenark and is working on providing balance sheets, detailed general ledgers, and cash flow statements.

Committee Reports

a. Landscape Report: Judy Rolke, John Tawaststjerna

Judy Rolke reported that the RPM Days took place July 14–16, during which the spigots in Entry 20 were replaced.

John T. added that the bid for deep watering the redwoods came in under the expected amount.

b. Building Maintenance Report: Tim Andrews, Luis Duenas

Luis Duenas gave the following report:

ACTION ITEMS: Proposals for review

KR Electric -Removal & Replacement of the following

(6) Electrical Main Panels:

3340 1A 2A 3A 4A & Common/House

3318 1ABC 2ABC

3282 1A 1B & Common/House

3306 3ABC 4ABC

3258 3AB 4AB

3250 1AB 2AB \$78,582.00

Fire extinguishers cabinets (44)

1-9 \$102.14 each

10-44 \$94.99 each

(44) Cabinets \$4,179.56

Labor & Cabinets NTE \$7,085.00

Sonya Ford made a motion, Jerry Mann seconded to approve the purchase of 44 fire extinguisher cabinets in the amount not to exceed \$9k.

Moved, Seconded, Carried 5-0

Phase I Painting - Entry 19 Buildings / Carport / Trash enclosures.

Postponing until 2026

An inspection of entry 19 determined that the painting rehabilitation of M48 buildings can be deferred until next year.

Out for bid 3318 elevator 5yr maintenance contract

Otis elevators-SF Elevator- Metro Elevator

INFORMATION ITEMS: Work scheduled, In Progress or Completed

KR Electric – replacement of 2 main panels.

- 3266 PT - Total cost \$22,214.31 (COMPLETED)

ENTRY 19-Traffic Mirror. (In progress)

c. Solar Committee

No report was made.

d. Social Report:

Sonya reported that the next event will be held on August 28. More information to come.

Old Business

a. KR Electrical Panel Replacement:

Sonya Ford made a motion, Jerry Mann seconded to approve the KR Electric proposal to remove and replace 6 electrical main panels in the amount not to exceed \$80k.

Moved, Seconded, Carried 5-0

New Business

a. Establish Fire Hardening Committee and Chair:

Sonya Ford made a motion, Judy Rolke seconded to establish the Fire Hardening Committee with Tim Andrews as Chair and Richard Pancoast as member.

Moved, Seconded, Carried 5-0

b. Appoint New Building Maintenance Chair:

Jerry Mann made a motion, Tim Andrews seconded to appoint Sonya Ford as Building Maintenance Chair.

Moved, Seconded, Carried 5-0

Members Forum

Members were invited to address the Board in an open forum. Comments included the following:

- Mutual Newsletter

GRF Reports

Jeroen mentioned that the Golden Rain Foundation Board will now be conducting business under the name Rossmoor Walnut Creek (RWC), and the Mutual Operations Department (MOD) will operate under the new name Rossmoor Property Management (RPM). This rebranding initiative is part of a broader marketing strategy aimed at distinguishing Rossmoor Walnut Creek from other communities with the Rossmoor name across the United States.

Additionally, the review of the management agreement is progressing well, with the goal of finalizing it by this year's budget season. He also reported that the Firewise committee has recruited new members.

Announcements

The next scheduled meeting is the Board of Directors Regular Meeting on Wednesday, August 20, 2025, at 2:00 p.m. in MOD – Large Conference Room.

Adjournment

President Ford adjourned the regular meeting at 3:13 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



ROSSMOOR
WALNUT CREEK

Walnut Creek Mutual No. Forty-Eight

Assistant Secretary
Mutual 48