

**REGULAR MEETING MINUTES OF THE BOARD
WEDNESDAY, MAY 21, 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 2:02 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, Bartlett Landscape Maintenance
Tim Andrews, Building Maintenance/Alterations Committee
Rick Boyer, Solar
Judy Kirk, Social (*Absent*)

Staff Present: Jeroen Wright, Director of Mutual Operations
Todd Arterburn, Chief Financial Officer
John Tawaststjerna, Landscape 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. Annual Meeting Minutes of April 16, 2025
- b. Organizational Meeting Minutes of April 16, 2025

Judy Rolke made a motion, seconded by Jerry Mann, to approve the Annual Meeting Minutes of April 16, 2025, minutes.

Moved, Seconded, Carried 4-0-1 (Mann Abstained)

Sonya Ford made a motion, seconded by Tim Andrews, to approve the Organizational Meeting Minutes of April 16, 2025, minutes.

Moved, Seconded, Carried 4-0-1 (Mann Abstained)

Treasurer's Report: Ed Lowe

No report was made.

- a. Motion to certify compliance with Civil Code 5500.
No motion was made.

CFO Report – Todd Arterburn

Todd Arterburn, CFO, reported that financial statements for January through April are now available. He noted that, after months of delay, the accounting staff has made significant progress in the NetSuite conversion. Todd expressed confidence that continued improvements will allow the team to fully utilize NetSuite moving forward. He also encouraged the Board to hold a special meeting to review the new financial reports in detail.

Committee Reports

a. Landscape Report: Judy Rolke, John Tawaststjerna

Judy Rolke reported that the tree walk has been completed, and the committee is waiting for an estimate to water the redwood trees.

John T. reported that the landscapers are performing the weed abatement work.

b. Building Maintenance Report: Tim Andrews, Rick West

Rick West gave the following report:

ACTION ITEMS: Proposals for review or Approval

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

Project is out to bid.

Presented to the Board for Consideration

INFORMATION ITEMS: Work scheduled, In Progress or Completed

KR Electric – replacement of 2 main panels.

- 3266 PT - Total cost \$22,214.31

Work in Progress

Sonya Ford made a motion, Jerry Mann seconded not exceed \$46k in termite remediation with Aantex pending contract revisions and project supervision.

Moved, Seconded, Carried 5-0

c. Solar Committee

No report was made.

d. Recycling and Waste Champion

No report was made.

e. Social Report:

No report was made.

Old Business

a. Newsletter:

Tim Andrews made a motion, Ed Lowe seconded to approve the distribution of the May newsletter to M48 members.

Moved, Seconded, Carried 5-0

b. Free Library:

Judy Roke reported that the free library has been installed.

Members Forum

Members were invited to address the Board in an open forum. Comments included the installation of a traffic mirror in E19.

GRF Reports

Jeroen Wright, Director of Mutual Operations, reported that the Fire Wise Committee is compiling responses to frequently asked questions from the January town hall, which will be posted on the Rossmoor website. He also introduced a new committee member Dennis Fay, a former Mayor of Moraga. Additionally, the review of the management agreement is progressing well, with the goal of finalizing it by this year's budget season.

Announcements

The next scheduled meeting is the Board of Directors Regular Meeting on Wednesday, June 18, 2025, at 2:00 p.m. in MOD – Large Conference Room.

Adjournment

President Ford adjourned the regular meeting at 3:06 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**