



**REGULAR MEETING MINUTES OF THE BOARD
WEDNESDAY, NOVEMBER 20th, 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 (*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

Sonya Ford made a motion, and Tim Andrews to amend the meeting agenda and add the approval of the Special Meeting Minutes of October 18, 2024.

Moved, Seconded, Carried 3-0

Approval of Meeting Minutes

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

- a. Regular Meeting Minutes of October 16, 2024
- b. Special Board Meeting Minutes of October 18, 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 October 31st, 2025:

Operating: \$721,953
Reserve: \$229,787
Total YTD: \$951,740



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.
[Work in Progress](#)

3324 Breezeway Railing Dry rot work. Contractor: MOD.
[Scheduled](#)

KR Electric – replacement of 2 main panels.
- 3266 PT - Total cost \$22,214.31
[Scheduled](#)

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:

Sonya Ford reported that the holiday party will be on December 4, 2024.

Old Business

a. Newsletter

Rick Boyer presented the November 2024 newsletter:

Sonya Ford made a motion, and Judy Rolke seconded to approve the distribution of the November newsletter.

Moved, Seconded, Carried 3-0



New Business

a. **Ethics:**

Sonya Ford proposed that the M48 Board adopt an Ethics agreement. She asked the Board to review the draft and discuss at the next meeting.

Members Forum

Members were invited to address the Board in an open forum. Comments included D&O insurance.

GRF Reports

Todd Arterburn, CFO reported that he will be putting out a fiscal calendar for next year that will outline key deadlines so that the Board and staff can be on the same page. He also reported that NetSuite will be rolled out by the beginning of 2025. He advised that this new program will be a learning experience for staff and Board members. He also reported on the status of the audits.

Jeroen Wright, Director of Mutual Operations reported that Rossmoor has renewed certification with Firewise for 2024-2025, and that a Firewise presentation will be held in January. He advised Board members to please complete the CTA requirements as soon as possible. Jeroen also reported on the carport fire that happened in FWCM. He mentioned that the fire was contained to the outside of the building and that the homeowners were back in their units before the end of the weekend.

Announcements

The next meeting scheduled will be held on Wednesday, December 18th, 2024, at 2:00PM, in the Large Conference Room at MOD.

Adjournment

President Ford adjourned the regular meeting at 2:59 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**