

**REGULAR MEETING MINUTES OF THE BOARD
WEDNESDAY, SEPTEMBER 17, 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
Jerry Mann, Vice President
Rick Boyer, Treasurer
Tim Andrews, Secretary
Judy Rolke, Director at Large

Committees: Judy Rolke, Landscape Maintenance
Sonya Ford, Building Maintenance
Rick Boyer, Solar
Judy Kirk, Social (*Absent*)
Tim Andrews, Fire Hardening

Staff Present: Jeroen Wright, Rossmoor Property Management Director
Todd Arterburn, Chief Financial Officer
John Tawaststjerna, Landscape Manager
Luis Dueñas, Building Maintenance Manager
Lucy Limon, Board Services Coordinator
Janneth Lujan, 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 August 20, 2025

Sonya Ford made a motion, seconded by Rick Boyer, to approve the Regular Meeting Minutes of August 20, 2025, minutes.

Moved, Seconded, Carried 5-0

Treasurer's Report: Rick Boyer

Rick Boyer provided a detailed overview of the July 2025 financials.

Please see attached report at the end of these minutes.

- a. Motion to certify compliance with Civil Code 5500.
Rick Boyer made a motion, Sonya Ford seconded to certify compliance with civil code 5500 for July 2025.

Moved, Seconded, Carried 5-0

CFO Report – Todd Arterburn

Todd reported that he and Rick Boyer met to discuss NetSuite, and Rick now has access to review up-

to-date financials. Beginning in October, the Board will also have access to view purchase orders. Todd added that he continues to work toward providing financials by the 16th of each month.

He noted that the 2024 audit has been completed and will be distributed to the Board for final review.

Committee Reports

Landscape Report: Judy Rolke, John Tawaststjerna

Judy Rolke reported that fall planting has been completed. She and Jesus Morales have been discussing the pruning of two plum trees, as well as the need for defensible space in compliance with new regulations.

Building Maintenance Report: Sonya Ford, Luis Duenas

Luis Dueñas gave the following report:

Action Items: Proposals for Review or Approval

Informational Items: Work Scheduled, In Progress, or Completed

Aantex 3324 PT-Treatment scheduled for September 15th

Fire extinguisher cabinets-Completed

KR 3318 6-meter main-Completed

KR 3282 3-meter main-Completed

KR 3306 6-meter main scheduled for Sept 17th

KR 3258 4-meter main scheduled for Sept 23rd

KR 3250 5-meter main scheduled for Oct 1st

GBG 3324 2A Destructive testing with scaffolding \$5,128.90 TBS

GBG 3324 1A Stucco and framing repairs: \$3,393.96 TBS

Sonya Ford made a motion, Tim Andrews to have RPM install nylon cord around 3340 PT #1A-2A for animal protection not to exceed \$1k to be paid from Operating.

Moved, Seconded, Carried 5-0

Solar Committee

No report was made.

Social Report:

No report was made.

Fire Hardening:

Tim Andrews and Richard Pancoast reviewed AB38 and the requirements of Zone 0 regulations. The Board asked Luis Dueñas to obtain estimates for vent screening. The committee proposed that RPM staff hold a Town Hall for M48 members in January 2026 to review Assembly Bills regarding building hardening and landscape clearance.

Tim Andrews made a motion, Rick Boyer seconded stating that Mutual 48 does nothing that would compromise the limitations of AB3074.

Motion was tabled.

Old Business

a. Newsletter:

Rick Boyer made a motion, Sonya Ford seconded to distribute the Mutual 48 Newsletter on September 19, 2025.

Moved, Seconded, Carried 5-0

New Business:

Members Forum

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

RPM Reports

Jeroen Wright reported that the approval of the Management agreement has been his main focus and is on track for completion and signature by the Mutual Presidents. After several iterations, the final draft has been presented to the Presidents on Monday, August 25, 2025. The Presidents will share and discuss the final draft with Board members and their attorneys to be completed by September 22.

A large tree went down in TWCM and did extensive damage to a carport. No cars were in the carport and no residents were injured. Based on preliminary costs the Mutual should expect that the shared deductible agreement will be activated.

The budget must be final and ready to go to print for the 2025 Annual report by December 1.

Announcements

The next scheduled meeting is the Board of Directors Regular Meeting on Wednesday, October 15, 2025, at 2:00 p.m. in RPM– Large Conference Room.

There will be a Budget Meeting on October 17, 2025, at 2:00 pm in the Fairway Room at Creekside.

Adjournment

President Ford adjourned the regular meeting at 3:35 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**