



Walnut Creek Mutual No. Forty-Eight

REGULAR MEETING MINUTES OF THE BOARD
WEDNESDAY, DECEMBER 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 2:01 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
John Tawaststjerna, Landscape Manager
Luis Dueñas, 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 November 19, 2025

Sonya Ford made a motion, seconded by Rick Boyer, to approve the Regular Meeting Minutes of November 19, 2025.

Moved, Seconded, Carried 5-0

Treasurer's Report: Rick Boyer

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

Please see attached reports 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 October 2025.

Moved, Seconded, Carried 5-0

CFO Report – Todd Arterburn

No report was given.

Committee Reports

Landscape Report: Judy Rolke, John Tawaststjerna

John Tawaststjerna reported that the 2026 RPM days are scheduled for April 13–21, July 14–16, and September 1–3.

Building Maintenance Report: Sonya Ford, Luis Dueñas

Luis Dueñas gave the following report:

Action Items: Proposals for Review or Approval

5star Replace hardwired Smoke Detectors with 10-yr back up batt \$5,980.00
This action was tabled.

Informational Items: Work Scheduled, In Progress, or Completed

GBG 3324 2A work in progress scaffolding is scheduled for Mon 12/15

GBG 3324 1A work in progress

RPM Fire vents **on order for sample**

GBG 3258 Unit 3B LVR **Work in progress completed by 12/23/25**

GBG 3258 Unit 3B BR **Work in progress completed by 12/23/25**

GBG 3258 Unit 2B **work in progress completed by 1/9/26**

GBG 3258 Unit 4B start date 12/29/25

GBG 3250 Unit 1B start date 12/29/25

Solar Committee

No report was made.

Social Report:

No report was made.

Fire Hardening:

Tim Andrews reported on a review of fire safety and defensible space conditions for buildings and site features. Most existing conditions meet Class A or AB-38 requirements, with recommendations focused on routine maintenance and replacing materials with equal fire-resistant options when upgrades occur.

Old Business:

a. Newsletter:

Sonya Ford made a motion, Jerry Mann seconded to distribute the December 2025 Newsletter.

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 reported on the fire that occurred in Mutual 70, explaining that it originated in a garage loft area and was likely caused by a space heater. Preliminary findings suggest that paper ignited accumulated debris; however, the incident remains under investigation, and it is unclear whether it will impact the



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shared deductible. He emphasized the importance of maintaining accurate Alterations Department records to support insurance claims and facilitate replacements.

Announcements

The next scheduled meeting is the Board of Directors Regular Meeting on Wednesday, January 21, 2026, at 2:00 p.m. in RPM– Large Conference Room.

Adjournment

President Ford adjourned the regular meeting at 2:54 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**

M48 YTD and Projected Expenses - Operating and Reserve

| 1 | YTD Thru Nov Actual | | | | | | Notes | |
|----|--------------------------------|------------------|--------------|---------------------------------|--------------------|-----------------|--------------------|--|
| 2 | A | B | C | D | E | F | G | |
| 3 | | YTD Actual | YTD Variance | Projected Remaining | Remaining Variance | Projected Total | Projected Variance | |
| 4 | OPERATING | | | | | | | |
| 5 | TOTAL REVENUE | 854,588 | (1,289) | 78,294 | 487 | 932,882 | (802) | |
| 6 | EXPENSES | | | | | | | |
| 7 | MOD & GRF Pass thru | 291,457 | 2 | 26,496 | (2) | 317,953 | 0 | |
| 8 | Facilities and public works | 35,956 | 3,053 | 11,411 | (9,500) | 47,367 | (6,447) | Projected at budget + 9500 gutter cleaning |
| 9 | Safety & Security | 1,480 | 4,053 | 513 | 0 | 1,993 | 4,053 | Projected at budget: annual inspection in December |
| 10 | Landscape | 67,260 | 247 | 6,137 | 0 | 73,397 | 247 | Projected at budget |
| 11 | Professional Services | 10,668 | 3,383 | 895 | 0 | 11,563 | 3,383 | Projected at budget |
| 12 | Other G&A | 1,425 | 3,833 | 489 | 0 | 1,914 | 3,833 | Projected at budget |
| 13 | Insurance | 214,039 | 73,303 | 19,240 | 6,886 | 233,279 | 80,189 | Running lower than budgeted YTD |
| 14 | Utilities | 95,454 | 5,441 | 4,190 | 391 | 99,644 | 5,832 | Hydrant cost lower than expected |
| 15 | Total Expense | 717,739 | 93,315 | 69,371 | (2,224) | 787,110 | 91,090 | |
| 16 | Working Capital Contrib | 136,849 | 92,026 | 8,923 | (1,738) | 145,772 | 90,288 | |
| 17 | Cash & Investments | 429,024 | | 8,923 | | 437,947 | | |
| 18 | Less Liabilities | (16,280) | | 0 | | (16,280) | | |
| 19 | Cash less liabilities | 412,745 | | 8,923 | | 421,668 | | excludes intercompany payables |
| 20 | RESERVE | | | | | | | |
| 21 | TOTAL REVENUE | 270,355 | 41,845 | 22,976 | 2,203 | 293,331 | 44,048 | |
| 22 | EXPENSES | | | | | | | |
| 23 | Facilities and public works | 172,968 | 250,559 | 61,928 | (59,790) | 234,896 | 190,769 | Projected at budget plus \$60,000 deck membranes |
| 24 | Safety & Security | 7,820 | (6,126) | 0 | 156 | 7,820 | (5,970) | |
| 25 | Landscape | 15,238 | 6,346 | 917 | 0 | 16,154 | 6,346 | Projected at budget |
| 26 | Prof svcs & other | 2,086 | (1,486) | 50 | (50) | 2,136 | (1,536) | Reserve study on budget |
| 27 | Total Expense | 198,112 | 249,293 | 62,895 | (59,684) | 261,006 | 189,609 | |
| 28 | Working Capital Contrib | 72,243 | 291,138 | (39,919) | (57,481) | 32,324 | 233,656 | |
| 29 | Cash & Investments | 975,586 | | (38,419) | | 937,167 | | |
| 30 | Less Liabilities | (566) | | 0 | | (566) | | |
| 31 | Cash less liabilities | 975,020 | | (38,419) | | 936,602 | | excludes intercompany payables |
| 32 | Bank Reconciliation | <u>Operating</u> | | <u>Reserve & Investment</u> | | | | |
| 33 | Bank Balance | 439,159 | | 976,386 | | | | |
| 34 | Uncleared deposits | 0 | | 0 | | | | |
| 35 | Uncleared disbursements | (11,135) | | (800) | | | | |
| 36 | GL Book value | 428,024 | | 975,586 | | | | |
| 37 | Petty cash | 1,000 | | 975,586 | | | | |
| 38 | Total cash | 429,024 | | 975,586 | | | | |