

REGULAR MEETING MINUTES OF THE BOARD
WEDNESDAY, JANUARY 21, 2026, 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 December 17, 2025

Sonya Ford made a motion, seconded by Rick Boyer, to approve the Regular Meeting Minutes of December 17, 2025.

Moved, Seconded, Carried 5-0

Treasurer’s Report: Rick Boyer

Rick Boyer provided a detailed overview of the November 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 November 2025.

Moved, Seconded, Carried 5-0

CFO Report – Todd Arterburn

No report was given.

Committee Reports

Landscape Report: Judy Rolke, John Tawaststjerna

Judy reported that she completed a walkthrough with the Chief of Wildfire Prevention, who provided recommendations regarding areas in Mutual 48 requiring cleanup. Judy and Jesus Morales will meet to review these recommendations, and Judy will report back to the Board following that discussion. It was also noted that the Terra Landscape contract will end this year. Judy and John will discuss obtaining comparison bids from Brightview and Terra Landscape.

Building Maintenance Report: Sonya Ford, Luis Duenas

Luis Dueñas gave the following report:

Action Items: Proposals for Review or Approval

5star Replace hardwired Smoke Detectors with 10-yr back up batt \$11,914.50

Sonya Ford made a motion, Rick Boyer seconded to approve the 5star proposal for hardwired smoke detectors in the amount of \$11,914.50.

Moved. Seconded, Carried 5-0

Informational Items: Work Scheduled, In Progress, or Completed

GBG 3324 2A work is Completed scaffolding is scheduled TBR Jan 26th

GBG 3324 1A Completed

GBG 3258 Unit 3B LVR Completed

GBG 3258 Unit 3B BR Completed

GBG 3258 Unit 2B Completed

GBG 3258 Unit 4B work in progress, slider door leak.

GBG 3250 Unit 1B work in progress tbc by Jan 30th

RPM Fire vents pending

Solar Committee

No report was made.

Social Report:

No report was made.

Fire Hardening:

The Board agreed to discontinue consideration of installing vents, as Joe Ottolini, Fire Prevention Captain with CCCFD, determined they were unnecessary. The Board also agreed not to hold a Mutual Town Hall on fire hardening topics at this time, as the information is considered premature.

Old Business:

New Business:

a. 2026 Shared Deductible Agreement:

Rick Boyer made a motion, Judy Rolke seconded to approve the 2026 Shared Deductible Agreement.

Moved, Seconded, Carried 5-0

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, noting that it originated in a garage loft area and was likely caused by a space heater. He stated that the incident will fall under the Shared Deductible Agreement, as the damage is currently estimated at approximately \$100,000.

Announcements

The next scheduled meeting is the Board of Directors Regular Meeting on Wednesday, February 18, 2026, at 2:00 p.m. in RPM– Large Conference Room.

Adjournment

President Ford adjourned the regular meeting at 3:43 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