

**REGULAR MEETING MINUTES OF THE BOARD
WEDNESDAY, MARCH 19, 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 2:03 pm.

Roll Call

Directors Present: Sonya Ford, President
Vacant, Vice President
Tim Andrews, Treasurer
Jerry Mann, Secretary
Judy Rolke, Director at Large

Committees: Rolke, Bartlett Landscape Maintenance (*Bartlett Absent*)
Rick Boyer, Solar (*Absent*)
Tim Andrews, Recycling & Waster Champion
Judy Kirk, Social (*Absent*)

Staff Present: Jeroen Wright, Director of Mutual Operations
Todd Arterburn, Chief Financial Officer
Rick West, Building Maintenance Manager
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. Regular Meeting Minutes of February 19, 2025.

President Ford made a motion, seconded by Jerry Mann, to approve the aforementioned meeting minutes with one correction.

Moved, Seconded, Carried 4-0

Treasurer’s Report: President Ford

No report was made.

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

CFO Report – Todd Arterburn

Todd Arterburn, CFO made a NetSuite presentation. Todd showed the Board what the accounting department has been importing to the new software system.

Committee Reports

- a. **Landscape Report: Judy Rolke, John Tawaststjerna**

Rehab plans and bench were discussed.

Judy Rolke made a motion, Sonya Ford seconded to order and install a bench at 3318 not to exceed \$1800.

Moved, Seconded, Carried 4-0

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.

INFORMATION ITEMS: Work scheduled, In Progress or Completed

**KR Electric – replacement of 2 main panels.
- 3266 PT - Total cost \$22,214.31**

Scheduled for warmer / dry weather.

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. Code of Conduct:

Jerry Mann made a motion, Sonya Ford seconded to adopt the Code of Conduct as written by the Mutuals' attorney.

Moved, Seconded, Carried 4-0

b. Free Library:

Sonya Ford made a motion, Judy Rolke seconded not to exceed \$500 to build and install the M48 free library.

Moved, Seconded, Carried 3-0-1 (Tim Andrews abstained)

New Business

a. Fire Extinguisher Boxes:

Tabled.

Members Forum

Members were invited to address the Board in an open forum. Comments included landscape, and

building hardening.

GRF Reports

Jeroen Wright, Director of Mutual Operations, reported that the new GRF Management contract is making significant progress, with the base agreement nearing completion. The next step will involve submitting the agreement to the Boards' legal counsel for review and commentary. Additionally, the committee will soon begin working on the appendices of the management contract.

The Fire Wise Committee is compiling a list of the most common questions raised during the January town hall. The committee will prepare thorough responses to these questions and post them on the Rossmoor website for community members to access.

Announcements

The next scheduled meeting is the Annual Meeting of the Members and the Organizational Meeting of the Board on Wednesday, April 16, 2025, at 2:00 p.m. in the Fairway Room at Creekside.

Adjournment

President Ford adjourned the regular meeting at 3:33 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**