

REGULAR MEETING MINUTES OF THE BOARD
WEDNESDAY, NOVEMBER 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 2:00 pm.

Roll Call

Directors Present:

Sonya Ford, President
Jerry Mann, Vice President
Rick Boyer, Treasurer
Tim Andrews, Secretary (2:09pm)
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

Approval of Meeting Minutes

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

- a. Regular Meeting Minutes of October 15, 2025
- b. Special Budget Meeting Minutes of October 17, 2025

Sonya Ford made a motion, seconded by Rick Boyer, to approve the Regular Meeting Minutes of October 15, 2025, and the Special Budget Meeting Minutes of October 17, 2025.

Moved, Seconded, Carried 4-0 (Secretary Andrews was not present during this motion)

Treasurer's Report: Rick Boyer

Rick Boyer provided a detailed overview of the September 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, Jerry Mann seconded to certify compliance with civil code 5500 for September 2025.

Moved, Seconded, Carried 5-0

- b. Audit Approval:

Rick Boyer made a motion, Sonya Ford seconded to approve the 2024 Audit Report. (The signed

copy is attached at the end of these minutes.)

Moved, Seconded, Carried 5-0

CFO Report – Todd Arterburn

No report was given.

Committee Reports

Landscape Report: Judy Rolke, John Tawaststjerna

No report was given.

Building Maintenance Report: Sonya Ford, Luis Duenas

Luis Dueñas gave the following report:

Action Items: Proposals for Review or Approval

GBG need approval for 3324 Change orders NTE \$8,500

Sonya Ford made a motion, Rick Boyer seconded go approve the GBG change order for 3324 1A-2A not to exceed \$10k.

Moved, Seconded, Carried 5-0

Informational Items: Work Scheduled, In Progress, or Completed

GBG 3324 2A Destructive testing with scaffolding C/O

GBG 3324 1A Stucco and framing repairs C/O

RPM Deer fiber line 3340 1A-2A Completed

GBG 3258 Unit 3B LVR 10 days Mon 11/24/25 Fri 12/5/25

GBG 3258 Unit 3B BR 10 days Tue 12/2/25 Mon 12/15/25

GBG 3250 Unit 1B 10 days Wed 12/10/25 Tue 12/23/25

GBG 3258 Unit 2B 10 days Thu 12/18/25 Wed 12/31/25

GBG 3258 Unit 4B 12 days Mon 12/29/25 Tue 1/13/26

Solar Committee

No report was made.

Social Report:

Sonya Ford reported for Judy Kirk on the upcoming Holiday Potluck, scheduled for December 3 from 4:00 to 6:00 p.m. in the Dollar Clubhouse.

Fire Hardening:

The Board discussed the possibility of holding a Town Hall in 2026 to address various fire-hardening issues. Jeroen and Tim will meet after the holiday season to outline the topics to be covered.

Old Business:

a. Newsletter: Rick Boyer reported that the Newsletter will be sent to residents following the December meetings. He invited Board members to share any suggestions they may have.

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 final stages of approval and expressed optimism that the new agreement will be approved by January 1.

Jeroen further reported that RPM is implementing a new system for the work order desk. He explained that this transition presents a learning curve for staff, and residents may experience longer wait times due to the additional steps required to create work orders. He asked residents to remain patient, kind, and respectful while staff adapts to the new system. For those unable to wait, he advised emailing Workorder@rossmoor.com for faster assistance.

Announcements

The next scheduled meeting is the Board of Directors Regular Meeting on Wednesday, December 17, 2025, at 2:00 p.m. in RPM– Large Conference Room.

Adjournment

President Ford adjourned the regular meeting at 3:12 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