

REGULAR MEETING MINUTES OF THE BOARD  
WEDNESDAY, OCTOBER 15, 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 *(2:10pm)*  
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  
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  
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 September 17, 2025
- b. Special Budget Meeting Minutes of October 9, 2025

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

**Moved, Seconded, Carried 4-0** *(VP Mann was not present during this motion)*

**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 August 2025.

**Moved, Seconded, Carried 5-0**

- b. Rick Boyer made a motion, Sonya seconded to approve the 2026 Budget as presented with a \$40 (2.5%) increase to the monthly coupon. Beginning on January 1, 2026, the monthly coupon will

change from \$1,585 to \$1,625.

**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***

**SB326 GBG proposal Entry 19 \$64,081.64**

Sonya Ford made a motion, Jerry Mann seconded to approve the SB326 GBG proposal for 5 decks not to exceed \$70,000.

Moved, Seconded, Carried 4-1 (*Rick Boyer Abstained*)

**Informational Items: *Work Scheduled, In Progress, or Completed***

**Aantex 3324 PT-Completed**

**Fire extinguisher cabinets-Completed**

**KR 3318 6-meter main-Completed**

**KR 3282 3-meter main-Completed**

**KR 3306 6-meter main-Completed**

**KR 3258 4-meter main- Completed**

**KR 3250 5-meter main-Completed**

**GBG 3324 2A Destructive testing with scaffolding \$5,128.90 OCT 15<sup>TH</sup>**

**GBG 3324 1A Stucco and framing repairs: \$3,393.96 OCT 15<sup>TH</sup>**

**RPM Deer fiber line 3340 1A-2A schedule OCT 30<sup>TH</sup>**

**Solar Committee**

No report was made.

**Social Report:**

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

**Fire Hardening:**

Sonya Ford noted that the committee should continue to research and present various fire-hardening options for Mutual 48. The Board will take the necessary time to carefully review these recommendations before making any decision. One item under consideration is the installation of appropriate vent screens.

**Old Business**

**New Business:**

**Members Forum**

Members were invited to address the Board in an open forum. Comments included fire hardening.

**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.

**Announcements**

The next scheduled meeting is the Board of Directors Regular Meeting on Wednesday, November 19, 2025, at 2:00 p.m. in RPM– Large Conference Room.

**Adjournment**

President Ford adjourned the regular meeting at 3:53 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

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**Assistant Secretary  
Mutual 48**