



WALNUT CREEK MUTUAL FOUR

BOARD OF DIRECTORS REGULAR MEETING

Monday, November 17, 2025, at 1:30 p.m.

Board Room – Gateway Clubhouse

1001 Golden Rain Road, Walnut Creek, CA 94595

MINUTES

Call to Order

The meeting was called to order at 1:37 p.m. by President Amans

Roll Call of Directors

Robert Amans - President
Linda Brown – Vice President
Rajasundaram Sivasubramanian – Treasurer
Beverly Mirsky - Secretary
Richard Kinsey – Director-at-Large

Rossmoor Property Management

Jeroen Wright – Director of Mutual Operations
Todd Arterburn – Chief Financial Officer
Luis Dueñas – Building Maintenance Manager
Jesus Morales – Landscape Supervisor
Janneth Lujan- Board Coordinator

Members' Forum

All members are invited to address the Board with questions, comments, and suggestions. The Board does not directly answer questions posed by speakers during the Members' Forum, but the Board does hear the viewpoints and ideas presented and considers them as they act during the meeting.

Meeting Minutes

- a. Board of Directors Regular Meeting Minutes – July 21, 2025
- b. Board of Directors Regular Meeting Minutes – October 20, 2025

*Motion made by Mirsky; seconded by Siva to approve both sets of minutes as submitted. **Approved by unanimous vote (5-0)***

President's Report

No Report

Treasurer's Report – Siva Sivasubramanian

Recommendation: The Board of Directors certifies compliance with Civil Code §5500.

No Report

Mutual Operation's Report – Jeroen Wright

Wright reported that the Management Agreement has been an incredible lift over the past year. The goal is for all Mutuals to sign so the agreement can move forward effective January 1, 2026. The Management Agreement Task Force will continue working throughout the year, as this is a one-year agreement and a new version will need to be approved next year.

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He also noted that on October 1 the organization transitioned to a new FSM (Service Order) system. As a result, response times are currently slower and longer wait times should be expected for the time being. Training is ongoing, and the new system includes additional information and layers that are being built out to improve service order tracking in the future.

Chief Financial Officer's Report – *Todd Arterburn*

Arterburn reported that NetSuite went live on October 1, 2025, and noted that there has been a slight delay in generating the reports. He stated that the Operating Fund balance is \$940,705.13 and the Reserve balance is \$3,492,198.46.

Building Maintenance Report – *Luis Dueñas*

- a. Entry 10 sign replacement
- b. Engineered Soil Repair proposal for Discussion

Dueñas presented on the following:

Action Items: *Proposals for Review or Approval*

[Entry 10 sign replacement](#)

[Engineered Soil Repair proposal for Discussion](#)

Action items mentioned under New Business in the agenda

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

Entry signs (16) [work in progress 9/17](#)

SB326 Dry Rot and Touch Painting Project. [RPM 2025-2026](#)

Replacement of 880 Smoke Detectors with new 10- year sealed Lithium

Battery Detectors. Contractor: Five Star [98% completed](#)

2100 skycrest walkway repair 5star [Completed](#)

Landscape Report – *John Tawaststjerna*

Terra Landscape crews are working on leaf removal and clearing out the drains and ditches at a total cost of \$7,206.

Committee Reports

- a. Governing Documents - No Report
- b. EV Charging - No Report
- c. Trash Committee- No Report
- d. Communications Committee - No Report
- e. Alterations Committee
 - Completed Alterations Issued Between 9/6/25 and 11/14/25: 51
 - Issued last month: 7
- f. Fire Extinguisher Inspection Committee - No Report

New Business Cont.

Action Items

- a. Helsing- *Todd Arterburn/Linda Brown*

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This item was tabled to a future meeting. Arterburn noted that FAI is another vendor that can be used; however, their cost is approximately ten times higher than Helsing. FWCM currently uses FAI and has reported being satisfied with their service despite the higher cost.

b. 2024 Audit- Todd Arterburn

Arterburn reported that the final 2024 Audit is out and will be sending this over to the Board following the meeting.

c. Status entry 10 Foundation Repair- Luis Dueñas

Luis will follow up with additional bids for this item and report back.

d. Discuss new gutter cleaning company- Luis Dueñas

Estimates received:

Welcome \$13,465 per cleaning

Outdoor Keeper \$15,048

*Motion made by Siva; seconded by Amans to approve the proposal from Outdoor Keeper for a total of \$15,048. **Approved by unanimous vote (5-0)***

f. Management Agreement – Jeroen Wright/Robert Amans

*Motion made by Amans; seconded by Mirsky to approve the Management Agreement. **Approved by unanimous vote (5-0)***

Announcements

The next scheduled Board of Directors Regular Meeting is Tuesday, January 20, 2026, in the Club Room at Creekside Clubhouse at 1:30 p.m.

Adjournment

Meeting was adjourned at 2:58 p.m.

Secretary's Certificate

I hereby certify that the foregoing is a true and correct copy of the minutes.

Janneth Lujan