

ANNUAL MEMBERS MEETING**Friday, June 13, 2025 at 10:00 a.m.****Meeting was Conducted In Person and Virtually****Gateway Clubhouse – Board Room
1001 Golden Rain Road, Walnut Creek, CA 94595**

MINUTES**1. Meet Began at 10:02 a.m.****2. Roll Call
Directors**

Sandra Lew – President
Joy Todd – Vice President
Mary Fielder – Treasurer – Absent
Marlene Farrell – Secretary
Nancy Valencia – Director-at-Large

Rossmoor Property Management

Jeroen Wright – Director
Todd Arterburn – Chief Financial Officer
Rick West – Sr. Building Maintenance Manager
Luis Duenas – Building Maintenance Manager
John Tawaststjerna – Landscape Manager
Victoria Thomas – Board Services Coordinator

3. Certification of Notice of Meeting

Thomas read the Certification of Notice of Meeting.

I, Victoria Thomas, Assistant Secretary to Walnut Creek Mutual Five, certify that a Call for Candidates notice was published in the Rossmoor newspaper. The notice announced that, if at the close of the time period for making nominations, there are the same number or fewer qualified candidates as there are board positions to be filled, then the Board of Directors may, after voting to do so, seat the qualified candidates by acclamation without balloting.

In accordance with Corporations Code § 7511(b), a notice of the Annual Members Meeting was mailed to the membership.

In accordance with the Davis Stirling Act, Mutual 5 was eligible to appoint by acclamation for the 2025 election as the Mutual received two nominations for the two vacant positions.

- Sandra Lew
- Marlene Farrell

Sandra Lew and Marlene Farrell will be seated on the Board at the Board of Directors Organizational meeting via acclamation.

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Residents were afforded the opportunity to express their concerns, make comments, or have questions for the Board. Comments were:

- Residents were advised to contact Securitas immediately if they observe non-residents parking in guest spots.
- Residents are not given ample notice prior to construction projects beginning.
- Residents were asked not to engage with maintenance and/or landscaping workers.

5. Director's Report – Jeroen Wright

- RWC Management Agreement is actively being developed in collaboration with the management agreement Taskforce. It is estimated to be finalized in August, which will be used for the 2026 budget forecast.
- Company DBA (doing business as) name has changed. Golden Rain Foundation (GRF) is now Rossmoor Walnut Creek (RWC) and Mutual Operations Division (MOD) is now Rossmoor Property Management (RPM).
- Staff reorganization in the Maintenance Department due to an employee retiring. Luis Duenas has now been assigned as the Building Maintenance Manager for Mutual 5.
- Firewise Program is asking for Committee volunteers. Contact Jeroen Wright at jwright@rossmoor.com if interested.
- Reserve Study – Staff is working with Kroll to assess the Valley to determine the insurance valuation. In the first year of the three-year study the valuation of the Valley went from \$1.7B to \$2.68B, which is one of the main factors for the significant increase in insurance.

6. Chief Financial Officer – Todd Arterburn

- May financials will be completed soon.
- The Board will have access to NetSuite soon.

7. Landscape Manager's Report – John Tawaststjerna

- Goats assisted with the weed abatement in Rossmoor this year.
- Staff plans to clean under the PGE power lines behind FWCM and Mutual Four.
- Next RPM workday is July 18th wherein focus will be on irrigation and/or hardscaping work (adding Lodi or cobble around the buildings and/or removing dead plants).
- Residents were asked to contact the Board if they have landscaping concerns.
- Staff plans to inspect the Oak trees in September/October.

8. Building Maintenance Manager's Report – Luis Duenas**Informational Items: Work scheduled, In Progress or Completed**

1221 AS Breezeway repairs and recoating Project per SB326 Inspection

Install exterior protection as needed during repairs. Install safety cones around working areas to re-route pedestrian foot traffic during the deck coating repairs. NOTE: This project Excludes manufacturer's warranty. Contractor will provide 1 year workmanship warranty. Hidden damages, structural framing repairs, concrete repairs, sheet metal flashings, plywood pedestrian ramps, or detaching and resetting doors are Excluded from this proposal. HOA water will be used during repairs. Pressure wash existing breezeways to remove all dirt, oils, and mildew. Mechanically abrade approx. 3,439SF of existing deck coating system at 2nd and 3rd level breezeways to adhere (new) and existing deck coating systems. Inspect existing

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deck coating conditions after etching and report any adverse conditions back to management.
Route and seal existing concrete cracks 1/16" or greater.

Furnish and apply approx. 3,439SF of (new) Excel-coat #120 Epoxy primer over existing prepped coating system at breezeway decks per manufacturer's recommendation. Furnish and install approx. 3,439SF of (new) Excel-coat fiberglass mat and #1 resin over existing primed coating system per manufacturer's recommendation. Furnish and install approx. 3,439SF of (new) Excel-coat base coat and let dry per manufacturer's recommendation. Fill in low spots. Furnish and install approx. 3,439SF of (new) Excel-coat texture. Furnish and install approx. 3,439SF of (new) Excel-coat #300 topcoat in Spanish Brown. Seal all deck to wall transitions with polyurethane sealant. Final cleanup of construction related debris.

Total: 76,444.80

Work Completed

Change Order (RFC) No: 1 Date: 2/6/2025 Location: 1221 Avenida Sevilla Stair Landing
Description: RFC#1 Dry Rot at Stairs. After demo the stucco on the stair landing we found decay on the pony wall at landing and on the pony wall going down the stair

1. Remove and replace approx., 270sf of stucco at stair and landing
2. Remove and replace approx., 270sf of 3/8 plywood at walls
3. Remove and replace approx., 70 LF of 2X4 framing
4. Remove and replace approx., 24 LF of 6X6 framing
5. Remove and replace approx., 100 LF of 2X6 Framing
6. Remove and replace approx., 10 LF of 6X14 Beam at stair landing
7. Remove and replace T&G Soffit at stair Landing and Breezeway approx., 200 lf
8. Install shoring t stair landing and the stair wall
9. Remove and replace approx, 40 sf of 3/8 at stair landing floor
10. Prime and paint all new material to match as close as possible.

Total \$26,627.21

Work Completed

Total Cost \$103,072.01

9. Officers & Committee Reports

- a. President's Report
No Report
- b. Vice President's Report
No Report
- c. Treasurer's Report
No Report
- d. Secretary's Report
No Report
- e. Landscape Committee
Conducted a landscape inspection with Terra to determine their responsibilities versus Staff's responsibilities.



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f. Building Maintenance
No Report

g. Budget and Finance Committee
No Report

h. Alteration Committee
Installing vinyl flooring in a manor in building 1221. RPM approved the request.

10. **Announcements** – The Board of Directors Organizational Meeting will follow the adjournment of the Annual Members Meeting.

11. **Adjournment**
There being no further business the meeting was adjourned at 10:36 a.m.

Secretary's Certificate

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

Victoria Thomas

BOARD OF DIRECTORS ORGANIZATIONAL MEETING**Friday, June 13, 2025 at 10:00 a.m.****Meeting was Conducted In Person and Virtually****Gateway Clubhouse – Board Room
1001 Golden Rain Road, Walnut Creek, CA 94595**

MINUTES**1. Call to Order**

Thomas called the meeting to order at 10:36 a.m.

**2. Roll Call
Directors**Sandra Lew – President
Joy Todd – Vice President
Mary Fielder – Treasurer – Absent
Marlene Farrell – Secretary
Nancy Valencia – Director-at-Large**Rossmoor Property Management**Jeroen Wright – Director
Todd Arterburn – Chief Financial Officer
John Tawaststjerna – Landscape Manager
Luis Duenas – Building Maintenance Manager
Victoria Thomas – Board Services Coordinator**3. Members' Forum**

Residents were afforded the opportunity to express their concerns, make comments, or have questions for the Board. There were no comments made.

4. Consent Calendar

- a. Board of Directors Regular Meeting Minutes – May 16, 2025

*Motion made by Farrell, seconded by Valencia, to approve the Consent Calendar. Approved by unanimous vote. (4-0)***5. Selection of Officer Positions**

- a. President

Motion made by Todd, seconded by Valencia, to appoint Sandra Lew as the Board President. Approved by unanimous vote. (4-0)

- b. Vice President

Motion made by Lew, seconded by Valencia, to appoint Joy Todd as the Board Vice President. Approved by unanimous vote. (4-0)

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Motion made by Lew, seconded by Valencia, to appoint Marlene Farrell as the Board Secretary. Approved by unanimous vote. (4-0)

d. Treasurer

Motion made by Lew, seconded by Todd, to appoint Mary Fielder as the Board Treasurer. Approved by unanimous vote. (4-0)

e. Director-at-Large

Motion made by Lew, seconded by Todd, to appoint Nancy Valencia as the Board Director-at-Large. Approved by unanimous vote. (4-0)

6. Appointment of Assistant Treasurer**a. Todd Arterburn**

Motion made by Valencia, seconded by Lew, to appoint Todd Arterburn as the Board Assistant Treasurer. Approved by unanimous vote. (4-0)

7. Appointment of Assistant Secretary**a. Victoria Thomas**

Motion made by Valencia, seconded by Farrell, to appoint Victoria Thomas as the Board Assistant Secretary. Approved by unanimous vote. (4-0)

8. Appointment of Committee Chairs**a. Landscape Committee**

Motion made by Valencia, seconded by Lew, to appoint Joy Todd as the Chair to the Landscape Committee. Approved by unanimous vote. (4-0)

b. Building Maintenance Committee

Motion made by Valencia, seconded by Farrell, to appoint Sandra Lew as the Chair to the Building Maintenance Committee. Approved by unanimous vote. (4-0)

c. Budget and Finance Committee

Motion made by Valencia, seconded by Lew, to appoint Mary Fielder as the Chair to the Budget and Finance Committee. Approved by unanimous vote. (4-0)

d. Alterations Committee

Motion made by Lew, seconded by Valencia, to appoint Marlene Farrell as the Chair to the Alterations Committee. Approved by unanimous vote. (4-0)

9. Old Business

None

10. New Business

None

11. Announcements – The next scheduled meeting is the Board of Directors Regular Meeting on July 18, 2025 at 11:00 a.m. at the Gateway Clubhouse in the Board Room.



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12. Adjournment

There being no further business the meeting was adjourned at 10:41 a.m.

Secretary's Certificate

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

Victoria Thomas