

FIFTH WALNUT CREEK MUTUAL

BOARD OF DIRECTORS REGULAR MEETING

Friday, February 20, 2026 at 11:00 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

Vice President Todd called the meeting to order at 11:06 a.m.

2. Roll Call of Directors

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

Rossmoor Property Management

Jeroen Wright – Director
Luis Duenas – Building Maintenance Manager
Victoria Thomas – Board Services Coordinator

3. Members' Forum – Sandra Lew

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

4. Approval of Minutes

a. Board of Directors Regular Meeting Minutes – January 16, 2026

Motion made by Fielder, seconded by Valencia, to approve the minutes. Approved by unanimous vote. (4-0)

5. President's Report – Sandra Lew

No Report

6. Vice-President's Report – Joy Todd

No Report

7. Secretary's Report – Marlene Farrell

No Report

8. Treasurer's Report – Mary Fielder

No Report

9. Director's Report – Jeroen Wright

RPM is conducting a reorganization of staff to provide better customer service to the Mutuals. The Accounting Department is also adding additional staff.

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10. **Chief Financial Officer's Report** – *Todd Arterburn*
No Report

11. **Landscape Manager's Report** – *John Tawaststjerna*
No Report

12. **Building Maintenance Manager's Report** – *Luis Duenas*

Action Items: Proposals for Review or Approval

5star manor lube inspection & minor services (18) units \$3,240.00

Provide preventative maintenance “Manor Lube” inspections and minor servicing for a total of 18 residential units. Work shall include inspection, testing, and lubrication of plumbing and electrical components within each unit

Informational Items: Work Scheduled, In Progress, or Completed

RPM Balcony downspouts reroute Completed

GBG inspections 1221 4C-4B New coatings.

1221 2C Awaiting proposal for both balconies.

13. **Committee Reports**

a. Landscape Committee – *Joy Todd*

Todd will work with Jesus Morales, Landscape Supervisor, about long term projects.

b. Building Maintenance Committee – *Luis Duenas*

M70 will be starting the repaving project soon. If the Mutual would like to participate, it may help reduce overall costs.

c. Budget and Finance Committee – *Mary Fielder*

No Report

d. Alterations Committee – *Marlene Farrell*

No Report

14. **New Business**

Action Items

There was none

15. **Announcements** – The next meeting scheduled is the Board of Directors Regular Meeting which will be held on Friday, March 20, 2026 at 11:00 a.m. in the Board Room at the Gateway Clubhouse.

16. **Adjournment**

There being no further business the meeting was adjourned at 12:00 p.m.

Secretary's Certificate

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

Victoria Thomas