

**BOARD OF DIRECTORS REGULAR MEETING****Friday, January 16, 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**

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**MINUTES****1. Call to Order**

President Lew called the meeting to order at 11:00 a.m.

**2. Roll Call of Directors**Sandra Lew – President  
Joy Todd – Vice President  
Mary Fielder – Treasurer  
Marlene Farrell – Secretary  
Nancy Valencia – Director-at-Large**Rossmoor Property Management**Jeroen Wright – Director  
John Tawaststjerna – Landscape Manager  
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. Comments were:

- Residents need to be more mindful of what they put in the recycling bins.

**4. Approval of Minutes**

a. Board of Directors Regular Meeting Minutes – November 19, 2025

*Motion made by Valencia, seconded by Todd, to approve the minutes. Approved by unanimous vote. (5-0)***5. President's Report – Sandra Lew**

No Report

**6. Vice-President's Report – Joy Todd**

A wall and landscaping were installed between Mutual 5 and Mutual 70. Maintenance of both the wall and the plants is the responsibility of Mutual 70. Tawaststjerna assured the Board that watering will not damage the redwood trees located in Mutual 5.

**7. Secretary's Report – Marlene Farrell**

No Report

**FIFTH WALNUT CREEK MUTUAL**

8. **Treasurer's Report** – *Mary Fielder*  
No Report

9. **Director's Report** – *Jeroen Wright*

- Thanked the Board for their volunteerism.
- Mutual 70 incurred a fire. Arson was not suspected. It is anticipated that the cost of damages to be under the \$250,000 deductible. Loss will be shared with all the Mutuals through the Shared Deductible Agreement.

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

11. **Landscape Manager's Report** – *John Tawaststjerna*

- RPM work days are scheduled for May 28<sup>th</sup> and 29<sup>th</sup> during which weed abatement will be performed.
- Landscape weed spraying is conducted on Tuesdays and Thursdays.

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

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

- GBG Deck coating and plywood sheathing replacement.
- 1221 Avenida Sevilla, Unit's 2A&3A Completed
- RPM Balcony downspouts reroute TBC by Friday Jan 23rd
- GBG Schedule inspections with Residents for 1221 4C,4B,2C for Dry rot

**Action Items: Proposals for Review or Approval**

(2) unit building 1255 AS \$3,110.00 (42) fire vents  
(4) unit building 1209 AS \$4,295.00 (58) fire vents  
(12) unit building 1221 AS \$7,260.00 (98) fire vents  
Total for all 3 Building \$14,665.00

*Motion made by Fielder, seconded by Lew, to not have fire vents on building. Approved by unanimous vote. (5-0)*

13. **Committee Reports**

- a. Landscape Committee – *Joy Todd*  
No Report
- b. Building Maintenance Committee – *Luis Duenas*  
No Report
- c. Budget and Finance Committee – *Mary Fielder*  
No Report
- d. Alterations Committee – *Marlene Farrell*  
No Report

**FIFTH WALNUT CREEK MUTUAL****14. Old Business****Action Items**

There was none

**15. New Business****Action Items**

- a. 2026 Shared Deductible Agreement

*Motion made by Fielder, seconded by Lew, to approve the 2026 Shared Deductible Agreement and authorize Lew to sign the agreement on the Board's behalf. Approved by unanimous vote. (5-0)*

**16. Informational/Discussion Item**

- a. Termination or renegotiation of any future contracts need to be approved by the Board.  
No Discussion

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

**18. 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*