



FIFTH WALNUT CREEK MUTUAL

BOARD OF DIRECTORS REGULAR MEETING

Friday, July 18, 2025 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

President Lew called the meeting to order at 11:02 a.m.

2. Roll Call Directors

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

Rossmoor Property Management

Jeroen Wright – Director
Todd Arterburn – Chief Financial Officer
John Tawaststjerna – Landscape Manager
Luis Deunas – 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. There were no comments.

4. Approval of Minutes

- a. Annual Members Meeting Minutes – June 13, 2025
- b. Board of Directors Organizational Meeting Minutes – June 13, 2025

Motion made by Valencia, seconded by Farrell, to approve the minutes. Approved by unanimous vote. (3-0)

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

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8. Treasurer's Report – *Mary Fielder*

The Board was unable to certify that the financials were in compliance with Civil Code §5500 due to insufficient information provided. Wright added that the Mutual has not been able to certify compliance of the financials since December 2024 and stressed the importance of the Accounting Department providing the Board with all completed financial statements from January 2025 onward, in order to allow for certification by the next Board meeting.

The Treasurer has raised questions regarding why funds were allocated to the Operating Fund rather than the Reserve Fund. She will work with Arterburn to get corrected.

WALNUT CREEK MUTUAL FIVE For Year 2025 OPERATING FUND													
	Budget	January	February	March	April	May	June	July	August	Sept.	Oct.	Nov.	Dec.
Total Revenues	21,224	21,224	21,224	21,224	21,224	21,224	21,224	21,224	21,224				
Expenses:													
Golden Rain Roundation	6382	6381	6381	6381	6381	6381	6381	6381	6381				
MOD Management Fees	1358	1358	1358	1358	1358	1358	1358	1358	1358				
Building Maint/ Public Wks	1,235	720	2,247	2,586	3,595	575							
Carpentry		563	1170	1260	855	90							
Decks	0	0	0	0	0	0	0	0	0				
Power Wash		0	0	0	0	0	0	0	0				
Roofing		0	160	0	0	0	0	0	0				
Painting		0	436	320	0	0	0	0	0				
Sheet Metal/Gutter		0	0	0	209	0							
Gutters		0	0	230	0	0							
Rain Leaks	68	0	0	25	0	0							
Electrical		0	0	0	0	0							
Lighting	45	186	0	2,326	0	0							
Plumbing		0	70	551	0	0							
Elevator Maint&Rep.	154	45	225	225	180	485							
Fire Safety		0	289	1,722	45	75							
Landscape Maintenance	1,064	1,009	1,009	1,009	2,959	1,009							
MOD Contracted Serv.	532	532	532	532	532	532							
Grounds/Entry Mtnc.	477	477	477	477	477	477							
Tree Removal/Maint		0	0	0	1,950	0	*the 1950 April is a Reserve Expense						
Rehabilitation		0	0	0	0	0							
Pest Control		0	0	0	0	0							
Irrigation		0	0	0	0	0							
Custodial Services	353	353	353	353	353	353							
Insurance	7,581	5,461	5,637	5,637	5,637	5,637							
Utilities	2,628	435	2,445	620	1,191	613							
Trash Pick Up	391	357	372	420	399	386							
Solid Waste Disposal	76	30	71	18	18	16							
PG&E	209	48	217	183	53	211							
Water	1,902	0	1,785	0	720	0							
Telephone	50	0	0	0	0	0							
Professional Services	300	0	0	0	0	0							
Reserve Study			0	0	0	0							
Audit & Tax Preparation	0	0	(-1767)	0	2,317	0							
Total Expenses	21,080	22,100	24,334	26,048	30,217	22,382							
Beginning Balance													
BALANCE													

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

- Golden Rain Foundation has changed its Doing Business As (DBA) name to Rossmoor Walnut Creek (RWC) and Mutual Operation Division (MOD) has changed to Rossmoor Property Management (RPM). Signs at entry and freeway plan to be changed.
- Firewise will hold a town hall at the beginning of 2025.

10. Chief Financial Officer's Report – *Todd Arterburn*

- June financial statement was presented.

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

Action Items: Proposals for Review or Approval
Work Completed
1255 Avenida Sevilla Tarc Asphalt Repair
1221 Avenida Sevilla GBG SB326/ breezeway coating

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

- Plants replacements will be done in the fall. Residents who would like a plant replaced should email their request to plantreplacement@rossmoor.com.

13. **Committee Reports**

- a. Landscape Committee – *Joy Todd*
No Report
- b. Building Maintenance Committee – *Rick West*
No Report
- c. Budget and Finance Committee – *Mary Fielder*
No Report
- d. Alterations Committee – *Marlene Farrell*
– Two applications: Electrical outlet was removed, and vinyl floors are being install.

14. **Old Business**

Action Items

There was none

15. **New Business**

Action Items

There was none

16. **Informational/Discussion Item**

There was none

17. **Announcements** – The next scheduled meeting is the Board of Directors Regular Meeting which will be held on Friday, September 19, 2025 at 1:00p.m. in the Board Room at the Gateway Clubhouse.

18. **Adjournment**

There being no further business the meeting was adjourned at 11:38 a.m.

Secretary's Certificate

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

Victoria Thomas