



FIFTH WALNUT CREEK MUTUAL

BOARD OF DIRECTORS REGULAR MEETING

Friday, May 16, 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 11:00 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 – Mutual Operations Director
John Tawaststjerna – Landscape 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: gutters need to be tightened to the walls. There have been ongoing concerns with GBG leaving work areas untidy and tools behind after completing their tasks

4. Approval of Minutes

a. Board of Directors Regular Meeting Minutes – March 21, 2025

Motion made by Farrell, seconded by Valencia, to approve the minutes. Approved by unanimous vote. (5-0)

5. President's Report – Sandra Lew

Discussion at the Presidents' Forum was on Rossmoor following the law regarding firewise practices.

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 Mutual has not received financial statements since December 2024. Therefore, nothing to report.

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

- GRF Management Agreement negotiations continue.
- 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.
- Contra Costa County Fire no longer requires monthly fire extinguisher inspections.

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

- Staff continues with the NetSuite implementation.
- 2024 audit should be completed soon.
- SharePoint provides a shared drive where Board Members can access financial documents, governing records, budget forecasts, and other key materials.

11. **Building Maintenance Manager's Report** – *Rick West*

Action Items: Proposals for review or Approval

1255 AS - Asphalt Repair / Tripping Hazard

90 square feet grind and remove designated areas of failed asphalt up to a depth of 4 inches and off-haul. Install new pressure treated header board around landscape island re-compact existing base material.

Re-set all existing utility boxes, monuments, manholes and covers to proper finish grade. Furnish and install 4 inches of compacted asphalt concrete in 2 lifts in 1 location(s) Roll for proper compaction.

All areas will be barricaded during and after the repair process.

Note: Additional cost may be added if there is petromat fabric in the existing asphalt. Quote based on 1 weekday mobilizations.

Note: Due to the volatility of the current oil markets, our asphalt materials vendors are only holding pricing for 7 days at a time. Price may be subject to change if it goes up. Total Price: \$2,479.00

Motion made by Fielder, seconded by Valencia, to approve \$2,479 from the reserves account. Approved by unanimous vote. (5-0)

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

- ConFire has a weed abatement deadline of June 1st, which Staff is currently working on.
- A grant was received for the shaded fuel break. Rossmoor is bringing in goats to remove the weeds in three locations: behind MOD at the top of Skycrest and behind Ptarmigan Entries 11 and 12.
- Irrigation was activated earlier this year compared to last year due to changes in rainfall patterns. As a result, an increase in associated costs is anticipated.



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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*
No Report

14. Old Business

Action Items

There was none

15. New Business

Action Items

There was none

16. Informational/Discussion Item

- a. Wright delivered a presentation on Firewise practices.

17. Announcements – The next scheduled meeting is the Board of Directors Regular Meeting which will be held on Friday, June 13, 2025 at 10:00a.m. in the Board Room at the Gateway Clubhouse.

18. Adjournment

There being no further business the meeting was adjourned at 11:47 a.m.

Secretary's Certificate

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

Victoria Thomas