



## FIFTH WALNUT CREEK MUTUAL

### BOARD OF DIRECTORS SPECIAL MEETING

Thursday, September 25, 2025 at 10:00 a.m.

#### Meeting is Virtually

To view the meeting on your computer, iPad, or smart phone, residents should log-in to <https://rossmoor.zoom.us/j/86417427710> or use the Meeting ID: 864 1742 7710. Passcode 385834. You will see a few prompts to click on such as allowing “the page to open [zoom.us](https://zoom.us),” “join with video,” and “join with computer audio.” Be sure to have your computer speakers turned on.

If residents just want to hear the deliberations, they can dial (305) 224-1968 on any phone, and they will be prompted to enter the Meeting ID: 864 1742 7710.

For technical support to join a meeting, contact (925) 988-7627 or [Support@rossmoor.com](mailto:Support@rossmoor.com).

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#### AGENDA

1. **Call to Order**

2. **Roll Call  
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  
Todd Arterburn – Chief Financial Officer  
John Tawaststjerna – Landscape Manager  
Luis Duenas – Building Maintenance Manager  
Victoria Thomas – Board Services Coordinator

3. **Members’ Forum** – *Sandra Lew*

All members are invited to address the Board with questions, comments, and suggestions. The Board does not directly answer questions posed by speakers during the Members’ Forum but does hear the viewpoints and ideas presented and considers them as they act during the meeting. Comments will be limited to three minutes per person.

4. **Approval of Minutes**

a. Board of Directors Regular Meeting Minutes – July 18, 2025

5. **President’s Report** – *Sandra Lew*

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

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

8. **Treasurer's Report** – Mary Fielder  
*Recommendation: The Board of Directors certify compliance with Civil Code §5500.*
9. **Director's Report** – Jeroen Wright
10. **Chief Financial Officer's Report** – Todd Arterburn
11. **Landscape Manager's Report** – John Tawaststjerna
12. **Building Maintenance Manager's Report** – Luis Duenes
13. **Committee Reports**
  - a. Landscape Committee – Joy Todd
  - b. Building Maintenance Committee – Luis Duenes
  - c. Budget and Finance Committee – Mary Fielder
  - d. Alterations Committee – Marlene Farrell
14. **New Business**  
**Action Items**
  - a. Fee agreement
  - b. Otis Elevator contract renewal December 31, 2025
  - c. Deck repairs to 2A and 3A  
*Recommendation: The Board of Directors approve the contract in the amount of \$32,218.61 to repair decks at 2A and 3A.*
  - d. Deck coating  
*Recommendation: The Board of Directors approve the contract in the amount of \$33,218.61 for deck coating.*
15. **Informational/Discussion Item**
  - a. Termination or renegotiation of any future contracts need to be approved by the Board.
16. **Announcements** – The next scheduled meeting is the Board of Directors Special Meeting which will be held on Tuesday, September 30, 2025 at 1:00 p.m. in the Conference Room at the Rossmoor Property Management.
17. **Adjournment to Executive Session** – If necessary for legal issues, contracts, disciplinary hearings, personnel issues, delinquencies, or foreclosures.