



## WALNUT CREEK MUTUAL FIFTY

### BOARD OF DIRECTORS REGULAR MEETING

**Tuesday, October 21, 2025 at 1:00 p.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 Bolinger called the meeting to order at 1:00 p.m.

**2. Roll Call  
Directors**

Jim Bolinger – President  
George Condon – Vice President  
Rich Johnstone – Treasurer – Arrived at 1:04pm  
Steve Vartabedian – Secretary  
Peter Jones – Director

**Rossmoor Property Management**

Jeroen Wright – Director  
Rick West – Sr. Building Maintenance Manager  
Victoria Thomas – Bd. Services Coordinator

**3. Approval of Minutes – Bolinger**

a. Board of Directors Regular Meeting – September 16, 2025

*Motion made by Vartabedian, seconded by Bolinger, to approve minutes. Approved by unanimous vote (5-0).*

**4. Director's Report – Wright**

– Rossmoor Walnut Creek Management Agreement is complete. Mutual Board Presidents are currently reviewing and approving the agreement. The agreement is for one year. The agreement is considered an evergreen agreement that automatically renews unless the contract is amended or terminated.

– The draft 2026 budget has been prepared and will be presented to the Board for review and approval.

– The 2025–26 insurance arrangement has been beneficial. RWC is considering binding coverage in January 2026 for a five-month term, ending in May. After that, RWC would rebind in June 2026 for a full twelve-month policy. This would result in RWC paying for 17 months of property insurance within a single budget year.

The reason for this approach is market capacity. Approximately 95% of other industries bind their insurance earlier in the year, which reduces available underwriting capacity and drives up pricing. Binding in June will give RWC access to more underwriters with more competitive rates.

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### 5. Treasurer's Report—*Johnstone* Operating Fund

- 1) Used for routine payments, such as building and landscape maintenance, insurance, utilities, and professional services.
- 2) As of September 30, Operating expenses were 60% of the 2025 budget.
- 3) Significant financials: None

### Reserve Fund

- 1) Used mainly to pay for capital improvements in the current year and to fund capital improvements in future years.
- 2) As of September 30, Reserve expenses were 37% of the 2025 budget.
- 3) The remaining major 2025 expenses will be for the exterior rehabilitation (carpentry, deck coating, and painting) of the 5313, 5325, 5333, and 5349 buildings on entry 23.
- 4) As of September 30, the Reserve Fund balance was \$1,486,836, compared to \$1,215,000 on December 31, 2024.
- 5) Significant financials: In August, \$10,250 was paid to Waraner Bros. for removal of dead and dying trees. In September, \$24,130 was paid to 24/7 Builders for rehabilitation carpentry expenses.

### Bank Accounts

- 1) M50 has two checking accounts at City National Bank (CNB): One for Operating funds and the other for Reserve funds.
- 2) As of September 30, the combined balance of the M50 checking accounts was \$386,861, which was above the \$250,000 limit for FDIC insurance coverage. Sweep accounts are employed to ensure these funds were 100% covered by FDIC insurance.
- 3) As of September 30, \$858,830 of Reserve funds were deposited in CNB Deposit Sweep accounts, which were 100% covered by FDIC insurance. These deposits earned \$2,387 at a rate of 3.40% for September. \$19,441 has been earned during 2025.
- 4) As of September 30, \$603,005 of Reserve funds were deposited in with City National Securities (CNS) Deposit Sweep accounts, which were 100% covered by FDIC insurance. The September interest rate for these funds was 3.81%. \$22,112 has been earned during 2025.

*Motion made by Johnstone, seconded by Bolinger, to certify compliance with Civil Code §5500.  
Approved by unanimous vote. (5-0)*

### 6. Chief Financial Officer's Report - *Arterburn* No Report

### 7. Landscape Manager's Report - *Tawaststjerna* No Report

### 8. Building Maintenance Manger's Report - *West* No Report

### 9. President's Report--*Bolinger*

- Bolinger plans to resign from the Board prior to the next Board meeting.
- Jones volunteered to be the Board Liaison for the Landscape Committee.



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- Decorations on entry signs must not cover any part of the sign. They may only be placed around the sign's frame.
- Suggested considering having realtors market the Mutual as Rossmoor Greens. Some realtors still refer to the Mutual as "Turnberry Greens in Rossmoor". This no longer makes sense to anyone 36 years later.
- Requested that residents report to the work order desk if landscaped areas need more or less water.
- Rodents often live in attics and garages and can cause significant damage to the manors. Report any signs of damage to RPM immediately.
- Residents need to be more mindful about what items are placed in the landfill and recycling containers.
- Potted plants must be placed in a carrier that provides at least one inch of space between the pot and the floor.

### 10. Secretary's Report—*Vartabedian*--None.

No Report

### 11. Committee Reports

- Finance Committee--*Johnstone*  
No Report

- Building & Facilities Committee—*Johnstone*  
Rehabilitation of 5313, 5325, 5333, and 5349 buildings
  - Carpentry repairs started at the 5325 building and are finishing at the 5313 building.
  - Deck coating has started at the 5313 building.

#### Electrical panels

- KR Electric completed an inspection of the 22 main electrical panels in exterior utility closets. Based on their inspection report, the committee recommends:
  - 2025: Urgent repairs for 2 main panels and 8 electrical grounding devices
  - 2026: Replace 6 significantly aged main panels
  - 2027: Replace 6 moderately aged main panels
  - 2028: Replace remaining 10 main panels
- In addition, the committee recommends the replacement of 111 sub panels inside units (1 for each of 110 units and 1 for the 12 deeded garages) during 2028-2030.

*Motion made by Johnstone, seconded by Condon urgent repairs to two main panels and 8 electrical grounding devices in the exterior utility closest in 2025 at a cost not to exceed \$10,000. Approved by unanimous vote. (5-0)*

*Motion made by Johnstone, seconded by Bolinger, to approve the replacement of 6 significantly aged main panels in exterior utility closets in 2026 at a cost not to exceed \$125,000. Approved by unanimous vote. (5-0)*

#### Wire mesh installation and deck lattice replacements

- 24/7 Builders installed wire mesh at 5413 #1A. The lattice panels at 5413 #1A do not extend to the ground, leaving an air gap through which embers could possibly travel to ignite



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flammable material under the deck. 24/7 Builders filled most of the air gap with trimmed boards. The committee is evaluating this solution.

Alteration application by 5357 #1A owners to build an exterior staircase

a) The owners will install Pagoda-style ground light fixtures to illuminate the staircase at nighttime & move the staircase handrail from the uphill side to the downhill side.

b) The committee recommends the Board approve this alteration application.

*Motion made by Johnstone, seconded by Vartabedian, to approve the alteration application request submitted by the owner on unit 5357 Terra Granada #1A for the construction of a public staircase from the entrance from the entry sidewalk to the entry porch walkway of 5357 Terra Granada #1A subject to the following conditions.*

1. *The improvement shall be constructed at the sole expense of the requesting Owner, in compliance with all City of Walnut Creek permits and requirements, and in accordance with plans approved by the Mutual.*

2. *Prior to the Board's acceptance of the improvement into the Mutual's Common Area, the Owner must provide the Mutual with the following:*

*a. Final inspection approval by the City of Walnut Creek,*

*b. Proof of completion in accordance with approved plans,*

*c. Unconditional final lien releases from all contractors, subcontractors, and suppliers,*

*d. Proof of full payment to the contractor, and*

*e. Assignment to the Mutual of all transferable warranties, (or third-party beneficiary) including the one-year workmanship warranty and any applicable manufacturer warranties*

3. *Upon receipt of the above and formal acceptance by Board resolution, the improvement shall become part of the Mutual's Common Area, and the Mutual shall assume ongoing responsibility for its maintenance, repair, and replacement under CC&R §6.1.*

4. *This motion shall not be construed as precedent for future alterations, which remain within the discretion of the Board and shall not obligate the Mutual to accept any other owner alteration into the common area.*

*Approved by unanimous vote. (5-0)*

### Trash enclosure doors

a. The committee recommends the replacement of doors in two trash enclosures. The new doors would be the same as the doors built by RPM on Stanley Dollar Entry 7.

*Motion made by Johnstone, seconded by Bolinger, to approve the replacement of damaged doors for Entry 23 trash enclosure C and Entry 24 trash enclosure A at a cost not to exceed \$4,000. Approved by unanimous vote. (5-0)*

### Rehabilitation of 5313, 5325, 5333, and 5349 buildings

a) Carpentry repairs started at the 5325 building and are finishing at the 5313 building.

b) Deck coating has started at the 5313 building.

Alteration application by 5213 #1B owners to replace flooring & change chimney flue

a) The committee recommends the Board approve this alteration application.



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*Motion Made by Johnstone, seconded by Condon, to approve the replacement of hard surface flooring & changing the chimney flue path behind an interior wall in the unit & in the attic above the unit. Approved by unanimous vote. (5-0)*

c. Governing Documents Committee--Vartabedian

- The Board approved the monetary penalties provision California passed AB139. For the Board to be compliant, the Board proposed an amendment to Policy 8.1 Monetary Penalties and Schedule of Fines. The proposed amendment to the policy was sent out to the membership for a 28-day review and comment. No comments were received.

*Motion made by Vartabedian, seconded by Bolinger, to adopt the proposed amendment to the Policy 8.1. Approved by unanimous vote. (5-0)*

*Motion made by Vartabedian, seconded by Bolinger, to approve the Schedule of Fines. Approved by unanimous vote. (5-0)*

- CC&Rs proposed amendments

- CC&R 6.10 Dryer Vent Lines and Vent Caps  
The Mutual shall be responsible for the maintenance, repair, and replacement of the dryer vent cap and rodent-deterrant wire barrier located on the roof. **The Mutual is also responsible for the periodic cleaning, as necessary, of the dryer vent lines located both inside and outside the walls and attic. Otherwise, each owner shall be responsible for the maintenance, repair and replacement of the dryer vent line located inside the walls and attic.**

- CC&R 6.21 Smoke Detectors and Carbon Monoxide Detectors

The Mutual shall provide maintenance, repair and replacement of **for the AC-powered hallway smoke and carbon monoxide detectors and for battery-operated bedroom smoke detectors installed by the Mutual inside the Units.** Each Owner shall provide maintenance, repair and replacement of **the any additional smoke or carbon monoxide detectors** ~~carbon monoxide detectors or additional smoke detectors~~ located inside the Units. **(remaining 6.21 stays the same.)**

*Motion made by Vartabedian, seconded by Bolinger, to approve the proposed amendments to the CC&Rs. Approved by unanimous vote. (5-0)*

- Policies and Procedures proposed amendments

- 18.1

The Mutual pays for:

..... 2. Certain maintenance work in the unit such as painting exterior doors.  
~~and air conditioners.~~

..... **5. Periodic cleaning of dryer vent caps, and dryer vent lines, both inside and outside the walls and attics.**

- 24.0 Smoke Alarms

General Requirements:

The California Building Code and Health & Safety Code **S**ection 13113.7



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require that each Unit have smoke alarms. Therein, smoke alarms must be approved by the California Fire Marshall. **These** The codes place responsibility for compliance on the Unit owners. However, CC&R Section 6.21 mandates a role for the Mutual, to assist Owners in achieving compliance. Owners still play a critical role in this process as described below. The Building Code specifies installation in every bedroom and one in the connecting hallway, at minimum. There are two types of smoke alarms: wired A/C electrical-powered and battery operated. For purposes of these governing documents (see CC&R section 6.21), "smoke alarm" shall have the same meaning as "smoke detector." The Mutual shall install and replace alarms every ten years, or sooner, if necessary. Both types of the Mutual-installed alarms do not have replacement batteries that need replacement during the alarm's lifetime. The Mutual shall maintain and replace the battery-operated smoke alarms that the Mutual has installed in each unit, as provided for in Section 6.21, as well as those that are A/C powered. Owners or other parties shall not remove, disconnect, or disable these alarms. Each owner shall test each alarm at least once per month. Owners shall notify the **Rossmoor Property Management** Work Order Desk if an alarm does not sound or other testing problems occur.

The Residents of each Unit are responsible to:

(The remainder of 24.0 and all of 24.1 to remain the same except that each reference to "MOD" should be changed to "Rossmoor Property Management.")

*Motion made by Vartabedian, seconded by Bolinger, to approve the proposed amendments to the Policies and Procedures. Approved by unanimous vote. (5-0)*

- d. Landscaping Committee—Carol Johnstone
  - Going forward, the Committee will provide a quarterly report.
  - 5553 #1A a wooden retaining wall fell. Plans are in place to repair. Monies are in the budget for the project.
- e. Social Committee Report—Buller
  - Spring event is scheduled for March 4<sup>th</sup> in the Fireside Room at Gateway Clubhouse with a potluck dinner. Time TBD.

### 12. **Old Business** – Bolinger

- a. Private Gardens  
Topic Deferred

### 13. **New Business** – Bolinger

- a. 2026 Proposed Budget  
2026 monthly coupon will increase by \$21.00 from \$1,252 per unit to \$1,273 per unit.  
*Motion made by Johnstone, seconded by Condon, to adopt the 2026 budget. Approved by unanimous vote. (5-0)*

- b. Reorganization of the Board

*Motion made by Bolinger, seconded by Johnstone, to appoint George Condon as the*



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*Board President effective November 18, 2025 and fill the expiring term in May 2027.  
Approved by unanimous vote. (5-0)*

- c. Appoint Jim Bolinger and Carol Johnstone as Co-Chairs of the Landscape Committee.  
*Motion made, by Bolinger, seconded by Johnstone, to appoint Jim Bolinger and Carol Johnstone as Co-Chairs to the Landscape Committee. Approved by unanimous vote. (5-0)*

### 14. **Members Forum**

There were no comments.

### 15. **Announcements**: Next regular meeting is scheduled for Tuesday, November 18, 2025, at 10:00 a.m. in the Fairway Room at the Creekside Clubhouse and virtually.

### 16. **Adjournment to Executive Session**

There being no further business, the Regular meeting was adjourned at 2:40 p.m. and the Board moved into Executive Session.

### 17. **Executive Session Summary**

The Board met in Executive Session from 2:48 p.m. to 2:49 p.m. to discuss formation of contract.

#### Secretary's Certificate

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

*Victoria Thomas*