

WALNUT CREEK MUTUAL FIFTY**BOARD OF DIRECTORS REGULAR MEETING**

Tuesday, June 17, 2025 at 1:00 p.m.

Meeting was Conducted In Person and Virtually

**Creekside Clubhouse – Fairway Room
1010 Stanley Dollar Drive, Walnut Creek, CA 94595**

MINUTES

1. Call to Order

President Bolinger called the meeting to order at 1:01 p.m.

**2. Roll Call
Directors**

Jim Bolinger – President
George Condon – Vice President
Rich Johnstone – Treasurer
Steve Vartabedian – Secretary
Peter Jones – Director

Rossmoor Property Management

Jeroen Wright – Director
Rick West – Sr. Building Maintenance Manager
John Tawststjerna – Landscape Manager
Lucy Limon – Board Services Coordinator

3. Approval of Minutes – Bolinger

- a. Annual Members Meeting – May 28, 2025
- b. Board of Directors Organizational Meeting – May 28, 2025
Tabled for July Board meeting

4. Treasurer's Report – Johnstone

Motion made by Johnstone, seconded by Bolinger, to certify compliance with Civil Code §5500 for the January to April 2025 financial statements. Approved by unanimous vote. (5-0)

5. Director's Report – Wright

- a. Staff reorganization in the Maintenance Department due to an employee retiring. Luis Duenas has now been assigned as the Building Maintenance Manager for Mutual 5.
- b. RWC Management Agreement is actively being developed in collaboration with the management agreement Taskforce. It is estimated to be finalized in August, which will be used for the 2026 budget forecast.

6. Chief Financial Officer's Report – Arterburn

No Report

WALNUT CREEK MUTUAL FIFTY

7. **Landscape Manager's Report** – *Tawaststjerna*
 - a. Goats assisted with the weed abatement in Rossmoor this year.
 - b. Staff is scheduled to conduct a tree inspection soon to assess the health and safety of the trees in the Mutual.
8. **Building Maintenance Manager's Report** – *West*
No Report
9. **President's Report** – *Bolinger*
No Report
10. **Secretary's Report** – *Vartabedian*
No Report
11. **Treasurer's Report** – *Johnstone/Arterburn*
No Report
12. **Committee Reports**
 - a. Finance Committee – *Johnstone*
No Report
 - b. Building and Facilities Committee – *Condon*
Dryer Vent Cleaning
 - The committee has recommended hiring a contractor to clean dryer vents in all M50 units. The concern is clogged vents might become a fire hazard.
 - The Board approved up to \$10,000 for Bay Air Flow to clean dryer vents at \$85/unit charged to M50. M50 has approved the contract with Bay Air Flow.
 - Rich Johnstone 1) sent an email informing M50 residents that Bay Air Flow will be contacting them to schedule a cleaning appointment, and 2) provided Bay Air Flow with M50 information for contacting residents.
 - Bay Air Flow was requested to provide M50 with a record of those residents who declined a cleaning appointment and their reason.
 - After the vent cleaning has been completed, Property Management will check a sample of 10 roof vent caps to confirm they have been cleaned.
Rehabilitation of 5313, 5325, 5333, and 5349 Buildings
 - Property Management expects to obtain contractor bids for carpentry, painting, and deck recoating in July and for contractors to begin work in August if they do not have conflicts with other projects.
 - Property Management will add the plugging of gaps near foundation grade beams to the work scope. The gaps have resulted from erosion.
 - Property Management is recommending a sheet metal device to prevent birds from building nests in building roof eaves.

WALNUT CREEK MUTUAL FIFTY

Deck Lattice Replacements and Wire Mesh Installations

- The purpose of 1/8" wire mesh installed inside the lattice panels below the decks of each lower-level unit is to prevent the accumulation of flammable material that potentially could be ignited by embers from a wildfire.
- During the 2025 rehabilitations of the 5313, 5325, 5333, and 5349 buildings, wire mesh will be installed, and lattice panels will be replaced as needed. (Some lattice panels might be in good condition and not require replacement.)
- Property Management is recommending the 2025 installation of wire mesh for the other 12 buildings (5357-5593) before their scheduled rehabilitations 2026-2029.
- For the 12 buildings, Property Management will provide an estimate of the cost and schedule for the wire mesh installation. In addition, they will recommend whether lattice panels for these buildings should be replaced concurrently with the 2025 wire mesh installations or occur during their 2026-2029 rehabilitations.

Fire Extinguisher Inspections

- Fire marshals for the Contra Costa County Fire Protection District confirmed Rossmoor fire extinguishers need to be inspected annually and not monthly.

c. Governing Documents Committee – *Vartabedian*

In light of the initial success of the dryer vent maintenance program, during the next month, the Committee will be drafting proposed revisions of the documents concerning responsibility for maintenance of dryer vents within condominium walls, in addition to exterior maintenance already provided for.

6.10 is the applicable CC&R.

Additionally, the Policies and Procedures provide at 18.1 the general rule that Owners are responsible for maintenance performed within interior walls. The Committee will propose revisions of this general rule to state the enhanced responsibilities the Mutual has undertaken for fire and carbon monoxide alarms and dryer vents.

d. Landscaping – *Bolinger*

No Report

e. Social Committee

An event is scheduled for August. Committee if finalizing the details.

13. **Old Business** – *Bolinger*

There was none.

14. **New Business** – *Bolinger*

There was none.

15. **Residents' Forum** (3 minutes per speaker) – *Thomas*

All residents are invited to address the Board with questions, comments, and suggestions. Comments were:

- A resident opined that all Committee Members should be appointed so they are covered under the Directors and Officers Insurance.



WALNUT CREEK MUTUAL FIFTY

- A resident's front door is misaligned.
- A resident's sliding door is not working properly allowed water to leak in.

16. **Announcements**: Next scheduled meeting is the Board of Directors Regular Meeting on Tuesday, July 15, 2025 at 1:00 p.m. in the Fairway Room at the Creekside Clubhouse and virtually.

17. **Adjournment to Executive Session**: There being no further business the meeting was adjourned at 2:13 p.m.

Secretary's Certificate

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

Victoria Thomas