



WALNUT CREEK MUTUAL FIFTY

BOARD OF DIRECTORS REGULAR MEETING

Tuesday, August 19, 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 1:20 p.m.

**2. Roll Call
Directors**

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

Rossmoor Property Management

Jeroen Wright – Director--Absent
Todd Arterburn – Chief Financial Officer
Rick West – Sr. Building Maintenance Mgr.--Absent
John Tawaststjerna – Landscape Mgr.—Absent
Jim Hayes – Building Maintenance Mgr.
Victoria Thomas – Bd. Services Coordinator—Absent

3. Approval of Minutes – Bolinger

- a. Annual Member Meeting—May 28, 2025
Motion made by Bolinger, seconded by Johnstone, to approve minutes. Approved by 3-0 vote.
- b. Organizational Meeting—May 28, 2025
Motion made by Bolinger, seconded by Johnstone, to approve minutes. Approved by 3-0 vote.
- c. Board of Directors Meeting—June 17, 2025
Motion made by Bolinger, seconded by Johnstone, to approve minutes. Approved by 4-0 vote.
- d. Board of Directors Meeting—July 15, 2025
Motion made by Bolinger, seconded by Johnstone, to approve minutes. Approved by 4-0 vote.
- e. Board of Directors Executive Session—July 15, 2025
Motion made by Bolinger, seconded by Johnstone, to approve minutes. Approved by 4-0 vote.

4. Treasurer's Report—Johnstone

Operating Funds—Thus far accounting for 50% of the year, operating expenses have been only 38% of the operating annual budget. But significant expenses lie ahead.



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Reserve Fund—As of June 30, reserve expenses were 27% of the 2025 budget. Remaining major expenses for 2025 will be rehabilitation of buildings 5313, 5325, 5333, and 5349 (carpentry, painting and deck recoating). Estimated rehabilitation expenses for the 22 units that comprise these 4 buildings is \$495,000: carpentry \$330,000 (estimate: bidding completed by tomorrow, 8/20), painting \$119,950 (actual low bid), deck coating \$44,568 (actual low bid). As of June 30, the Reserve Fund balance was \$1,390,896, compared to \$1,215,000 on December 31, 2024.

Bank Accounts—M50 has two checking accounts at City National Bank (CNB): One for operating funds; a second for reserve funds. As of June 30, M50 checking accounts had a balance of \$345,583, placing them above the 100% FDIC insurance coverage limit of \$250,000. RWC Financial Officer advises that “sweep accounts” are utilized to ensure 100% coverage. Reserve funds: as of June 30, \$767,813 were in CNB sweep accounts, provided with 100% FDIC coverage. For June, they earned 3.52% interest. Earnings thru June in 2025 total \$12,520. Another \$405,083 of reserve funds have been \ deposited in City National Securities (CNS) sweep accounts, with full FDIC coverage and earning at a rate of 3.98% per annum. Finally, a US Treasury Bill was on deposit with CNS totaling \$193,000 with a maturity date of 8/21/25. With interest rates expected to fall soon, reinvestment will promptly be made as instructed by the CFO’s office.

Motion made by Johnstone, seconded by Bolinger, to certify compliance with Civil Code Section 5500. Approved by 4-0 vote.

5. **Director's Report**—None.

6. **Chief Financial Officer's Report**--Arterburn

Matters are progressing well with new systems in place. A big advantage of the financial system changes made is that long term visibility has been enhanced. A special effort is additionally being made with regard to investment strategy. Other positive signs include a relatively favorable direction that is being seen with regard to insurance. One note: the definition of the term year has been changed beneficially.

7. **Landscape Report**

In the absence of the Landscape Manager, President Bolinger provided comments. Last month a comprehensive effort was made to prune trees. Additionally, 16 relatively large trees showing blight were removed by the Waraner Tree Company. Also, Rosemary bushes have been removed and trimmed back as they present fire hazards. It is anticipated that in 2026 there will be new fire regulations disseminated requiring increased distance of plants and trees away from structures.

8. **Building Managers Maintenance Report**

Jim Hayes was present to report. A matter of concern is foundation repairs of various of the buildings due to erosion issues. Gaps at the foundations of the buildings need to be plugged. Process involves the application of concreted with smoothing out to eliminate voids and prevent erosion. Further elaboration is in the Building and Facilities Committee Report follows as to contracting to get the work done.



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9. President's Report--*Bolinger*

Private gardens have been allowed, but only with the approval of the Board. It appears not all actions by members to do such gardening have been done after first obtaining such approval. This is especially concerning in light the heightened efforts being made in fire prevention. It is suggested that at the next meeting the Board "grandfather in" existing, approved private gardens, and forbid any further. Additionally, personal potted plants are not to be placed in common areas; and when they are placed in exclusive common areas, they are not to impede foot traffic and be contained so no water drips on surface.

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

11. Committee Reports

a. **Finance Committee**--*Johnstone*

Coming up shortly will be the long-term forecast of our reserve expenses for 2026-2040. There will be some new costs and expenses to factor in reflective of the ages of our buildings.

b. **Building & Facilities Committee**--*Johnstone*

--Rehabilitation of 5313, 5325, 5333, and 5349 buildings: Two painting and two deck-recoating contractors have submitted bids. Bids from four carpentry contractors are due on August 20, with a 15% addition to each bid in order to anticipate and estimate change-order increases. Rossmoor Property Management (RPM) is requesting each provide, in addition to their financial bid, dates of readiness to perform, which will also be factored into the decision.

Motion made by Johnstone, seconded by Condon, to schedule a special Board meeting on August 26 at 11 am via Zoom to (1) approve the selection of carpentry, painting, and deck-coating contractors, and (2) approve a "not-to exceed amount" for the rehabilitation of the four buildings. Approved by 4-0 vote.

Motion made by Johnstone, seconded by Condon, to plug gaps near foundation grade beams as earlier described in this meeting, at an expenditure of no more than \$23,000. Motion approved by 4-0 vote.

--Electrical panels in units: This potential expense will be included in August-September update of the M50 long-term forecast. RPM advises useful life of both main and sub are 40 years. Bids for underground development in M50 were issued 7/17/1987, meaning our panels will reach age 40 no sooner than 2027. But now is the time to take the first step to have these panels expertly inspected; some may be in poorer shape than others. Mutual is responsible for the costs. Approximate full replacement costs are substantial: presently \$400,000 for exterior panels and \$275,000 for interior panels. Question raised whether an installation company should inspect the panels; or better to have a company not interested in performing replacement work. Matter is referred back to the B& F Committee for further study.



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--Wire mesh installation and deck lattice replacement: purpose of 1/8" wire mesh inside the lattice panels installed below the lower-level units is to prevent accumulation of flammable materials that have potential of being ignited by embers from a fire. During the rehabilitation of buildings 5313, 5325, 5333, and 5349, this work will be performed. (Buildings 5201, 5213, and 5301 were addressed during their rehabilitation earlier this year.)

--Wire mesh for other buildings: RPM recommends installation for the other 12 buildings (5357-5593) before their scheduled rehabilitation in 2026-2029. The estimated cost is \$3,000 for each of 36 lower-level units.

--Lattice panels for 5357-5539: will be installed as needed; Entry 25 panels have been replaced more recently than for Entry 23.

--Eliminating gaps: Lattice panels need to be extended to the ground to eliminate gaps.

--Dryer Vent Cleaning: Contractor Bay Air Flow, after making efforts to schedule with all of the units' residents, has reported that 4 units still need to be serviced. One resident has declined the service. After cleanings have been completed, a final check will be performed of the roof caps to confirm effectiveness.

c. Governing Documents Committee--Vartabedian

--Clerical Corrections in Governing Documents:

Motion made by Vartabedian, and seconded by Bolinger, as follows:

The following corrections shall be made to Policies and Procedures Articles 31-37 to bring this governing document in conformity with Board action:

A. The numbering of "COMMERCIAL SIGNS" is to be changed from 30.1 to 31.1. 30.1 is eliminated, as is 30.2. The new "NONCOMMERCIAL SIGNS" provision appears below under 31.2.

B. The consequent mis-numberings of the subdivisions are to be corrected both in the Table of Contents and the text as follows:

31.0 SIGNAGE & DECORATIONS
31.1 COMMERCIAL SIGNS
31.2 NONCOMMERCIAL SIGNS
31.3 REAL ESTATE SIGNS
31.4 DECORATIONS

The remaining Sections will be renumbered back to former numberings starting with 32.0 (SPORTS APPARATUS) and ending with 37.11 (ELECTION AND APPOINTMENT OF OFFICERS). "ELECTRIC VEHICLE AND CHARGING STATIONS" shall be numbered 34.2.



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C. The texts of the following Sections are corrected as follows (added language in bold italics):

31.2 NONCOMMERCIAL SIGNS

Unlike commercial signage, a noncommercial sign or decorations may be posted or displayed within ones Unit or Exclusive Use Common Area. The Board through designated Points of Contact (“POC’s”) will be in charge of any seasonal decorations in the General Common Areas, including in proximity to entry signs.

31.4 DECORATIONS

Decorations fall within the category of “signs, banners, and flags” as referred to in this Article 31, as well as in CC&R Section 4.21. Decoration of the posted entry signs is prohibited, as is the case of all general Common Areas.

Motion passed by 4-0 vote.

--AB30:

Motion made by Vartabedian, and seconded by Johnstone:

To bring M50’s governing documents into compliance with AB 130, adopted by the California State Legislature on July 1, 2025, the below provisions are modified or added as stated in the attached full texts, effective immediately per statute:

BYLAWS, SECTION 8.1.4

CC&R, SECTION 9.5.2

Motion approved 4-0.

Motion made by Vartabedian, and seconded by Bollinger:

To bring M50’s governing documents into compliance with AB 130, adopted by the California State Legislature on July 1, 2025, the below provisions are modified or added as stated in the attached full texts. Per statute, provisions are to become effective 28 days after noticed to Members:

POLICIES & PROCEDURES, SECTION 8.1

SCHEDULE OF MONTEARY FINES (Attachment A to Policies & Procedures)

Motion approved 4-0.

Additionally, the GD committee is in the process of amending governing documents concerning allocation of responsibilities concerning fire and carbon monoxide alarms, and dryer vents. The committee has received the Building & Facilities Committee’s recommendations as to the extent of such changes in responsibilities in CC&R Section 6.10 and Policies and Procedures



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Section 18.1. The GD Committee expects it will have a motion to raise at the September M50 Board meeting to amend these provisions accordingly.

Finally, on July 30, I (GD Comm. Chair) met with George Condon and Peter Jones, as requested by Board President Jim Bolinger, to review our governing documents for any unnecessary or inappropriate provisions. After review of the Bylaws, CC&Rs and P &P's, the following was noted:

P & P Section 20.19.1: discusses restrictions on Owner-maintained gardens, including that they require prior Board-approval. Additionally, they may not have plants more than two feet tall, and be maintained no closer than a specified distance from any building. The present provision says no closer than "three feet." This should be amended to "five feet" to be consistent with fire safety rules.

P & P Section 35.2, Part 4: provides that for approval of a solar system, one must show proof of a minimum of \$1 million liability insurance coverage. This should be changed to \$500,000 minimum.

d. **Landscaping Committee**—Carole Johnstone
Covered during President's Report.

e. **Social Committee Report**—Buller
Committee Chair Susan Buller reports that the August 14 M50 Summer Picnic was well-attended and a big success in bringing our members together for an enjoyable evening. (Side note of Secretary: Kudos to Susan for all of her hard work and the efforts of her committee.)

12. **New Business**--Bolinger

- a. Proposed Amendments under AB130: covered under GD Report.
- b. Rules on Common Area—Personal items not permitted. Even in Exclusive Common Areas, residents should take care not to block ingress of emergency persons.
- c. Appointed to Governing Documents Committee: Vartabedian (Chair), Johnstone, Abbie Ogawa.
- d. Appointed to Social Committee: Susan Buller (Chair), Kathy Tate, Carole Johnstone.
- e.

13. **Residents Forum**

All residents are invited to address the Board with questions, comments and suggestions. Resident Hut Landon suggested the Board give more publicity notifying residents prior to Board meetings. In addition to the postings on the garbage stations doors and postings at Gateway, he suggested e-mail notification and other methods.

14. **Announcements**: Next regular meeting is scheduled for Tuesday, September 16, 2025, at 1:00 p.m. at 1:00 p.m. in the Fairway Room at the Creekside Clubhouse and virtually.

There being no further business, the meeting was adjourned at 2:45 p.m.



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Secretary's Certificate

I hereby certify that the foregoing is a true and correct copy of the minutes.
Steve Vartabedian, Secretary