

BOARD MEETING MINUTES
FRIDAY, JUNE 27, 2025, AT 2:00 P.M.
IN PERSON AND ZOOM MEETING
FAIRWAY ROOM – CREEKSIDE

1010 STANLEY DOLLAR DR – WALNUT CREEK, CA 94595

Call to Order

President Schimek called the Regular Meeting of the Board to order at 2:01 p.m.

Directors Present

Brad Schimek, President	
David Hendricks, Vice President	Matt Kaplan, Treasurer
Barbara Landberg, Secretary	Barbara Mintz, Director

Staff Present:

Jeroen Wright, Director of Mutual Operations
Todd Arterburn, Chief Financial Officer
Rick West, Snr. Building Maintenance Manager
John Tawaststjerna, Landscape Manager
Jim Hayes, Contract Administrator
Lucy Limon, Board Services Coordinator

Members Forum

Residents were afforded the opportunity to express their general concerns and make comments.
No comments were made.

Approval of Meeting Minutes

President Schimek asked if there were any additions or corrections to the following minutes:

- a. Regular Meeting Minutes..... May 30, 2025

David Hendricks made a motion, and Barbara Landberg seconded, to approve the minutes to the aforementioned Board meeting.

Moved, Seconded, Carried 5-0

President's Report

President Schimek provided the following report:

July 25 2025, is the deadline to submit your nomination to run for one of the two Director positions that will be on the ballot for the next term on the Board. Our Mutual is run entirely by volunteers. We need you to seriously consider running for this important position! The Board needs a varying array of perspectives to make decisions for OUR Mutual. Whether you are a longtime resident or a brand new owner, please consider running for one of the two Board seats, so please give serious thought about running for this important task. Come add your unique experience to help Mutual 53 be the best! If you want further information or have questions, please send an email to the Board's email address at wcmutual53@gmail.com or submit your name by sending an email to Llimon@rossmoor.com or by mailing your nomination to the Mutuals' Board Office, 1001 Golden Rain Rd., Walnut Creek, CA 94595.

Advancements in the preparation for the building rehabs on Level B are progressing. Further details will be discussed later in the meeting. The Paint Color Committee will be meeting with the Board after the meeting for an update.

Fiala Roofing has completed the final phase of the roofing project.

The fix for the electrical issue for two of the garages at 4372 is not going to be as easy of a fix as first thought. Sang Electric is still working on the issue. He has not yet come up with a viable solution.

2. MOD Report

a. Jeroen Wright, Director of Mutual Operations:

Jeroen mentioned that the Golden Rain Foundation Board will now be conducting business under the name Rossmoor Walnut Creek (RWC), and the Mutual Operations Department (MOD) will operate under the new name Rossmoor Property Management (RPM). This rebranding initiative is part of a broader marketing strategy aimed at distinguishing Rossmoor Walnut Creek from other communities with the Rossmoor name across the United States.

He added that the management agreement is near completion and should be finished by budget season.

b. Todd Arterburn, Chief Financial Officer:

Todd Arterburn reported that the June financials are nearing completion. He noted that Mutuals will soon begin to see the benefits of the new NetSuite financial system. Board Treasurers will be granted view access to the platform. Todd also expressed his intention to meet with Treasurers to review and discuss the new financial documents and reporting features.

c. Rick West, Snr. Building Maintenance Manager

The M53 Board was formally introduced to Rick West, who will be assuming the role of Senior Building Maintenance Manager following the retirement of Clayton Clark. Rick provided a detailed overview of his professional background and experience in the field. Board members were given the opportunity to engage with him directly, ask questions, and receive responses to gain a better understanding of his approach and qualifications.

d. John Tawaststjerna, Landscape Manager

John reported that he and Bonnie met to discuss the lawn conversion plan covering the remainder of this year, 2026, and part of 2027. He emphasized that the plan is well-developed and will primarily be executed using RPM days. The initial focus will be on Entry A. They plan to reach out to Terra for estimates on design options for the entry areas. John recommended that the Board review the proposed plan.

Second, irrigation inspections are happening throughout Rossmoor. He advised residents that if they see sprinkler issues to contact RPM. He touched on weed abatement happening in Rossmoor.

Treasurers Report

Matt Kaplan provided the following report:

This report is based on the May 2025 Financial Report as presented.

As of May 31, 2025 our cash balances were as follows:

- Operating checking account - \$203,014
- Reserve checking account- \$362,123
- Reserve account - City National Securities (CDs) - \$455,910
- Total Reserve account - \$818,033
- Total Cash & Equivalents - \$1,021,047

Please note again that the reports received did not include balance sheet information and did not include any supporting documentation, e.g., vendor invoices or utility bills. We will have to wait until we have online access to the NetSuite data to “manually” view supporting documentation.

Operating Revenue was \$329K, while Operating Expense was \$276K, with revenue exceeding expense by \$53K. The “seasonally” adjusted expense budget was \$308K, so we have a “favorable” variance of \$32K, mostly due to the insurance expense, \$23K favorable, and maintenance expense, \$5K favorable.

Reserve revenue was \$149K, while reserve expenditure, mostly roofing, was \$145K. Most of our expected reserve expenditure has not yet been incurred. and our annual Reserve Budget is \$469K, mostly for roofing project completion and building rehab.

The report indicates that during this Jan. – Apr. period, a few owners were not paying their monthly coupons. This amounts to \$12.7 owed by owners to our Mutual (\$176 per manor). Also, we are expecting an escrow reimbursement for a repair assessment levied against an owner.

- a. Motion to certify compliance with Civil Code 5500 by review of the latest Financial Report.
No motion was made.

Committee Reports

Architectural Review

One alteration application was reviewed and approved.

Landscape

Bonnie Kuki reported that July RPM days will be dedicated to implementing Zone 0 compliance, with no aesthetic updates planned during this phase.

Fall RPM days will focus on sod removal. She also noted that some trees will need to be removed; John and Terra will advise the committee on appropriate replacement options.

Winter RPM days in 2026 are scheduled for the removal of grassy areas throughout 4320 TG to 4340 TG. In addition, the grassy area at 4308 TG will be remodeled. Bonnie recommended that the rosemary removal be a priority.

More information on the entry signs will depend on budget season and landscape allocation.

Building Maintenance

Jim Jennings provided the following report:

Old Business

Mutual 53 Rehab Project – Update: The start date of rehab is still pending as Board and ACE work out project details.

4400 Unit 2B: As of June 11th, the resident Mr. Bruce Smiley was finally able to move back into his unit following the disastrous fire sprinkler line break that occurred January 22, 2025. Mr. Smiley reports that he is happy with the repair and reconstruction work done by ServPro Restoration. I would like to personally commend Bruce as from the outside, looking in, he seemed to deal with and manage this disaster in an incredibly positive manner. Well done, Bruce.

4400 Unit 2A: The downstairs unit has been purchased by a contractor specializing in residential remodeling. The expectation is that the unit will be restored by the buyer and resold.

Roofing Project: I am pleased to report that the project to remove and replace the roofing of 4 three car garage structures, 3 four car carport structures, 2 four car combination garage and carport structures and 1 six car carport structure was completed as of June 13, 2025. That also included the replacement of all roof gutters and downspouts. The painting of the fascia boards of all but one of these structures did not occur and will be completed during the building rehab project.

New Business

Standing Water: On May 31st a report was received by the Board and BMC of standing water between the 4348 building and the 4364 building.

Not sure if irrigation lines are a BMC issue but the report was investigated, and the two reported sources of standing water were located. One appeared to be a low volume flow of water emerging from a slope beside the 4348 garage. A second pool of water was found about twenty feet away and appeared to be unrelated to the first flow. This one was at a sprinkler head, likely indicating a cracked or broken pipe in the ground. The BMC did submit a work order request, with photos to RPM.

This involved a significant amount of labor to dig out and locate the leaks. The repairs were successfully completed on June 6th (WO- 732386).

Our thanks to the very observant resident for reporting this problem.

Plants Needing Water: For some reason the BMC was copied on a short chain of emails regarding plants needing water. The BMC referred the emails to the Mutual 53 Landscape Committee. A reminder that in the event any resident sees a problem with landscape irrigation or dying plants, they can send an email describing the issue to the landscape committee and if the issue appears serious such as a broken sprinkler, send an email to the work order desk.

Other Project or Issue Updates

Fire Extinguisher Inspections

The June inspection of the fire extinguishers was conducted by Albert Oliver. Through that inspection it was discovered that Cintas had completed their annual inspection, and it appears they replaced or recharged all of the Deer Highlands extinguishers. It was also found that after two days of high winds that had occurred a few days earlier, two covers had been blown off the extinguisher cabinets. One of those was damaged and the other broken beyond repair. One of the padlocks was also found to have been locked and had to be removed with a bolt cutter.

Following the inspection the BMC Chair began testing a temporary repair to two of the damaged covers, using a thin metal rod with hooked end. Holes are drilled at a slight downward angle, through the right side of a cabinet cover and cabinet and similar holes are drilled through the left side cabinet and cover. Those holes at a slightly lower than the holes on the right side. The straight metal rod is inserted on the right side, through the side of the cover and cabinet and extended at a downward angle, across the inside of the cabinet and through holes in the left side of the cabinet and cover. This along with the small padlock at the bottom of each cabinet and cover appears to hold the covers in place.

The metal rod is easily removed by grasping the hook that is visible at the upper end of the rod and pulling the rod out of both the left and right-side holes, leaving the cover to be easily pulled away from the cabinet. A small direction card has been applied inside the cabinet cover, near the hook end of the metal rod. Testing of the removal of the metal rod showed that the metal rod and small padlock can be removed in less than five seconds, allowing the cover to immediately fall off the cabinet and the extinguisher grabbed and activated.

June 21 – Two More Covers Damaged: Two more days of high winds occurred June 19 and 20, resulting in two more extinguisher cabinet covers being blown off the cabinets and damaged. Repair was accomplished with the installation of the metal rod with hook on both.

Fire Extinguisher Cabinet Research

A search for a suitable replacements of the current fire extinguisher cabinets used by Mutual 53 has been conducted by Albert Oliver. Two similar models have been identified by Albert and has been presented to the Board of Directors.

Both are steel with white powder coated surfaces. One has a pelletized clear glass plate that easily lifts out or can be broken to access the extinguisher. The other has a scored, clear acrylic front plate that can be broken with a steel bar like tool, to access the extinguisher.

Talking Trash

Contractor Using Landfill: After the BMC Chair had identified a contractor who had been observed dumping waste construction material in a Deer Highlands landfill dumpster, the BMC requested that Matt Kaplan check the bills from Republic Services to determine if the mutual had paid any penalty fees for dumping of unauthorized materials. Matt was able to determine that so far in 2025, Mutual 53 has not been charged any

penalty fees for improper materials. Matt did discover that garbage rates would be increasing by 8%.

Compost Bin Cleaning Update: The BMC Chair met with one of the co-owners of Nice Cans Inc. and was able to confirm that Deer Highlands monthly compost bin cleaning will be on the last Wednesday of each month, regardless of whether the month has four Wednesdays or five. The only exception will occur in the event Nice Cans Inc. closes the business for vacation such as occurred June 2025.

With this confirmation the BMC Chair has prepared new signs that have been laminated courtesy of Lucy and will be posted on the gates of our seven trash enclosures, advising that the compost bins will be cleaned on the last Wednesday of each month.

New Resident Guide to Trash: As we see new residents arrive, we also see that Rossmoor does a pretty good job of orienting and preparing new residents with information on the best practices and procedures of Rossmoor as a whole. For the most part nearly all practices and procedures of Deer Highlands mirror those of Rossmoor with one area of exception; That being trash. That has resulted in some confusion and frustration, particularly for new residents.

In an effort to reduce such confusion, the BMC Chair has prepared a Deer Highlands New Resident Guide to Trash. It has been reviewed by the BMC committee members with some modifications being made. A draft will be presented to the Board of Directors for their review. With Board approval the plan is to provide this material to each new resident, soon after their arrival in Deer Highlands.

Governing Documents

No report was given.

Finance Committee

No report was given

Social Committee

Lori Anne reported on summer barbeque is scheduled for July 19 at 5pm in the Dollar Clubhouse patio. The fees are \$40 for Deer Highlands residents and \$45 for guests. She added that 14 residents have RSVP'd.

Old Business:

a. Building Rehab Update: President Schimek mentioned that the Board will be meeting with Rick West, Jim Hayes and the contractor to confirm their schedule and if/when reminders will be sent to residents.

Brad Schimek made a motion, Barbara Mintz seconded to approve the purchase of 9 fire inspection cabinets from Fire Extinguisher Depot in the amount of \$531.

Moved, Seconded, Carried 5-0

New Business:

Announcements

Next scheduled meeting will be held on Friday, July 25, 2025, at 2:00 pm in the Fairway at the Creekside Clubhouse and via Zoom.

Adjournment

There being no further business President Schimek adjourned the Board Meeting adjourned at 3:05p.m.

Executive Session Summary

The Board met in executive session from 3:15 p.m. to 3:45 p.m.:

1. Board Matters: Paint Schemes – No decisions were made.
2. Member Matters: Delinquent resident – The Board will contact the estate.

Secretary's Certificate

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

Lucy Limon

Assistant Secretary
Mutual 53