

BOARD MEETING MINUTES
FRIDAY, JANUARY 23, 2026, AT 2:00 P.M.
IN PERSON AND ZOOM MEETING

BOARD ROOM – GATEWAY

1001 GOLDEN RAIN RD – WALNUT CREEK, CA 94595

Call to Order

President Schimek called the Regular Meeting of the Board to order at 2:00 p.m.

Directors Present:

Brad Schimek, President
Patti Hayden, Vice President
Matt Kaplan, Treasurer
Phyllis Redfield-Sears, Secretary

Directors Absent:

Barbara Mintz, Director

Staff Present:

Jeroen Wright, Director of Rossmoor Property Management
Rick West, Snr. Building Maintenance Manager
John Tawastsjerna, 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. Comments included: 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 of November 21, 2025

Phyllis Redfield-Sears made a motion, seconded by Patti Hayden, to approve the minutes of the aforementioned Board meeting minutes.

Moved, Seconded, Carried 4-0

President's Report

President Schimek provided the following report:

For those of you who have not heard, it is with a very sad heart that I share the passing of Don Mintz. Don had fallen in his residence early last week and was hospitalized but succumbed to his injuries the following Friday night. Barbara said that she will be planning a Celebration of Life for Don in the future. Please keep Barbara and her family in your thoughts and prayers.

The rehab of the buildings on Level B is 90% completed. Any original front door will be rehab possibly starting in March. A very detailed synopsis will be given by Jim Jennings in his BMC report along with information on the upcoming Phase 2 of the project.

An agreement has been reached to lease the old pump house to 24/7 Builders. The acceptance of the lease will be voted on later in the meeting.

2. MOD Report

a. Jeroen Wright, Director of Mutual Operations:

Jeroen reported on the fire that occurred in Mutual 70, noting that it originated in a garage loft area and was likely caused by a space heater. He stated that the incident will fall under the Shared Deductible Agreement, as the damage is currently estimated at approximately \$100,000.

b. Todd Arterburn, Chief Financial Officer:

No report was made.

c. Rick West, Snr. Building Maintenance Manager

No report was made.

d. John Tawaststjerna, Landscape Manager

John Tawaststjerna reported that the May 11–13 RPM days will primarily focus on lawn conversions to mulch.

Treasurers Report

Matt Kaplan provided the following report:

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

As of November 30, 2025, our cash balances were as follows:

- Operating checking account - \$260,694
- Reserve checking account - \$174,134
- Reserve account - City National Securities - \$464,864
- Total Reserve account - \$638,998
- Total Cash & Equivalents - \$899,692

Operating Revenue YTD was \$723K, while Operating Expense was \$647K, with revenue exceeding expense by \$76K. The “seasonally” adjusted expense budget was \$706K, so we have a “favorable” variance of \$59K, mostly due to the insurance expense, \$47K favorable, maintenance expense, \$6K favorable, and professional expense, \$4K favorable.

Reserve revenue was \$309K, while reserve expenditures, mostly roofing and rehab, was \$479K. Our annual Reserve Budget is \$469K, mostly for roofing project completion and building rehab. We are a bit over budget, and this amount may increase depending on December results. However, our ending reserve balance and future reserve contributions will be sufficient to manage the reserves over the current 30-year timeframe.

Owners owe about \$5K (\$70 per manor) to the Mutual.

- a. Motion to certify compliance with Civil Code 5500 by review of the latest Financial Report.
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Phyllis Redfield-Sears made a motion, Patti Hayden seconded to certify compliance with Civil Code 5500 for November 2025.

Moved, Seconded, Carried 4-0

Committee Reports

Architectural Review

President Schimek reported that two applications were received since the last Board meeting, and both applications were approved.

Landscape

No report was given.

Building Maintenance

Jim Jennings provided the following report:

Mutual 53 Rehab Project, Stage 1, Update:

Mutual 53 Rehab Project – Update

On Friday January 16th RPM Manager Jim Hayes, President Schimek, and BMC Chair Jennings joined supervisors from AC Enterprises, for the final walk-through of the Level B building rehab work. The overall assessment is that the finished product is very well done.

Over the past two weeks BMC Members and President Schimek received several comments from residents regarding small defects in the new paint and of a few instances in which small spots of dry rot had not been removed or repaired. Most of those reports had been addressed prior to the walk-through. Jim Hayes, President Schimek, and Chairman Jennings did verify that corrections had been made.

What was most impressive in this walk-through is that the ACE team members were far more critical than we were, noting and marking small defects on each building. All items noted and marked will be corrected within the following weeks.

Items of Note

A number of calls/complaints were received about equipment that was still onsite, pointing out items such as ladders, screening material, etc. BMC has tried to explain that the equipment would remain as it will likely be needed during correction of any defects/errors that were found in the walk-through. The ACE Team verified that fact for us Friday. It was not cost effective for them to remove all of the equipment, only to bring it back. It is point out here that all of the equipment in question was located out of sight and did not pose a hazard.

Litter-Construction Related and Otherwise

All six men involved in the walk-through did also pick up bits of construction detritus that typically does get left behind during major construction projects. What was also noted are the many flower pots and “decorative” yard items that appear to have been abandoned in the common areas around the buildings. These are far more unsightly than the small items of construction litter. The BMC urges residents to please collect their items and dispose of them appropriately.

New fire extinguisher mounting boxes:

All nine of the new fire extinguisher mounting boxes on Level B have been installed and the feedback we have received is positive. The first monthly extinguisher inspection took place and the inspector found that the new boxes simplified the inspection process.

Original Front Doors

The last item remaining for Level B is the re-coating of the exterior surfaces of all original front doors. Only original doors that have not been modified or painted by residents are eligible for this application. That will occur in early spring as the weather improves and humidity decreases. Residents will be contacted closer to when the process can begin.

Within the next month or two RPM will begin the assessment of the next four Mutual 53 buildings in preparation for the second stage of the rehab process in 2026. Those buildings will be 4372, 4364, 4348 and 4340. Stay tuned!

Overall, comments from residents about the work and contact with workers continues to be positive. The BMC impression of AC Enterprises has been very positive throughout the process. Their precision applications of new wood and steel, and the very careful and intricate application of paint on all surfaces are exceptional. It is hoped that ACE does bid the next two stages and that their bid is successful.

Old Business

4340 Building unit 1A

The access by rodents to a downstairs unit appears to have been resolved. RPM set traps under the unit and the access point into the unit was blocked and repaired.

4340 Building unit 1B

The resident of this unit has been relocated due to need for additional care. A remodeling project of the unit is underway with the Mutual BMC requesting verification that proper and adequate permits were applied for.

4348 Building

Possible rodent access point via a small section of siding below a crawl space screen vent was repaired by RPM. A more permanent repair will occur as part of the 2026 rehab of this building. Traps were also set.

4364 unit 1B Garage Roof Gutter Not Emptying

Still waiting further response from Fiala Roofing and RPM to resolve the issue.

4372 units 2A and 2B – Incorrect Wiring of Garages

As far as we know, neither resident has suffered any loss, additional costs or loss of use as a result of this wiring error. The residents of these two units have now agreed to allow the correction of this wiring defect to be included as part of the third stage of the building rehab project, in 2027. It is hoped this could reduce some of the labor costs and prevent additional inconvenience or loss of use in addition to that of the rehab program disruptions.

4400 Unit 2A Remodeling Project

The remodeling of this unit continues. No news appears to be good news.

Installation of Water Pressure Regulators on All Buildings

The installation of the 15 water pressure regulators was completed by Davis Plumbing on December 3rd. BMC Chair Jennings received instruction from Davis Plumbing as to adjusting the pressure, should residents find it too low. The Davis employee advised that they were setting the pressures at 65 to 70 psi but if some residents found that too low, they suggested raising the pressure to 80 psi, also recommending that it not go above 80 psi.

In response to two complaints of low water pressure received on the 3rd, BMC tested the water pressure on all 15 water lines, finding two lines registering 80 and 81 and the other 13 lines ranging from a low of 65 psi to two at 78 psi. Pres. Schimek and Jennings reset the pressure on all 15 lines to 79/80 psi.

Received three more complaints of low water pressure. Recommended that the residents allow time to become accustomed. We will not increase pressure above 80 psi.

On December 10th received two complaints of cloudy water and one that water tasted bad. All residents of the building in which the bad taste complaint came, were polled as to the taste. None of the other residents reported a bad taste.

The BMC Chair addressed the cloudy water issue. A clear glass container was filled with water from a faucet of the building in which cloudy water was reported. A photo was taken showing that the water was “cloudy”, due to thousands of tiny bubbles slowly rising to the top. After about 10 minutes all of the bubbles had risen to the top and dissipated. The result, clear water. A second photo was taken as proof of the water becoming clear.

On December 11th, BMC received two complaints of noise coming from the water pipes. That issue was researched and found to be a normal occurrence following the disconnecting and reconnecting of water pipes and that eventually the noise would stop or fade significantly. The residents were advised. A few days later an additional complaint of water pipe noise continuing was received. Two neighboring residents were contacted and stated they no longer heard noise from the water pipes. The BMC entered a third residence and slowly turned on all faucets in the unit. No unusual noise was heard.

During the initial inspection that immediately followed the pressure valve installation, three issues were found that needed correction. Davis Plumbing was notified of those issues and did make the necessary corrections as requested.

New Business

Rodent Issues

During December and into the first week of January BMC received four complaints of rodent activity under and inside units and garages. All were referred to RPM Pest Control and in a couple of the instances BMC and a Board Member also responded.

Rodent activity seemed more significant during this period, possibly due to the long period of cold temperatures. One common element was that all of the cases of rodents inside units occurred in ground floor units. One of the reports also involved rodents in a garage.

Tripping Hazard Repair 4436 Building

The BMC Chair witnessed a resident trip on the raised edge of a section of the concrete walkway in front of 4436-unit 1A. The resident was able to break the fall by grabbing an adjacent railing but dropping the items the resident was carrying. It was found that the 3 foot by 2 foot concrete pad had raised more than an inch and was a definite hazard. Photos were taken and the hazard reported to RPM. As of Friday January 16, the pad that had raised was removed and a new concrete pad installed. Thank you, RPM, for the quick response and for the excellent work by Isaac and his crew.

Other Project or Issue Updates

Mutual 53 Lighting Sub-committee

The newest member of the lighting crew, Alex Gioulis, has returned from an extended vacation as is back replacing burned out lights. Still the sub-committee would welcome any residents who are looking for a way to support our Deer Highlands community. This does not require a huge time commitment and is an easy way for a resident to take ownership beyond just his or her condo. It can be rewarding to play a part in fixing those little things that can fail. Contact Brad Schimek if you are interested in helping out.

Fire Extinguishers – Inspections and Other Items

All six residents, serving on the Mutual 53 Fire Extinguisher Inspection sub-committee have agreed to continue and will serve for the 2026 calendar year. Those members are: Jennifer Jennings, Jay Kline, Laurie Krelle, Bonnie Kuki, Albert Oliver, and Brad Schimek. My thanks to these residents for stepping up once again.

The January inspection of the 22 Mutual 53 fire extinguishers was conducted by Jennifer Jennings. At that time the inspection check sheets from 2025 were collected and check sheets for 2026 were placed on the clip boards for each extinguisher.

In this inspection a number of issues were found:

- 4300 utility cabinet door will not latch. Repair work order submitted.
- Clip board and inspection check sheet for extinguisher 1E missing. Possibly blown out in storm. New clipboard and check sheet installed. Gauge on extinguisher (4E) registers slightly overcharged. Monitoring. All other extinguishers appeared to be in good condition with all pressure gauges registering as charged.

All 2025 inspections sheets were scanned and submitted to Rick West.

On four of the old boxes that were removed, the plastic covers were found to be in reasonably good condition. Those covers were used to replace four broken covers on the old extinguisher boxes of Level A buildings.

Talking Trash

Nearly Overflowing Recycle Dumpsters

On December 26th, a substitute driver of the recycler materials truck did not drive up to Level B, resulting in a number of calls reporting the recycle dumpsters full, with one nearly overflowing. BMC Chair Jennings went up to take a look and saw that the two dumpsters did appear full. However, upon removing cardboard and large paper items on the top layer in the dumpsters, many paper bags, all full of recycled material were found standing upright, with empty space around them. Once those bags were emptied and the loose recyclable items spread around, both dumpsters had plenty of space to last until the following Monday.

A reminder that a “Resident Trash Guide” was distributed to residents in September 2025. That guide included instruction to not place full bags or boxes containing recycled materials in the dumpster. Dump out the bags, please! All recycled materials must be placed loose in the dumpsters for the sorting at the processing centers and because full bags and boxes cause needed space in the dumpsters to be lost or obstructed.

Compost Bin Cleaning Update

The cleaning company, Nice Cans Inc., has sent Mutual 53 the compost bin cleaning schedule for 2026. All will occur on the last Wednesday of each month except for December because of the Christmas Holiday week.

Nice Cans Inc. 2026 Compost Bin Cleaning Schedule – Mutual 53
Jan 28, Feb 25, Mar 25, Apr 29, May 27, Jun 24,
Jul 29, Aug 26, Sep23, Oct 28, Nov 25, Dec 16

That schedule will be published in the February Deer Highlands Newsletter.

We will be ordering new trash instructional posters in preparation for installation of the posters in spring 2026. New posters will not be installed in enclosures E, F, and G, as these enclosures will be part of the second stage of the building rehab project.

Governing Documents

No report was given.

Finance Committee

The Board expressed its gratitude and appreciation to Don Mintz for his work and dedication to the Finance Committee.

Social Committee

No report was given.

Old Business:

- a. Building Rehab Update:
Please refer to Building Maintenance Report.
- b. Electrical Problem at 4372
Please refer to Building Maintenance Report.

New Business:

- a. Motion to Approve 2026 Shared Deductible Agreement
Brad Schimek made a motion, Phyllis Redfield-Sears seconded to approve the 2026 Shared Deductible Agreement.
Moved, Seconded, Carried 4-0

- b. Pump House Lease:
Patti Hayden made a motion, Phyllis Redfield-Sears seconded to approve the leasing of the pump house to 24/7 builders in the amount of \$2,400 a year.
Moved, Seconded, Carried 4-0

Announcements

The next scheduled Regular Board meeting will be on February 27, 2026, at 2pm in the Fairway at Creekside.

Adjournment

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

Secretary's Certificate

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

Lucy Limon

Assistant Secretary
Mutual 53