

**BOARD MEETING MINUTES**  
**FRIDAY, NOVEMBER 21, 2025, AT 2:00 P.M.**  
**IN PERSON AND ZOOM MEETING**

**BOARD ROOM – GATEWAY**

**1001 GOLDEN RAIN RD – WALNUT CREEK, CA 94595**

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**Call to Order**

President Schimek called the Regular Meeting of the Board to order at 2:03 p.m.

**Directors Present:**

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

**Staff Present:**

Jeroen Wright, Director of Rossmoor Property Management  
Todd Arterburn, Chief Financial Officer  
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: Comments included lawn spraying and organic landscape material.

**Approval of Meeting Minutes**

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

- a. Regular Meeting Minutes of August 29, 2025
- b. Regular Meeting Minutes of October 24, 2025

Phyllis Redfield-Sears made a motion, seconded by Patti Hayden, to approve the minutes of the aforementioned Board meeting, with a correction to the October 24, 2025, minutes.

**Moved, Seconded, Carried 5-0**

**President's Report**

President Schimek provided the following report:

Short month, short President's Report.

The rehab of the buildings on Level B is getting close to being completed. Jim Hayes from RPM will be giving us an update later in the meeting.

As reported at last month's meeting, the Mutual is currently working with RPM regarding the lease of the old pump house building. The previous contractor has vacated the building and RPM believes that another contractor, who has expressed interest in leasing the building, may be in by January 1, 2026. The previous contractor appears to have gone out of business or has relocated

the business as the three addresses we had for him are vacant. Our attorney does not feel it is cost effective to go after the company for the \$2,700 in back lease payments that are due to the Mutual.

Today is the last day to get your reservation in for the Holiday Mixer on December 6th. Hope to see and talk with you there.

Since there is no meeting in December, the Board wishes everyone a very Merry Christmas, a Happy Hanukkah, a joyous holiday season and a very Happy New Year. See you all in 2026!

## **2. MOD Report**

a. Jeroen Wright, Director of Mutual Operations:

Jeroen Wright reported that the approval of the Management agreement has been his main focus and is final stages of approval and expressed optimism that the new agreement will be approved by January 1.

He added that the 2026 budgets have been completed, and the budget booklets have been sent for mailing to all Mutual members and should be received in the coming weeks.

Jeroen further reported that RPM is implementing a new system for the work order desk. He explained that this transition presents a learning curve for staff, and residents may experience longer wait times due to the additional steps required to create work orders. He asked residents to remain patient, kind, and respectful while staff adapts to the new system. For those unable to wait, he advised emailing [Workorder@rossmoor.com](mailto:Workorder@rossmoor.com) for faster assistance.

b. Todd Arterburn, Chief Financial Officer:

Todd Arterburn discussed ongoing improvements to budgeting and financial reporting, noting that balance sheets by fund and cash flow statements are now available.

c. Rick West, Snr. Building Maintenance Manager

Rick announced that outdoor keepers will begin work in Rossmoor on December 1. Davis Plumbing will also begin installing pressure regulators on the same date, which will require temporary water shutoffs. He informed the Board ACE Enterprise has provided updates on pending rehabilitation work, with four additional buildings and two detached carports scheduled for rehabilitation in 2026.

d. John Tawaststjerna, Landscape Manager

John provided updates on irrigation controllers being turned off for winter and ongoing landscape maintenance, including a planned tree walk with Bonnie.

## **Treasurers Report**

Matt Kaplan provided the following report:

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

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

- Operating checking account - \$256,652
  - Reserve checking account - \$149,087
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- Reserve account - City National Securities - \$463,472
- Total Reserve account - \$612,559
- Total Cash & Equivalents - \$869,211

Operating Revenue was \$657K, while Operating Expense was \$580K, with revenue exceeding expense by \$77K. The “seasonally” adjusted expense budget was \$636K, so we have a “favorable” variance of \$56K, mostly due to the insurance expense, \$43K favorable, maintenance expense, \$6K favorable, and professional expense, \$6K favorable. Professional expense is favorable because we received some legal expense reimbursement from a prior year and we have not yet paid for the annual financial review.

Reserve revenue was \$283K, while reserve expenditures, mostly roofing and rehab, was \$434K. Our annual Reserve Budget is \$469K, mostly for roofing project completion and building rehab. With still some expenditure being incurred in November/December, we will be over budget on reserve expenditures this year, mostly on carpentry rehab (\$34K) and painting (?). However, our ending reserve balance and future reserve contributions will be sufficient to manage the reserves over the current 30-year timeframe.

The accounting for amounts owed by owners to our Mutual still needs some minor “clean-up, but the balance owed to our Mutual is currently minimal.

- a. Motion to certify compliance with Civil Code 5500 by review of the latest Financial Report.

Phyllis Redfield-Sears made a motion, Patti Hayden seconded to certify compliance with Civil Code 5500 for October 2025.

**Moved, Seconded, Carried 5-0**

## **Committee Reports**

### **Architectural Review**

President Schimek reported that two architectural review applications were approved: one for hard surface flooring and one for new kitchen countertops.

### **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**

The Building Maintenance Committee has continued to monitor the work and continues to be impressed with the results. As we are all aware, the significant early rains have set the painting stage back considerably. As such, approval was given by the Mutual Board of Directors for work to occur on Saturday, November 8<sup>th</sup>. To the knowledge of the BMC, this work did not result in significant disruptions or disturbance to any residence or resident.

At last, the scaffolding was able to be removed and while that process is noisy, the workers doing this removal were observed to be working safely, and as carefully as possible, in spite of the wet, slippery ground and equipment. Nearly all of the painting of the 4400 building has been completed.

BMC Members have received comments from several residents regarding a number of small defects in the new paint and of a few instances in which small points of dry rot had not been removed or repaired. Those reports are being forwarded to Jim Hayes.

**Facilitate installation of new fire extinguisher mounting boxes:**

So far, 7 of the old plastic extinguisher boxes have been removed as part of the painting project. As mentioned last month, two on the 4400 building had been replaced with the new powder coated steel and glass boxes. Two of the old boxes remain (4424) but will also soon be removed for the painting.

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 extinguisher boxes of Level A buildings.

Of the 7 remaining new steel extinguisher boxes, four have been distributed to the AC Enterprises paint crew (4412, 4424) and three (4436 and 4444) are held by BMC member Laurie Krelle. Initially the BMC had been informed that the new boxes would be installed following the painting of the garage doors. However, Wednesday (11/19) the BMC Chairman was informed by one of the painters that they would likely install the new boxes this week, whether the garage doors had been painted or not.

Overall, comments from residents about the work and contact with workers continues to be positive.

**Old Business**

**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**

The second electrical contractor, Delmar Electric, has developed a proposal and cost estimate that has been submitted to the Mutual 53 Board of Directors. As has been said previously, this is turning out to be a more complex and likely expensive issue than first expected. An issue created long before Mutual 53 existed and certainly had no part in causing or preventing.

**4400 Unit 2A Remodeling Project**

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

**Water Pressure on All Buildings**

Six or seven proposals were received by RPM for the installation of water pressure regulators on the 15 water intake lines of our 13 buildings. One has been determined to be acceptable to both Mutual 53 and RPM. Details of the process and a timeline are in development.

**Damaged Garage Doors 4424 units 3A and 3B**

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An initial cost estimate was received from the A-Dependable Door Company. The BMC requested a second estimate from B&C Garage Doors Inc. The second estimate came in with a considerable cost saving to both Mutual 53 and one of the residents. The B&C estimate was accepted and order placed.

Unfortunately, the sole supplier of the garage door panels is in North Carolina and the size and style of panels that is used here was not in stock. The good news (if it can be called that) is that it is the rain that is delaying the painting on Level B and not the delay in the shipping of the garage door parts.

## **New Business**

### **Rodent Issues**

Within this third week of November, two residents have reported probable rodent problems, one resulting in significant damage.

#### **4348 Building**

In one case noises of something moving around and possibly chewing or digging within the walls of a unit were heard late at night. The BMC suggested that the resident submit a work order request for examination of the under building crawl space and application of rodent traps. That was done.

The BMC Chair conducted a walk around of the involved building and noted a small section of siding below a crawl space screen vent. The siding was found to have warped outward, providing a clear space for a rodent to climb up and inside, behind the vent screen, giving access under the building. The BMC submitted a work order request to RPM for the space under the vent to be repaired or at least blocked. The involved building is scheduled for Rehab in the spring of 2026; therefore, it is likely that the opening will be blocked with more permanent repair to occur next year.

#### **4340 Building**

A resident's refrigerator stopped working and presented a message "ARC Fault". Researching an ARC Fault revealed a potentially dangerous short in an electrical line or circuit that if not detected could cause a fire. Pulling the refrigerator out from the wall revealed a 2-3" wide hole in the bottom corner of wallboard. Also discovered was that the power cord from the wall plug to the refrigerator had been chewed to the point that wires were exposed and one was broken. This caused a short and a connection within the refrigerator to burn out. Repair of the refrigerator is underway followed by repair of the wallboard. A work order request was also submitted to RPM for an inspection under the unit and setting of traps.

### **White Painted Safety Strip on Stairs (See attached addendum-Building Code Section 1115A.5)**

The BMC Chair was notified that a sub-committee may be formed and attached to the Building Maintenance Committee. Jay Kline, the principal member of that sub-committee, developed a very good proposal to facilitate such painting for residents who wished to have this done. The proposal was submitted to Mutual 53 Board of Directors.

Earlier this week it was learned that there are specific requirements in the California Building Code, governing the type and application of safety stripes on buildings containing multi-family dwelling units. As such, the Mutual Board of Directors is now

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re-examining how and if the Mutual may be able to facilitate resident requests for striping of stairs.

## **Other Project or Issue Updates**

### **Mutual 53 Lighting Sub-committee**

The lighting crew (Brad) has embarked on a project replacing the pagoda light fixtures, most notably along the sidewalk leading up from Terra Granada and a few pagodas as they burn out elsewhere in our area. These new fixtures take an LED bulb with a standard screw type base. The bulbs are quite easy to replace and are significantly brighter. To the brightness the BMC Chair can attest as now on his midnight walk arounds, it is much easier to see if he is alone or not!

Speaking of lighting; Brad and his sub-committee need help. The two other sub-committee members are not always available; one currently on a two month vacation. This does not require a huge time commitment, so 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.

### **Fire Extinguishers – Inspections and Other Items**

The November inspection of the 22 Mutual 53 fire extinguishers was conducted by Brad Schimek. The gauge on extinguisher (4E) was found to be registering slightly into the “Overcharged” section of the gauge and is now being monitored. All other extinguishers appeared to be in good condition with all pressure gauges registering as charged.

The adhesive hook for the extinguisher clipboard in the utility cabinet of 4340 had broken off. As of 11/18, a new hook for the clipboard was installed on the right side door of the utility cabinet.

The defective door latch and knob mechanism on the 4348 utility cabinet was repaired by RPM and is now fully operational.

One fire extinguisher was found to be missing due to the painting project but was relocated and returned to the building where it will be re-installed.

## **Talking Trash**

### **Compost Bin Cleaning Update**

With no cleaning of the compost bins occurring in October, bins were checked for evidence of infestations with none found. Overall, none of the bins were found to be excessively foul or presenting a significant sanitation hazard. The cleaning service will resume in November.

A reminder: The cleaning company, Nice Cans Inc., is neither equipped to handle bags or bunches of compost and is in fact not authorized to remove and later dispose of such materials. They are only equipped to handle small amounts of residue that come from washing the bins.

One incident occurred in which a construction laborer (not associated with the Rehab Project) was observed dumping waste material from a remodeling project in one of the Mutual 53 landfill dumpsters. Contact with the worker did not go well. The resident was informed of the incident.

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We will not be re-installing the trash instructional posters in the trash enclosures until spring 2026. These are water resistant but not waterproof and deteriorate quickly in wet weather.

### **Governing Documents**

No report was given.

### **Finance Committee**

No report was given

### **Social Committee**

There have been 68 RSVPs to the M53 Holiday Party.

### **Old Business:**

#### **a. Building Rehab Update:**

Jim Hayes discussed the ongoing rehabilitation work, reporting that painting is progressing but has experienced delays due to wet weather. He noted that the focus has shifted to metal railing paint, which can be applied at lower temperatures.

#### **b. Stair Painting:**

President Schimek reported that this item will be placed on the next meeting agenda after he has reviewed the complexity of California regulations requiring painting on both the top and bottom edges of exterior stairs.

### **New Business:**

#### **a. RPM Management Contract:**

President Schimek noted that the management agreement was approved at the last executive session for one-year.

### **Announcements**

The next scheduled Regular Board meeting will be on January 23, 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

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Assistant Secretary  
Mutual 53

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