

BOARD MEETING MINUTES
FRIDAY, FEBRUARY 27, 2026, AT 2:00 P.M.
IN PERSON AND ZOOM MEETING
CLUB ROOM – CREEKSIDE CLUBHOUSE
1010 STANLEY DOLLAR DR – 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
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. 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 January 23, 2026

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

Moved, Seconded, Carried 5-0

President's Report

President Schimek provided the following report:

I am happy to report that Mutual 53 has been running very smoothly this past month.

The rehab has been on hold during the cold and rainy weather.

Rossmoor is going to be launching a new set of websites this spring. Rossmoor.com will be a marketing site for people looking to buy into Rossmoor. MyRossmoor.com will be the new site for existing residents to get the information that was found previously under the 'For Residents' tab on the current website and now will be greatly enhanced. Watch the *Rossmoor News* for continuing information about the launch of the two new websites.

Remember, to report ANY outside lights being out in the Mutual, including pagoda, address, building or carport lights. Simply send an email to the Board's email address at wcmutual53@gmail.com and it will be dealt with promptly.

2. MOD Report

a. Jeroen Wright, Director of Mutual Operations:

Jeroen reviewed recent organizational changes at Rossmoor Property Management, including the creation of new leadership roles and staff promotions. He announced plans to hire a new Controller and add an Associate Mutual Manager to strengthen management capacity and support career development. The reorganization is intended to improve efficiency, establish a succession plan, and better support Board directors, with implementation targeted by 2027. Jeroen also provided an update on the rebuilding of Mutual 70 following a fire, noting efforts to keep losses below the \$250,000 insurance deductible.

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 RPM crew will design and plan landscaping for specific areas during Mutual 53's scheduled RPM days. He also noted that Jesus Morales has been promoted to Landscape Manager and will begin attending Board meetings in April.

Treasurers Report

Matt Kaplan provided the following report:

This report is based on the December 2025 and January 2026 (Cash Balances Only) Financial Reports as presented. January 2026 cannot yet be certified by the Board.

As of January 31, 2026, our cash balances were as follows:

- Operating checking account - \$301,481
- Reserve checking account - \$82,940
- Reserve account - City National Securities - \$467,570
- Total Reserve account - \$550,510
- Total Cash & Equivalents - \$851,991

We have requested that \$300K be transferred from our brokerage account into our reserve checking account. The brokerage account is currently all in cash and earning 3.3% interest, not much different than the 2.9% interest rate in the reserve checking account. The reserve checking account is structured as a "sweep" account, which puts balances greater than \$25K into the "sweep" portion which earns the higher interest rates than regular checking accounts.

Full Year 2025 Financial Performance

Operating Revenue was \$789K, while Operating Expense was \$709K, with revenue exceeding expense by \$80K. The expense budget was \$767K, so we had a "favorable" variance of \$58K,

mostly due \$50K favorable on insurance expense, and \$7K favorable on maintenance expense. Note that we were \$4K unfavorable on utilities, mostly water.

Reserve revenue was \$335K, while reserve expenditures, mostly roofing and rehab, was \$592K. Our annual Reserve Budget was \$469K, mostly for roofing project completion and building rehab. We ended up \$123K over budget. We may have slightly underestimated the scope of the work, and also underestimated the unit costs. We were over budget by \$65K on painting, \$34K on carpentry, and \$11K on deck work. Also, we did not budget for water pressure regulators, which added \$28K of unfavorable expenditure. However, our ending reserve balance and future reserve contributions will be sufficient to manage the reserves over the current 30-year timeframe.

At year-end 2025, owners owed about \$5K (\$70 per manor) to the Mutual.

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

Phyllis Redfield-Sears made a motion, Barbara Mintz seconded to certify compliance with Civil Code 5500 for December 2025.

Moved, Seconded, Carried 5-0

Matt Kaplan made a motion, Phyllis Redfield-Sears seconded to approve the 2024 audit.

Moved, Seconded, Carried 5-0

(A copy of the signed resolution is attached at the end of these minutes)

Committee Reports

Architectural Review

No report was given.

Landscape

Bonnie Kuki reported on upcoming RPM days scheduled for March 11–13, July 23–24, and October 14–17, which will focus on various aspects of landscape maintenance. She also noted a resident report regarding a mossy stairway at 4308 between units 2A and 3A. In addition, she reported that a unit at 4372A installed matching rock in the entryway with prior Board approval.

Building Maintenance

Jim Jennings provided the following report:

Mutual 53 Rehab Project, Stage 1, Update:

Mutual 53 Rehab Project – Update

The last information I had is that ACE will begin the application of a new layer of clear coat on the exterior of original front doors of units on Level B. A couple of residents have asked me if their doors are original. In at least two cases, I confirmed that they had original doors, while in two others, the doors were either not the original doors or the original doors had been painted, which eliminates the application of a clear coat.

Equipment Removal

As I am sure most Level B residents are aware, all equipment belonging to AC Enterprises was removed earlier this month.

Personal Items Still Remain

During the final walk-through of Level B that occurred in January, noted were quite a few flower/plant pots and “decorative” yard items that appear to have been abandoned in the common areas around the buildings. The BMC urged a number of residents to please collect their items and dispose of them appropriately. Some were moved, however there remain a number of unsightly items left sitting in the common area between the 4412 and 4424 buildings, in front of and leaning against the 4424 building at unit 1A and items leaning against the garage structure across from the 4444 building (photos presented).

Preparation for Mutual 53 Rehab Project, Stage 2

Possibly beginning in March, RPM will begin the assessment of the next four Mutual 53 buildings designated for the second stage of the rehab process in 2026. Those buildings will be 4372, 4364, 4348 and 4340. That assessment may require access to the balconies of all units, thereby requiring access to the units. Stay tuned!

Old Business

4308 Building unit 1B

On 12/6/2025 a request was submitted to the Work Order Desk regarding significant dry rot visible on the lower section of exterior siding below a kitchen window. This action was taken rather than delaying repair for rehab because 4308 is part of Stage 3 of the Building Rehab program, which will occur in spring 2027.

On 12/12/25 BMC was notified that the matter was referred to the RPM Manager (Mr. West). As of 2/25/26 no action has taken place, and the neither the resident nor the BMC has received information as to a possible start date.

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, and a review was requested to ensure that the scope of work being done does match the scope of work specified in the Alterations Permit.

4364 unit 1B Garage Roof Gutter Not Emptying

In early June 2025 the residents of this unit reported that the rain gutter on the rear of their garage structure was not emptying completely. Contact had been made with Fiala Roofing workers who were finishing the re-roofing of Mutual 53 carports, advising them of the problem. It was believed that upon completion of the carport re-roofing, a representative of Fiala Roofing would look at this issue. The carport roofing was completed, but as of June 27th, no one from Fiala Roofing had contacted the residents of 4364.

On June 27th the BMC Chair wrote a letter to an executive of Fiala Roofing regarding the matter and requesting a response. On June 30th the BMC Chair received a response that Mr. Curry would discuss this with Jim Hayes pf RPM and they would arrange a meeting to look at the problem. On August 29th Mr. Curry and Mr. Hayes arrived at 4364 and spent nearly an hour examining the rain gutter and discussed various possible solutions. The BMC Chair and the resident were present and were told the matter would be explored in an effort to come up with a possible resolution.

As of this report (2/27/2026) the residents are still waiting further response from Fiala Roofing and RPM to resolve the matter.

4400 All Exterior Lighting Out

On the evening of 12/20/2025 all exterior lighting on and around the 4400 building was out. On 12/21 the Mutual 53 President checked the circuit and breaker but was unable to get the lights back on. A report was submitted to the Work Order Desk, requesting assistance. On 12/22/25 BMC was notified that a technician had been assigned to repair.

That resulted in a temporary fix that succeeded in turning the lights back on. However, that fix involved running a heavy, insulated wire from a junction box on the exterior kitchen wall of 4400 unit 3A across the gravel path and planted common area to another junction box mounted on the exterior wall of the elevated landing at the rear of the garage structure. The wire connections at both junction boxes are exposed, although wrapped to prevent accidental shock. The cord across the walkway is marked with two orange warning cones, however the cord does still constitute a hazard. As of 2/25/2026, the exposed cord and connections remains, however in response to an inquiry by the Mutual 53 Board of Directors, we have now learned that RPM is awaiting a cost estimate from an electrical contractor.

4400 Unit 2A Remodeling Project

The remodeling of this unit continues at what seems to be a snail's pace. Does Alterations oversee projects and periodically check progress?

Installation of Water Pressure Regulators on All Buildings

The last reported complaint of noise in the water pipes of one building has been resolved. It was determined that the noise being heard was not the water pipes making the noise but was actually occurring when the HVAC system in one unit was turned on. There was no relation to the water lines.

New Business

Rodent Issues Continue

While rodent issues are not necessarily new, we did receive a new report of critters that were thought to be in the living space of an upstairs unit. Fortunately, it was determined that the critter was in the attic. The resident was referred to RPM Pest Control.

Other Project or Issue Updates

Mutual 53 Lighting Sub-committee

A carport light in the 4400 carport had gone out and our resident lighting chairman figured out that the fixture itself had failed and must be replaced. Our expert found a socket that takes a standard screw in bulb that could be easily retro-fitted the fixture. A cheaper alternative than replacing the old socket with the type similar to what is in place. Another benefit is that the standard bulbs are cheaper than the current bulbs being used. As the fixtures fail, they will be retro-fitted with the new screw type fixture.

The lighting sub-committee could still use some additional help and 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

The February inspection of the 22 Mutual 53 fire extinguishers was conducted by Jay Kline.

In this inspection a number of issues were found:

Gauge on extinguisher (4E) registers overcharged.

Jay submitted a photo of the gauge still registering overcharge. A request for repair or replacement was sent to the RPM Manager, as had been the process under the previous manager. The request was returned with instructions to submit to the RPM Work Order Desk. That was done on 2/6/25 and as of 2/25, the repair or replacement is still pending.

4300 Cabinet latch repaired.

All other extinguishers appeared to be in good condition with all pressure gauges registering as charged.

Talking Trash

Quite Literally – No News is Good News

No complaints of any kind have been received this month regarding trash issues. Very Good News.

A new letter C sign for enclosure C (across from 4444) had to be ordered as the old one was lost during the rehab work. That new C was received and has been installed on the trash enclosure gate.

Compost Bin Cleaning Update

The compost bin cleaning for February occurred as scheduled on Wednesday February 25th. One thing I have to mention. For the first time in months, every compost bin had the “STOP” sign attached. Nice Cans was quite impressed.

Regarding the Building Maintenance Committee

The BMC Chairman will be travelling in Western Australia and Southeast Asia, from March 4 through April 1, 2026. For much of the trip, after leaving Perth, Australia, email transmissions will be via satellite, so receiving and sending messages will be spotty at best.

Our Building Maintenance Committee members Albert Oliver and Laurie Krelle will be available to address any Dewey Highlands building issues that might come up. Albert will handle Level A and Laurie will handle Level B.

Governing Documents

No report was given.

Finance Committee

No report was given.

Social Committee

No report was given.

Old Business:

a. Building Rehab Update:

Rick West and Jim Hayes discussed ongoing building maintenance issues and reported that the door rehab projects are scheduled to be completed by the end of March. They also reviewed a new protocol for contractor notifications, which requires five business days' advance notice for scheduled projects.

New Business:

Announcements

The next scheduled Regular Board meeting will be on March 20, 2026, at 2pm in the Fairway at Creekside.

Adjournment

There being no further business President Schimek adjourned the Board Meeting adjourned at 2:50 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