

BOARD MEETING MINUTES
FRIDAY, AUGUST 29, 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 2:02 p.m.

Directors Present

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

Staff Present:

Jeroen Wright, Rossmoor Property Management Director
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.
Comments included: No comments.

Approval of Meeting Minutes

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

- a. Regular Meeting Minutes..... July 25, 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:

The rehab of the buildings on Level B is continuing. More damage has been found than expected and 'change orders' for the first two buildings are forthcoming. It appears that all is going well so far (knock on wood). Remember to funnel all your questions regarding the rehab to Jim Hayes or directly to the contractor(s) and not to Jim Jennings or the Building Maintenance Committee.

The fix for the electrical issue for two of the garages at 4372 still has not been fixed. I met with another electrical company who believes that they will be able to determine and fix the problem. The start date of the repair is pending.

As you may have heard, it was reported to the Board that the water pressure in the buildings is very high and the buildings may need to install water pressure regulators. Three bids have gone out to install the valves on all the buildings with another 3 bids possibly going out. As of the writing of this report, none of the bids have been received. If they come in prior to the meeting, the topic will come up under Old Business.

2. MOD Report

a. Jeroen Wright, Director of Mutual Operations:

Jeroen Wright reported that the approval of the Management Agreement has been his primary focus and is on track for completion and signature by the Mutual Presidents. He noted that Mutual 53 has been well represented by Barbara Mintz. After several iterations, the final draft has been presented to the Presidents on August 25. The Presidents will now review and discuss the draft with their Boards and attorneys, with completion targeted for September 22. Ratification of the agreement is expected by October 31.

A large tree fell in TWCM, causing extensive damage to a carport. Fortunately, no cars were parked in the carport and no residents were injured. Based on preliminary cost estimates, the Shared Deductible Agreement is expected to be activated. Jeroen met with Brad and Matt to review how the Shared Deductible Agreement would apply in this case.

The budget process is progressing well. Preliminary budgets will be reviewed and discussed with members, and the Board will approve the final version in an Open Meeting planned for November. The finalized budget must be ready for print by December 1 to be included in the 2025 Annual Report.

b. Todd Arterburn, Chief Financial Officer:

Todd Arterburn added that along with making good progress on the financial reports, the budgeting program in Netsuite is operative and he believes we are better positioned to produce the budgets than in prior years. Todd stated that the various NetSuite tools are improving all the time and his team will continue to refine the financial reports.

c. Rick West, Snr. Building Maintenance Manager

Rick West reported that he and Jim Hayes have completed walkthroughs in Mutual 53 and both agreed that AC Enterprises is doing an excellent job on the rehab projects. Rick and Jim are also working with De La Mar Electric to obtain bids for the garage regulators and shut-off valves.

d. John Tawaststjerna, Landscape Manager

John reported that Mutual 53 RPM Days will begin on October 15. The focus will be on a lawn conversion at 4308 TG along with miscellaneous planting. A tree walk is planned for late October or early November.

Treasurers Report

Matt Kaplan provided the following report:

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

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

- Operating checking account - \$214,292
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- Reserve checking account- \$303,879
- Reserve account - City National Securities - \$458,951
- Total Reserve account - \$762,830
- Total Cash & Equivalents - \$977,122

Operating Revenue was \$460K, while Operating Expense was \$398K, with revenue exceeding expense by \$62K. The “seasonally” adjusted expense budget was \$448K, so we have a “favorable” variance of \$50K, mostly due to the insurance expense, \$32K favorable, maintenance expense, \$5K 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 \$203K, while reserve expenditure, mostly roofing, was \$196K. 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. Since we will be incurring over \$300K for our first phase of the rehab project, we will be overbudget on reserve expenditures this year, but our ending reserve balance and future reserve contributions will be sufficient to manage the reserves over the current 30 year timeframe. Note that we used reserve study unit costs for the rehab project budget, and these unit costs were modestly understated.

The accounting for amounts owed by owners to our Mutual still needs some “clean-up”, but we have received some past amounts due, and the balance owed to our Mutual is currently minimal.

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

Barabra Landberg made a motion, Dave Hendricks seconded to certify compliance with Civil Code 5500 for the July 2025 financials.

Moved, Seconded, Carried 5-0

Committee Reports

Architectural Review

President Schimek reported that 2 new alteration applications have been received by the committee.

Landscape

Bonnie reported on landscaping matters, noting that rosemary had been removed and a landscape renovation is scheduled for October. The renovation will include sprinkler adjustments and addressing resident concerns regarding plants that have died and been removed. The committee also discussed pet waste collection and agreed to consider additional signage throughout Mutual 53. Additionally, they noted plant damage on Level B, potentially caused by scaffolding. The Board requested that Bonnie maintain a list of plants damaged by the scaffolds.

Building Maintenance

Jim Jennings provided the following report:

Old Business

4364 Terra Granada – Garage Roof Gutter: The rear gutter on a garage roof does not drain completely, leaving standing water, particularly in cooler months, continues.

On Friday August 29th Dennis Curry of Fiala Roofing and Jim Hayes with RPM conducted a site assessment of the standing water problem with the rear garage gutter. An examination of the gutter revealed that there is a slight rise in the middle of the length of the gutter, preventing water in the left or south half of the gutter from flowing to the downspout at the north end of the gutter, so that the gutter cannot completely empty.

Two options were discussed: One being to install a second downspout at the south end of the gutter, which would involve tying the downspout to an underground drain line. The second option being to weld a gradually slopping sheet metal strip inside the gutter, gradually slopping downward toward the downspout at the north end of the gutter. Cost estimates on both will be submitted to the Mutual 53 Board of Directors.

4372 units 2A and 2B - Improperly connected Electrical lines: President Schimek contacted another electrical contractor, requesting a second assessment of the garage electrical lines for these two units.

This second electrical contractor examined this problem on Monday 8/25/25. At that time the electrician did locate the end of a line of conduit, that was marked 2A (4372-unit 2A). That conduit was located in a junction box attached to the exterior wall of 4372-unit 3A. It appears that the line runs up through the garage wall of 3A, under the floor of unit 3B and into unit 2B, eventually connected to the electrical panel for unit 2B. A line located in a junction box on the side of the garage for unit 3B may be the line for unit 2B, but it could not be specifically traced at the time. The search will continue.

4400 Unit 2A: Remodel of this unit continues with no conflict so far, between the unit remodel contractor and our the building rehab project contractor.

Water Pressure on All Buildings: Requests For Proposals for the installation of water pressure regulators on the water intake lines of all fifteen buildings were sent to three local plumbing companies, known to work in Rossmoor. The Mutual 53 Board has requested that RPM also submit RFP's to the three commercial contractors that had been recommended to BMC Chair Jim Jennings.

Mutual 53 Rehab Project – Update: The rehab project is well underway with carpentry repairs in progress on the first four buildings. Will soon start on last building. As residents know, the Mutual Building Maintenance Committee is not serving as the Mutual 53 liaison for the project.

On August 28th the Mutual Building Maintenance Chairman joined the RPM Liaison to the Rehab project, Jim Hayes, on a tour of the progress and examination of three areas in which more significant damage/dry rot has been found, resulting in significant change orders and cost increases.

Through that tour the BMC Chair was not surprised to see that more significant dry rot was discovered not only around many front bedroom and side den windows, but also in areas of wall siding near landscape sprinklers and in the 6"x8" support and ledger beams of the elevated walkways of two units.

BMC Chair also observed that in some those instances where more extensive damage was found, work at those locations had to stop to await approval of change orders. What was also observed is that while the work may have stopped on the one location, the work crew simply moved to another section or building and continued working. Once the change order was approved, the crew moved back to finish the previous site. A very efficient use of manpower and commitment on the part of the workers.

Although the Building Maintenance Committee involvement is at a minimum, the committee has received some questions and is doing its best to obtain answers. One subject that has resulted in a number of questions has to do with painting of buildings and handling of personal items and wall art such as sculptures, metal fixtures, numbers, name plates and wind chimes.

Detailed review of scope of work for the painting of the buildings occurred, focusing on one element that states, "Ensure hardware is removed or protected before painting, then replaced or uncovered when painting is complete." What that tells us is that any item that is found to be attached to exterior building walls or soffits (underside of balcony or porch cover) will either be removed or more likely covered before painting. I don't see painters spending a lot of time trying to remove name plates, some that are glued on and some that are screwed on. Those in particular will likely be masked.

BMC Chair advice to residents is that you should personally remove each and every item that you have installed on the building exteriors yourself. Mark, measure and photograph the locations of any mounting screws, picture hangers, hanging pot hooks, etc. that you remove. This will be good for you and I have no doubt the workers will appreciate your efforts.

I have also been asked about the installation of scaffolding on both the 4436 and 4444 buildings, that has occurred well ahead of the original schedule and the one schedule update that was posted. I understand this has caused some concern that balcony and elevated walkway resurfacing may occur sooner than expected.

Balcony re-surfacing is coming, but as far as I know, there has not been a change in the schedule of that work. If you have any items of property (potted plants, furniture, barbecues, etc.) left on your balconies or elevated walkways, you need to remove them or at least make arrangements to have them removed.

It is hoped all of residents of the 4444 building have observed the new construction notices that were posted Tuesday 8/26. The notices state that repair of wood decay and carpentry work on 4444 will begin on Tuesday September 2nd. This does not include the resurfacing of the balconies or elevated walkways. It does however require that all items of personal property be moved away from exterior walls, giving workers no less than four feet of space in which to work on the walls.

New Business

4372 unit 4A: Resident reported a crack extending across the concrete pad at top of stairs to the unit. A check found the crack to be from 1/8" to 1/4" wide, across the pad. Also noted was a larger piece of concrete missing from one

end of the crack. A work order request was submitted with RPM responding and filling the length of the crack with a dark grey flexible filler. Unfortunately, that material is not suitable for repairing large holes in concrete. The resident was not happy with the appearance and has requested further repair.

I have been unable to confer with RPM; therefore Mutual 53 President Schimek and I examined the pad, assessing the need for further, immediate repair. Our conclusion is that there is no variation in height of the concrete on either side of the crack, or of the material that fills the crack. There is also no indication that either section of the concrete pad is continuing to move, therefore no tripping or other safety concern exists.

Since there are no hazardous conditions at this location, and knowing this repair will likely require either major removal of the pad and connected concrete stairs, or application of some sort of coating on the entire concrete pad and connected walkway, no further action is recommended now. It will be addressed at the time of the rehab of this building in 2026 or 27.

Wood Retaining Wall Damage: A side section of the wood retaining wall at the back of the parking spaces across from 4340 TG appears to have been partially taken apart. Much of the wood is badly decayed and should be replaced. The BMC Chair has asked the Work Order desk to determine if someone has reported this and if it has been assigned for repair. The Landscape Committee Chair and Building Maintenance Committee Chair are discussing jurisdiction!

BMC Responsibilities

Addition to the policy draft “). The BMC responds to non-urgent issues during the hours of 8AM-5PM Monday through Friday.”

Other Project or Issue Updates

Fire Extinguishers – Inspections and Other Items

The August inspection of the 22 Mutual 53 fire extinguishers was conducted by Laurie Krelle. All extinguishers appeared to be in good condition with all pressure gauges registering as charged.

Contact with Rehab Project site supervisor has been made in an attempt to have the existing fire extinguisher boxes and covers from Level B garages, retained for the BMC. Any that are in reasonable condition will be used to replace damage boxes and covers on Level A.

Quarterly Building Condition Assessment

As of this month, the BMC Chair is restarting the quarterly, visual building condition assessment. This is basically a walk around of each of the thirteen residential buildings and assigned garages, as well as the eight carport structures, looking for any obvious signs of deterioration, damage and determining a course of action to be taken as needed.

During August the exteriors of 4372, and 4364, were inspected, resulting in the replacement of a defective crawl space vent. An inspection of the 4348 and 4340 buildings occurred after the preparation of this report. Findings will be presented at the August 29th Mutual 53 Board of Directors meeting.

Talking Trash (refer Addendum)

Compost Bin Cleaning Update: I recently met with Mellissa, co-owner of Nice Cans Inc. She commented that M53 is one of if not the best of their Rossmoor clients. She and her sister are impressed with the signs we attach to the bins and added that they are very appreciative that our bins are always empty and ready for the cleaning each month. Well done for all of you.

Improper Disposal of Trash in Enclosure C: Earlier in August unknown persons left a number of items for disposal in the recycle bin as well as laying inside the gates of trash enclosure C. Those items included a large wooden cart, a number of small appliances, framed pieces of artwork, and large cardboard boxes full of mostly items for recycling. None of those items should have been dumped in that place or manner.

Fortunately Building Maintenance Committee Member Laurie Krelle removed the large wooden cart and framed pieces of art and took them to Savers. Another resident (Lori Anne Pope) gathered the small electric appliances and made arrangements for those to be collected by Rapid Recycling, and the cardboard boxes were first emptied then broken down and flattened.

We now believe those items may have been dumped by family members of a resident

Mutual 53 Resident Guide to Trash: As a result of this most recent incident of improper trash disposal, the Building Maintenance Committee is distributing to each residence, by email, copies of the new Mutual 53 Resident Guide to Trash, along with photos to illustrate “good, bad and ugly” of trash disposal. I do hope all will read this information.

Shredded Paper – Recycle or Landfill?: The August 27th issue of the Rossmoor News featured a Trash Tip photo of a paper bag labelled “SHREDDED PAPER” followed by a statement that bagged shredded paper should be placed in Landfill and that Rossmoor’s recycler doesn’t want any bags of shredded paper.

I spoke by phone with a representative of the Republic Services, “RecycleSmart” Customer Support for the “RecycleSmart” cities of Contra Costa County that includes Walnut Creek and reviewed the websites of RecycleSmart and Mt. Diablo Resource Recovery (MDRRC).

The representative and both websites currently present instruction for placing shredded paper in a sealed paper bag and placing that bag in the blue recycling containers.

I have also discussed this issue with Lisa Lankford, the RPM liaison with Republic Services. Lisa has contacted Kathleen Epperson of Trash Talkers and requested that she and her organization discontinue further mention of shredded paper in landfill until such time as the three trash agencies officially change their procedures and websites. It is recommended that Deer Highlands residents continue the practice of placing their shredded paper in a paper bag that is stapled or taped closed and labelled “SHREDDED PAPER” and deposit that bag in the blue Recycling dumpster.

A Last Item Considered Good and Welfare – I expect many residents, particularly residents of the 4308 and 4320 buildings have observed the nearly daily messes made by turkeys as they dig out bark and kick it onto the asphalt driveway across from those two buildings.

I would like to thank Jay Kline, a resident of 4364 TG, very near the south end of Level A, for his almost daily walks back up to 4320 and 4308 with broom and dustpan in hand. Jay sweeps up the bark and returns it all back into the planted area. I hope those who live close to those messes appreciate Jay's efforts. It might be nice to lend a hand sometime!

Governing Documents

No report was given.

Finance Committee

No report was given

Social Committee

No report was given

Old Business:

a. Building Rehab Update:

- Vote for Additional Rehab Expenditures:
Dave Hendricks made a motion, Barbara Mintz seconded to approve the additional AC Enterprises expense in the amount of \$38,875.50 for the 2025 Level B Rehab.
Moved, Seconded, Carried 5-0

b. Pressure Regulators Valve Update:

Bids are still pending.

New Business:

a. Motion to Appoint New Board Members Via Acclamation:

Dave Hendricks made a motion, Barbara Mintz seconded to appoint Patti Hayden and Phyllis Redfield-Sears to the Board via acclamation and to be given a position at the September Organizational meeting.

Moved, Seconded, Carried 5-0

Announcements

Next scheduled meeting will be the Annual Meeting of the Members held on Friday, September 26, 2025, at 2 pm, in the Fairway Room, Creekside, followed by the Organizational Meeting.

Adjournment

There being no further business President Schimek adjourned the Board Meeting adjourned at 3:08 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