

**BOARD MEETING MINUTES
FRIDAY, OCTOBER 24, 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
Patti Hayden, Vice President
Matt Kaplan, Treasurer
Phyllis Redfield-Sears, Secretary

Directors Absent:

Barbara Mintz, Director

Staff Present:

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. Annual & Organizational Meeting Minutes of September 26, 2025
- b. Special Board of Directors Meeting Minutes of October 6, 2025
- c. Special Board of Directors Meeting Minutes of October 16, 2025

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

Moved, Seconded, Carried 4-0

President's Report

President Schimek provided the following report:

The rehab of the buildings on Level B is continuing. The painting has begun and it looks to me that the 4400 building is complete. Jim Hayes may be giving us a further update later in the meeting. Remember to please 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. We are just waiting for a bid from Delmar Electric regarding the repair. It looks like it is going to be a more difficult fix than originally anticipated.

Two owners on Level B had problems with their garage doors. One appeared to have been damaged over a weekend by unknown means and three panels have to be replaced. Hopefully, we can get this accomplished before the garage doors are painted. The same goes for another

door where a support piece was missing. The support piece will be replaced and installed. Remember, the garage doors and supporting hardware are the responsibility of the Mutual and the owners are responsible for the garage door openers.

The Mutual is currently working with RPM and our attorney regarding the lease of the old pump house building. Without getting into the particulars right now due to our attorney being involved, we will be looking to lease the building out to another contractor. There will be information forthcoming as this issue resolves itself.

2. MOD Report

a. Jeroen Wright, Director of Mutual Operations:

No report was made.

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

No report was made.

Treasurers Report

Matt Kaplan provided the following report:

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

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

- Operating checking account - \$241,486
- Reserve checking account - \$287,535
- Reserve account - City National Securities - \$461,993
- Total Reserve account - \$749,528
- Total Cash & Equivalents - \$991,014

Operating Revenue was \$591K, while Operating Expense was \$525K, with revenue exceeding expense by \$66K. The “seasonally” adjusted expense budget was \$579K, so we have a “favorable” variance of \$54K, mostly due to the insurance expense, \$41K favorable, maintenance expense, \$6K favorable, and professional expense, \$7K 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 \$256K, while reserve expenditure, mostly roofing and rehab, was \$397K. Our annual Reserve Budget is \$469K, mostly for roofing project completion and building rehab. With still significant expenditure being incurred in October and November, we will be overbudget on reserve expenditures this year, mostly on carpentry rehab. However, 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 understated.

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.

No motion made.

Committee Reports

Architectural Review

No report was made.

Landscape

Bonnie Kuki presented a detailed update on the recent rehabilitation work, noting the grass removal, rock wall extensions, and the installation of new trees and shrubs.

Building Maintenance

Albert Oliver 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. Nearly all of the painting of the 4400 building has been completed, unfortunately the rain that came began late Sunday night/Monday morning (10/12-10/14) has brought the painting to a halt.

Earlier in October AC Enterprises completed work on the five change orders that resulted from the discovery of more significant dry rot than had been expected. Mt. Diablo Flooring is well along in completing the resurfacing of the balconies. Although we were not happy to see the rain, it has proven to provide a small benefit. That came as low spots on the new surfaces of two elevated walkways were identified when rain water formed puddles. Those are being corrected as of 10/14 and 15.

A resident reported two small sections of dry rot in two vertical trim boards. These were photographed and reported to AC Enterprises for replacement.

Facilitate installation of new fire extinguisher mounting boxes:

As the Rehab painting of the 4400 building was progressing, the BMC was requested to provide the newly purchased powder coated steel fire extinguisher boxes and obtain mounting hardware. The committee also obtained the necessary hardware of the new boxes and directed the installation of the two new boxes and fire extinguishers on the 4400 building garages.

These new boxes are a major improvement over the original extinguisher boxes. As the old extinguisher boxes are replaced, any undamaged covers are being used to replace broken and missing covers for old boxes on Level A. The committee is also taking charge of the disposal of the old extinguisher mounting boxes.

The committee has received a number of compliments from residents as to the courtesy and accommodations made by rehab project workers, particularly with personal property and potted plants on balconies.

Although the Building Maintenance Committee involvement continues to be at a minimum, the committee will continue to receive questions and is do its best to obtain answers.

Old Business

Wood Retaining Wall Damage

The side section of the wood retaining wall at the back of parking spaces across from 4340 TG was repaired by an RPM crew.

4364 unit 1B Garage Roof Gutter not emptying

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

4364 unit 1A Small Hole in crawl space vent

The small hole was located, repaired and painted by the Building Maintenance Committee.

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

The second electrical contractor to examine this issue is still working to figure out the best option to correct the problem. Locating the lines inside the walls of the two impacted units and also finding the lines that cross under the driveway to the 4372 Building remain the biggest challenges.

4400 Unit 2A Remodeling Project

The remodeling of this unit continues, however it was brought to the attention of the Building Maintenance Committee that the crew working on this remodel project may be working on weekends and/or into evenings. Committee Chairman Jennings contacted the construction crew and informed them of the Rossmoor rules for contractor work hours on weekdays, also explaining that no work is allowed on weekends in Rossmoor. The workers were receptive and agreed to discontinue work outside the allowed days and hours. So far so good.

Water Pressure on All Buildings: As of October 16, Mutual 53 continues to wait for results from our request that 6 Requests For Proposals be sent out to commercial contractors specializing in plumbing. The RFP is for the installation of water pressure regulators on the water intake lines of all fifteen buildings.

New Business

Underground Irrigation Leak Found Between 4348 and 4364 Buildings

While checking another issue, a Building Maintenance Committee member observed standing water, surrounded by relatively dry dirt. Issue was report to Workorder@Rossmoor.com and an investigation by RPM irrigation technicians found that a main irrigation line more than two feet deep, was leaking and that a main irrigation control valve had failed. Repair of this involved two and a half work days.

New Resident Needed Building Water Turned Off:

The BMC Chair was contacted as a new resident who was having plumbing work being done and was unsure of where and how to turn the building water intake off. BMC responded and reviewed the process with the resident and the Building Captain.

The Process:

1. Affected residents must be notified in writing no less than 24 hours before water is shut off. The notice must also specify how long the water will be turned off.
2. The licensed contractor doing the work is responsible for turning the water off and back on at the intake valve, not the resident of Building Captain, although the Building Captain may oversee the process.
3. Residents must also be warned that once the water is turned back on, when they first turn on a faucet there will be a burst of trapped air and water. It is recommended that the first faucet they turn on is outside or if not possible, a faucet in a bathtub or deep sink. Slowly turn the faucet on to avoid a forceful blast of air and water.

White painted safety strip on stairs

The BMC Chair received an inquiry from a new resident as to how to have a white strip painted on the front edge of each of the stairs leading up to their unit. The resident was advised of how to accomplish this modification as follows:

Such a request must be made through the RPM Alterations Division, with necessary approval obtained from the Mutual Board of Directors. A permit would be issued, and the paint must be applied by a licensed professional painter or skilled contractor. Because the stairs are considered exclusive use Common areas, the cost for this addition is borne by the requesting resident. Once installed the resident is responsible for maintaining the condition and appearance of white painted strips.

The BMC completed a survey to determine how many units have white strips painted on the front edge of stairs. The Mutual Board of Directors was informed that there are six locations with stairs or single steps on which strips of white paint has been applied.

Resident at 4424 Reported Damage to Garage Door

Resident called the BMC Chair to report finding damage to the outside of his garage door. BMC responded finding black residue, possibly rubber from the side of a tire on the surface of two of the panels with three of the panels also having been pushed inward causing creases in the sheet metal outer skin. Resident was directed to contact Walnut Creek Police and file a report of a hit and run with property damage.

Door and description label were photographed and submitted to RPM and A-Dependable Door Company.

Second Damaged Garage Door Located – 4424 Building:

While checking the damaged door for unit 3B, mention was made of damage to the garage door of unit 3A. This occurred sometime prior and may have been the result of

accidental contact by a vehicle. Mutual 53 Board, RPM and A-Dependable Door Company were notified.

Other Project or Issue Updates

Fire Extinguishers – Inspections and Other Items

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

The utility cabinet on the 4348 building could not be opened, without prying the door. A work order request was submitted to RPM.

Bonnie also reported issues with four of the old extinguisher boxes. Two of those boxes on level B will be replaced with the new boxes as part of the rehab project. Temporary fixes to two boxes on Level A will be made by replacing damaged or missing covers with functional covers from old level B extinguisher boxes.

Talking Trash (refer Addendum)

Compost Bin Cleaning Update

Due to the passing of a member of the family of the owners of Nice Cans Inc., there will be no cleaning of the Mutual 53 Compost Bins the last week of October. Service will resume in November.

2 “STOP No Compost In Bin” Signs Forgotten

Following the compost pick up on Tuesday September 23rd, Building Captains failed to attached the “STOP NO COMPOST IN BIN” on two compost bins. That resulted in bags of compost being dropped in those two bins before the Cleaning Company arrived. Fortunately, two residents who saw the bags removed them from the bins. Our thanks to those residents as that was way over and above expectations to do good.

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.

On a positive note, so far this month BMC has not receive any reports of unauthorized or prohibited items being dropped in any of our bins and dumpsters. Well done, Neighbors.

Governing Documents

No report was given.

Finance Committee

No report was given

Social Committee

The committee provided a brief update on the planning process for the December 6 Holiday Party.

Old Business:

a. Rehab Update:

The Board received a status update on the rehabilitation work, noting that carpentry and deck coating have been completed for all five buildings, with scaffolding expected to be removed by the 29th.

Patti Hayden made a motion, Brad Schimek seconded to approve that ABE Scaffold proposal in the amount of \$2,244.

Moved, Seconded, Carried 4-0

b. Pressure Relief Valves:

Phyllis Redfield-Sears made a motion, seconded by Patti Hayden, to approve the pressure-reducing valve installation by Davis Plumbing in the amount of \$26,000.

Moved, Seconded, Carried 4-0

c. 4372 Electrical Issue:

Please refer to building maintenance report.

The Board will conduct a further review of the proposal and bring it back for discussion at the next Board meeting.

New Business:

a. Irrigation Valve Replacement - RPM bid acceptance

Patti Hayden made a motion, Brad Schimek seconded to approve the RPM irrigation valve replacement contract in the amount of \$2,115.62.

Moved, Seconded, Carried 4-0

b. Stair Painting:

The Board will conduct a further review of the proposal and bring it back for discussion at the next Board meeting.

c. Discussion on 2026 Budget:

President Schimek reported that at the Special Board Meeting on October 16, 2025, the Board approved that, effective January 1, 2026, the monthly coupon will increase from \$1,250 to \$1,275, representing a \$25 (2%) increase. He thanked the Board and RPM for their diligent efforts in keeping the increase relatively low.

Announcements

Next scheduled meeting TBA.

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
