
BOARD OF DIRECTORS REGULAR MEETING

Tuesday, April 1, 2025 at 1:30 p.m.

Meeting was Conducted In Person and Virtually

Gateway Clubhouse – Board Room
1001 Golden Rain Road, Walnut Creek, CA

MINUTES

Board Members Present

Bobbie Richards – President
Dave Blanchard – Vice President
Jan Klein – Treasurer
Kris Carey – Director-at-Large
Nancy Gibbs – Secretary – Absent

Mutual Operations Staff

Jeroen Wright – Director of Mutual Operations
Todd Arterburn – Chief Financial Officer
Clayton Clark – Sr. Maintenance Manager – Absent
John Tawstjerna – Landscape Manager
Victoria Thomas – Board Services Coordinator

Call to Order

President Richards called to the meeting to order at 1:32 p.m.

Residents' Forum

Members were afforded the opportunity to express their concerns, make comments, or have questions for the Board. No comments were made.

Approval of Minutes

- a. Board of Directors Annual Members Meeting Minutes – January 28, 2025
- b. Board of Directors Organizational Meeting Minutes – January 28, 2025
- c. Board of Directors Special Meeting Minutes – February 11, 2025

Motion made by Klein, seconded by Blanchard, to approve the Minutes. Motion passed by unanimous vote. (4-0)

President's Report

1. Annual Disclosure booklet: Booklet sent via USPS at the end of February 2025. I have not received any comments regarding the new budget nor coupon increase. Kudos to the M55 directors who continue to share positive information about our neighborhood.



2. Unanticipated mutual costs since January 2025:
 - a. Repair of new deck coating due to lumps
 - b. Replace bathroom venting and fan due to dead critter that had fallen down the roof vent and lodged behind the medicine cabinet
 - c. Remove attic insulation and clean up from rat infestation, replace with new insulation
 - d. Repair and seal under and around foundation of two units - 4701 #1A & 4749 #1A - due to rodent "handiwork".
3. Residents moved: 4713 #4A Kelly & Heidi Boruszewski have moved to Delaware Happy trails.
4829 #28 Jane Penfield has relocated.
4. New resident: 4713 #4A Gail Baumgarten. We welcome Gail to the neighborhood.
5. Building Rehabs continue: 4761 has begun the process for rehab. I have received very positive feedback from residents in the first 2 rehabbed buildings 4773 & 4785 regarding the finished work, exterior paint colors and zone O new gardens! The buildings and carports have been painted and the final railing work will be completed soon. Other residents have approached me asking when zone O garden will happen at their units.

Treasurer's and Finance Committee Report

The Mutual has not received financial statements since December 2025.

CFO, Todd Arterburn, will provide the Mutual's with actuals and check registers.

Mutual Operations Director's Report

- Staff will post on the Rossmoor website answers to the questions that stemmed from the Firewise Town Hall.
- The GRF Management Agreement continues to be reviewed by legal counsel.
- A shared drive is being created for the Mutuals to store documents, meeting minutes, forms, financials, etc. Will be launched soon.

Chief Financial Officer's Report

No Report

Landscape Manager's Report

- Tree walk is scheduled to identify plants that need to be removed and trees that need pruning.
- Terra plans to bid on the zone zero project near 4749 and 4761.
- Plans to remove end of life trees (mostly plum and birch trees) and replace them with trees that live longer.
- Water irrigation was turned on April 9th.



Building Maintenance Report

No Report

Committee Reports

a. Community Committee

- A BBQ is scheduled for May 22nd at 5:00pm at the Buckey Tennis Court.
- Holiday party is scheduled for December 8th at 5:00pm in the Donner Room at the Event Center.

b. Building and Facilities Committee

No Report

c. Emergency Committee

Board reviewed an educational flyer on how to check and use fire extinguishers.

d. Governing Documents Committee

Documents are currently being amended.

e. Landscape Committee

2025/2026, and 2026/2027 Projections

	Total \$ Committed 2025/2026		Total \$ Proposed 2025/2026	Total \$ Proposed 2026/2027
Trees	0		(9,000)	(9,000)
Rehab + Mulch	0		(21,500)	(21,500)
Irrigation	0		(5,700)	(5,700)
Total Expenses: All Landscape acts.	0		(36,200)	(36,200)
Total 2025/26 Budget \$: All Landscape acts.	36,200			--
Total 2025/26 Remaining \$: All Landscape acts.	36,200			--
Special Projects <tbd - below>			0	0
Total Proposed 2026/27 expenditures			--	(36,200)



Trees (Reserve Act. 73020)

Updated: 2025-03-13					
	Res Budget (73020): Landscape:Trees 2025/2026 Committed Done? Proposed			Res Budget (73020): Trees 2026/2027 Forecast	Notes
M55 Annual Budget	9,000			9,000	<u>2024-12-19 Budg.Mtg</u> : Board+MOD prepared budget\$, decision to leave Mulch in Reserves
Transfer future Reserves	0				
DFSC Rebate	0				<u>2024-06</u> : Submitted Appl #3, #4 <u>2023-04</u> : Received DFSC reimb. for #120 appl. : \$5,000 <u>2023-09</u> : Received DFSC reimb. for #125 appl. : \$3,000 (split between
10% Reserve			0		<u>2024-06-28</u> Rob: zero out Rehab reserve
Tree Removal - at-risk			(3,000)	(3,000)	
Tree Trimming - Health & Clearance/Fire			(4,000)	(6,000)	
Tree Trimming - Liability			(2,000)	0	
Tree Trimming - Aesthetics			0	0	
Total Expenditures 2024/25	0		(9,000)	(9,000)	
Total Remaining Budget 2024/25			0		

Rehab (Res. Act. 73035) + Mulch (Res. Act. 74040)

	Res Budget (73035/74040): Landscape: Rehab + Mulch 2025/2026 Committed Done? Proposed			Res Budget (73035): Rehab + Mulch 2026/2027 Forecast	
M55 Annual Budget	21,500			21,500	<u>2024-12-19 Budg.Mtg</u>
Transfer future Reserves					
DFSC Rebate					
Replace trees&junipers removed + dead plants			(3,000)	(3,000)	<u>2025</u> : Est for a bit more than prior year
Flush-cut rosemary bush stumps			0	0	<u>2025</u> : Will do free in prepaid days
Prepaid Days - mulching			(7,500)	(7,500)	<u>2025</u> : Expect larger area than in 2024
Prepaid Days - Materials, Bender Boards			(2,000)	(2,000)	<u>2025</u> : Combined Misc & Benders
Zone-0 work, during Exterior Rehab 2025/2026			(9,000)	(9,000)	<u>2025</u> :Est for 2 pods: #1 during MOD prepaid days; #2 by contract with Terra ~\$4,500
Total Expenditures 2024/25	0		(21,500)	(21,500)	
Total Remaining Budget 2024/25			0		

Irrigation (Reserve Act. 17025)

	Res Budget (17025): Landscape: Irrigation 2025/2026			Res Budget (17025): Landscape: Irrigation 2026/2027 Forecast	
	Committed	Done?	Proposed		
M55 Annual Budget	5,700			5,700	2024-12-19 Budg. Mtg
Install bubblers, other irrig. Work				(5,700)	2025: Add \$3,800 to install efficient nozzles/heads on 3-5 water stations.
Total Expenditures 2024/25	0		(5,700)	(5,700)	
Total Remaining Budget 2024/25			0		

M55 MOD Prepaid days

These are the dates for our prepaid days

Mutual/Project	Total Days	Spring	Summer	Fall
M55	7	3	2	2
		5/7 to 5/9	7/31 to 8/1	9/29 to 9/30

Spring

- Priority – Mulching 1/3rd of the Mutual
- Secondary – Planting rehabs

Summer

- Priority – Irrigation repairs and upgrades
- Secondary – Hardscaping work

Fall

- Priority – Plant & Tree Replacements
- Secondary – Planting rehabs

Cleaning up the Crick

Cleaning up the creek area between 4773 and 4785 (Lower E19) has been a “Futures” project for several years. As it was primarily an aesthetic issue, and the area is under regulatory control that requires permits from different agencies, we never proceeded.

The cattails have increased very significantly over the years, and pollen was starting to cause allergies with nearby residents, so we found a (legal) way to do some cleanup that didn’t require permits. The cattails have now been cut down and some clearing completed.

Note: We can not take any actions that affect the flow of water.

DFSC applications for tree removals

Two new applications were submitted in 2024, for the Diablo Fire Safety Council cost-sharing program. (Depending on the pace of prior work, the second application will have some additional work added in, to increase the reimbursement up to the maximum permitted). The tree removal work has now been completed.

We have recently heard that DFSC is reluctant to fund Zone-0 work.

DFSC reimburses 50% of the work cost, but funds aren’t likely to be received for over 2 years – so we carry the expense in the short term. **Total = \$14,700**

- Zone-0 costs, at 4773/4785 *Done, but may be excluded...TBD*
- E18 Between 4603 & 4615: Remove large Sugar (?Monterey) Pine. Est \$4,000. *Done*
- E19/4701 2A-B Balcony: Remove Podocarpus next to bldg. Est \$700 (no permit) *Done*
- E21/4817 2A-B off balcony: Redwood nearest the building. Est \$3,000
- E21/4829 2A-B below balcony: Coulter pine. Est \$3,000 *Done*
- E21/4829 2A-B in front, near garages: Large Coulter pine. Est \$4,000 *Done*
- E21/4829 2A-B side near TG road: Japanese Black Pine (\$\$ incl with Coulter pine) *Done*

Details in Backup Slides

DFSC applications for tree removals



12. Old Business

- a. Update Building Rehab 4773&4785 – *Richards & Clark*
No Discussion
- b. Update Dryer Vent Cleaning – *Klein & Clark*
Not all vents were cleaned. Richards will work with Clark on what still needs to be cleaned.
- c. Mutual Entry Signs – *Richards*
Cost is \$215 per sign. The Mutual has three entry signs.



Motion made by Klein, seconded by Blanchard, to approve green signs with reflective writing. Motion passed by unanimous vote. (4-0)



- d. Update Fire Sprinkler Inspections – Clark
Topic Deferred

13. New Business

- a. 5502 Resolution – Authorization for Budgeted Transfers – *Richards*
Motion made by Klein, seconded by Carey, to approve the 5502 Resolution. Motion passed by unanimous vote. (4-0)

Motion made by Klein, seconded by Carey, to authorize Bobbie Richards to sign the 5502 Resolution on the Board's behalf. Motion passed by unanimous vote. (4-0)

- b. Top 10 Wildfire Risk Mitigation Priorities – *Richards*
Blue denotes resident responsibility

1. Replace Outdated Electrical Panels: Upgrade old panels like Zinsco to modern, NECA- approved ones to prevent electrical fires.
2. Install a Security System: A comprehensive security system can deter burglars and provide peace of mind.
3. Install Smoke and Carbon Monoxide Detectors: Ensure these detectors are on every level of your home and test them regularly.
4. Upgrade Wiring: Replace old or damaged wiring to prevent electrical hazards.
5. Secure Doors and Windows: Reinforce doors and windows with locks and security bars to prevent break-in.
6. Install Smart Lighting: Use smart lighting both indoors and outdoors to deter intruders and improve visibility.
7. Regular Maintenance: Schedule regular inspections for your HVAC, plumbing, and electrical systems to catch potential issues early.
8. Use Ground Fault Circuit Interrupters (GFCIs): Install GFCIs in areas with high moisture, such as kitchens and bathrooms, to prevent electrical shocks.
9. Fire Extinguishers: Keep fire extinguishers in key areas like the kitchen and garage and ensure everyone knows how to use them.
10. Educate Your Household: Teach everyone about safety protocols, including how to use the security system, where to find fire extinguishers, and what to do in an emergency.



14. **Announcements**

The next scheduled meeting is the Board of Directors Regular Meeting on July 21, 2025 at 1:30pm in the Board Room at the Gateway Clubhouse.

15. **Adjournment to Executive Session**

There being no further business, the Board of Directors Regular Meeting was adjourned at 2:55pm and the Board moved into Executive Session.

16. **Executive Session Summary**

The Board met in Executive Session from 3:05 to 3:15pm to discuss the formation of a contract.

Board Assistant Secretary's Certificate

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

Victoria Thomas