

## WALNUT CREEK MUTUAL FIFTY-SIX

### BOARD OF DIRECTORS ORGANIZATIONAL MEETING

Wednesday, October 15, 2025, at 10:00 a.m.

Gateway Clubhouse– Board Room

1001 Golden Rain Road, Walnut Creek, CA 94595

### MINUTES

#### Call to Order

Meeting was called to order by Lujan at 11:21 a.m.

#### RPM Staff

Jeroen Wright, Director of Mutual Operations  
Todd Arterburn, Chief Financial Officer  
Luis Duenas, Building Maintenance Manager  
John Tawastsjerna, Landscape Manager  
Janneth Lujan, Board Services Coordinator  
Lucy Limon, Board Services Coordinator

#### Selection of Officer Positions

a. President

*Motion made by Ward to appoint Don Jennings as President; seconded by Walker,  
Motion carried (3-0).*

b. Vice President

*Motion made by Walker to appoint Robert Ward as Vice President; seconded by Jennings,  
Motion carried (3-0).*

c. Secretary/Treasurer

*Secretary Tim Walker to remain as Secretary/Treasurer.*

#### Appointment of Assistant Treasurer

a. Motion to appoint Todd Arterburn as Assistant Treasurer to the Board

*Motion made by Ward to appoint Todd Arterburn as Assistant Treasurer to the Board; seconded  
by Walker. Motion carried (3-0).*

#### Appointment of Assistant Secretary

a. Motion to appoint Janneth Lujan, Board Services Coordinator

*Motion made by Ward to appoint Janneth Lujan as Board Services Coordinator to the Board;  
seconded by Walker. Motion carried (3-0).*

#### Appointment of Committee Chairs

The Slate of Committee Chairs will remain as established.

- a. Building/Maintenance – Don Jennings
- b. Landscape – Robert Ward
- c. Ponds – Howard Chung
- d. Emergency Preparedness – Harvey Samuels
- e. Social Committee – Nancy Ward

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*Motion made by Ward to appoint the aforementioned slate of committee chairs; seconded by Walker. Motion carried (3-0).*

**Approval of Minutes**

- a. Regular Meeting Minutes of July 16, 2025
- b. Special Meeting Minutes of September 19, 2025
- c. Special Meeting Minutes of October 1, 2025

*Motion made by Ward to appoint approve the three (3) sets of minutes as submitted; seconded by Walker. Motion carried (3-0).*

**Old Business**

None

**New Business**

- a. Approval of the 2026 Budget  
*Motion made by Ward to approve the 2026 Budget; seconded by Walker. Motion carried (3-0).*
- b. Revised Management Agreement  
*Motion made by Ward to grant the Mutual 56 President the authority to approve the final draft Revised Management Agreement at his discretion; seconded by Walker. Motion carried (3-0).*
- c. Rat abatement program  
*Motion made by Ward to grant approval of the Rat Abatement Program Proposal; seconded by Walker. Motion carried (3-0).*
- d. Low Mow grass installation  
*Motion made by Ward to approve Low Mow grass installation NTE \$10,000; seconded by Walker. Motion carried (3-0).*

**Members' Forum**

All members are invited to address the Board with questions, comments, and suggestions. No additional comments were made.

**Announcements**

The next meeting scheduled will be the Board of Directors Regular Meeting on Wednesday, January 21, 2025, in Board Room, Gateway Clubhouse at 10:00 a.m.

**Adjournment**

The meeting was adjourned at 12:09 p.m.

**Board Services Coordinator**

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

*Janneth Eujan*