

BOARD OF DIRECTORS REGULAR MEETING**Tuesday, July 8, 2025 at 1:30 p.m.****Meeting was conducted In Person and Virtually****Gateway Clubhouse – Board Room
1001 Golden Rain Road, Walnut Creek, CA 94595**

MINUTES**1. Call to Order**

President Waxman called the meeting to order at 1:30 p.m.

2. Roll Call**Board of Directors**

Bonnie Waxman – President
Myra Belfiore – Vice President
Mary Stroup Gardiner – Treasurer
Bonnie Sundberg – Secretary
Maureen Olsen – Director – Absent

Rossmoor Property Management

Jeroen Wright – Director
Todd Arterburn – Chief Financial Officer
John Tawaststjerna – Landscape Manager
Luis Duenas – Building Maintenance Manager
Victoria Thomas – Board Services Coordinator
Jesus Morales – Landscape Supervisor

3. Approval of Meeting Minutes

- a. Board of Directors Regular Meeting Minutes – May 13, 2025
- b. Board of Directors Executive Session Meeting Minutes – June 10, 2025
*Motion made by Belfiore, seconded by Stroup-Gardiner, to approve the minutes.
Approved by unanimous vote. (4-0)*

4. President's Report – Bonnie Waxman

- a. Company DBA (doing business as) name has changed. Golden Rain Foundation (GRF) is now Rossmoor Walnut Creek (RWC) and Mutual Operations Division (MOD) is now Rossmoor Property Management (RPM).
- b. Staff reorganization in the Maintenance Department due to an employee retiring. Luis Duenas has now been assigned as the Building Maintenance Manager for Mutual 59.
- c. Resales in the Mutual: 5 Summit models are on the market. Two in building 5910, two in building 5920, and one in building 5954.
- d. New green bins. The Mutual is now participating in a food composting program. The bins are in the trash rooms. Residents are asked not to remove them from the trash rooms. Composting tips are: line bottom of bin with newspaper for absorption, keep composting bag in refrigerator or freezer to cut down on odors in your home and throw away on

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Wednesday, and don't buy a large quantity of composting bags at one time as they decompose in the packaging.

- e. There are new hot water heaters in buildings 5954 and 5910.
- f. The Alteration Department is asking that residents report on all alterations even if a permit is not required.
- g. The Member Records Department will be asking all residents that live in the manor for email contact information, phone numbers, and dates of birth.
- h. Buildings 5954 and 5913 are scheduled to be repainted. Existing scaffolding will be used to save money. All windows will be recalked for waterproofing. Woodpecker holes will be filled.
- i. Residents were asked to look out for one another, especially those that live alone.
- j. Topics discussed at the Presidents' Forum were: insurance will likely hold steady and shifting from a January insurance payment date to June 1st.

5. Director's Report – Jeroen Wright

- Wright explained that the DBA name change was to allow Rossmoor Walnut Creek to be differentiated from the other Rossmoor companies throughout the country.
- New law - AB 130 caps HOA penalty fines at \$100 per violation and eliminates late fees and any interest associated with the late fee.

6. Chief Financial Officer's Report – Todd Arterburn

- Staff continues to work on the NetSuite implementation. Board Members will have access to NetSuite soon.
- June financials will be distributed to the Board in one week.

7. Building Maintenance Report – Luis Duenes**Action Items****Proposals for Review or Approval**

- 2025 -2027 Phase I Building Painting Project Phase I – Bldgs. 5913 AW and 5954 HC.
- Out to Bid. Contractors: Urban painting (Approved)
- Urban painting to provide estimate for window & Door caulking.

Informational Items**Work Scheduled, In Progress or Completed**

- 5954 Aw 2 New Navien Tankless Water Heaters & new 119 gallon storage tank.
- Contractor: Five Star Cost \$19,360.00 (completed)
- 5910 HM (2) Navien NPE-A2 high-efficiency condensing tankless water heaters in a cascading.
- Connect electrical and condensate lines.
- Remove and replace 119 gallon Vertical storage tank.
- Supply and install circulation pump and plumbing fittings. (completed)
- Maintenance every 6 months Five Star \$9,650.00 annually.
- 5 Star - 5920Hm Drainage work 60% completed.
- MOD to complete resealing around new sprinkler heads.
- Cost per Building NTE \$2,500.00 (completed)
- MOD continuing to test phone lines monthly.
- Annual Pressure Washing Contractor Welcome Building Maintenance.

- Cost \$10,500.00 (completed)
- 2025 Window Cleaning fish. Cost \$8,923.00. (completed)
- New Sealed Corridor LED Light Fixtures
- Going out to Bid to Lighting companies

8. Landscape Manager's Report – *Jesus Morales*

- RPM workday is August 6th. Plans are landscape work, upgrade irrigation, and finish the zone zero hardscape for buildings 5910 and 5920.
- Residents can request to have plants replaced by emailing plantreplacements@rossmoor.com.
- Inspection of trees is scheduled for September.

9. Treasurer's Report – *Mary Stroup Gardiner*

The Mutual continues to not receive complete financial statements; therefore, has not been able to certify compliance with Civil Code 5500 since December 2024.

10. Committee Reports

- a. Finance Committee – *Mary Stroup Gardiner*
No Report
- b. Landscape Committee – *Bonnie Waxman*
Buildings 5910 and 5920 finishing hardscaping zone zero. Regulations will be met with mulch and cobblestones.
- c. Swimming Pool Committee – *John Tienken*
 - Twelve new members have signed up.
 - CC&Rs state that the member must be in attendance when guest(s) are using the pool. Children under the age of 16 are not allowed to use the spa.
 - Rail covers have been installed and a new net has been ordered for the spa.
- d. Alterations Committee – *Bonnie Waxman*
Two applications were received: 5951 Autumnwood 2B replaced lighting on the balcony and at the front door, and 5951 Autumnwood 6C replaced two windows in the main bedroom. Both jobs are complete.
- e. Building Maintenance Committee – *Mary Stroup Gardiner*
5910 elevator not working properly. RPM will have it repaired.
- f. Emergency Preparedness Committee
No Report
- g. Social Committee – *Bonnie Sundberg*
Dinner is scheduled for September 26th at 4:00pm in the gardens at the Stanley Dollar Park. Dinner will be served at 5:00pm. Cost is \$46 per person. Food served: salmon, mediterranean chicken, or cheese tortellini, scallop potatoes, and salad. Volunteers are needed for the setup and take down. Notification of the event will be sent to the members.

12. Old Business – Bonnie Waxman

There was none.

13. New Business – Bonnie Waxman**a. 5502 Resolution – Authorization for Budgeted Transfers**

This resolution allows the RPM to make payments out of the reserve/operating funds for items that are preapproved in the budget.

b. Appoint Marley Middlebrook as the Chair to the Emergency Preparedness Committee.

Motion made by Stroup-Gardiner, seconded by Sundberg, to appoint Marley Middlebrook to be the Chair of the Emergency Preparedness Committee. Approved by unanimous vote. (4-0)

14. Members' Forum

Members were afforded the opportunity to express their concerns, make comments, or have questions for the Board. Members made comments on:

- Light in the laundry room in building 5954 is not working.
- Board was thanked for the water heater installation.
- Golf cart spaces cost \$4,000.
- Wood trim on the breezeways has dry rot.
- The windows are washed but no pressure is applied due to seals being broken in the past.

15. Announcements: Next scheduled meeting will be the Board of Directors Regular Meeting on Tuesday, July 8, 2025 at 1:30 p.m. in the Board Room at the Gateway Clubhouse as well as virtually.**16. Adjournment to Executive Session:** There being no further business, the Board of Directors Regular Meeting was adjourned at 2:50 p.m. and moved into the Executive Session.

Two Board positions will be up for election in the 2025 Director of Election. Any members interested in running for an open seat contact Victoria Thomas at vthomas@rossmoor.com or (925) 988-7765. Deadline for nomination is August 14th at 4:00pm.

17. Executive Session Summary

The Board met in Executive Session from 2:57 to 3:26 p.m. to discuss member matters.

Secretary's Certificate

I hereby certify that the foregoing is a true and correct copy of the minutes of the Board of Director's meeting.

Victoria Thomas