

BOARD OF DIRECTORS REGULAR MEETING**Tuesday, May 13, 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
Rick West – Sr. Building Maintenance Manager
John Tawaststjerna – Landscape Manager
Victoria Thomas – Board Services Coordinator*Motion made by Belfiore, seconded by Sundberg, to amend the agenda and move the Members' Forum to the end of the agenda. Approved by unanimous vote. (5-0)***3. Approval of Meeting Minutes****a. Board of Directors Regular Meeting Minutes – March 11, 2025***Motion made by Belfiore, seconded by Sundberg, to approve the minutes. Approved by unanimous vote. (5-0)***4. President's Report – Bonnie Waxman**

- A public safety campaign has been implemented to review parking, stop signs, speeding, gate clearance, running into the gate arms, and trying to bypass the gate arms.
- Securitas receives 7,500 service calls and 58,000 phone calls a year.
- Fire extinguisher inspections continue.
- Two Assembly Bills are coming soon: AB 3074 addresses defensible space guidelines and AB 1572 addresses water irrigation in grass areas that are non-functional.
- Garages, stairwells, breezeways, trash room, and trash room chute are being pressure washed.
- EBMUD is actively investigating the water leak at Autumnwood to identify its source and implement necessary repairs to prevent further water loss and damage.
- The Mutual is experiencing a large turnover of condos. Welcome your new neighbors.

5. Director's Report – Jeroen Wright

- AB3074 is a space guideline. Newsome signed an Executive Order in February to expedite the regulations for state forestry fire protection. Staff plans to remove all the landscaping that is five feet or less next to buildings. Currently Rossmoor is not in a high fire danger zone. Possible plans to replace wood fences that are next to a building to a rot iron fence.
- GRF Management Agreement continues to be reviewed.
- Currently working with Kroll to determine total square footage of all the buildings in Rossmoor.

6. Chief Financial Officer's Report – Todd Arterburn

- Staff continues to work on the NetSuite implementation. Board Members will have access to the NetSuite on July 1, 2025.
- NetSuite will show field service module from the work order desk.
- January – April 2025 financial statements will be provided on May 15th.
- The SharePoint shared drive is scheduled for repair and is expected to be fully functional by the end of the week, after which Board Members will have access to it.

7. Building Maintenance Report – Rick West**Action Items - Proposals for review or Approval**

- 2 New Navien Tankless Water Heaters & new 119 gal. storage tank. Contractor: Five Star Cost \$19,360.00. Maintenance every 6 months Five Star \$9,650.00 annually. Signed contracts to be ratified by the Board.
- 2025 -2027 Phase I Building Painting Project Phase I – Bldgs. 5913 AW and 5954 HC. Out to Bid. Contractors: Varsity / whit's / CalPro / EmpireWorks / Urban / Spectrum. Estimates will be presented to the Board for consideration.
- 2025 Window Cleaning proposal – Contractor Fish Window Cleaning. Cost \$8,923.00. Signed contract to be Ratified by the Board.
- Annual Pressure Washing Contractor Welcome Building Maintenance. Cost \$10,500.00. Signed contract to be Ratified by the Board.

Informational Items - Work scheduled, In Progress or Completed

- RPM to complete resealing around new sprinkler heads. Cost per Building NTE \$2,500.00. RPM continuing to test phone lines monthly.
- New Sealed Corridor LED Light Fixtures. Going out to Bid to Lighting companies.

Motion made by Stroup Gardiner, seconded by Sundberg, to ratify Five Star expense in the amount of \$19,360 from the reserves account. Approved by unanimous vote. (5-0)

Painting Project Proposal

No Discussion. Need to schedule an Executive Session meeting to choose the contractor.

Window Cleaning Project

Members need to remove the window screens prior to the windows being washed. RPM can remove the screens for the member at a cost.

Sprinkler heads were replaced.

Will go out for bids for a professional lighting company to install sealed lights in the corridors. Funds will be placed in the 2026 budget for the project.

Internal flood in building 5920 building due to an atrium, Units 2A, 3A, 4A, and 5A scheduled to repair drainage in the amount of \$45,880 from the reserve account.

Motion made by Belfiore, seconded by Olsen, to approve the contract with Five Star in the amount of not to exceed \$45,880 from the reserves account. Approved by unanimous vote. (5-0)

8. Landscape Manager's Report – John Tawaststjerna

- Weed abatement will start in the first week in June.
- Irrigation was turned on April 9th. This is one month earlier than last year due to the rainfall. Expect a slight increase in the cost.
- EBMUD plans to test the 5 irrigation back flows at a cost of \$45 per test.
- RPM workdays are scheduled for May 16th and June 3rd. Plans are to mulch Autumnwood Entries 1 and 3 as well as doing zone zero work at 5920 Horsemans Canyon.

9. Treasurer's Report – Mary Stroup Gardiner

Unable to provide a report. Have not received financial statements since November 2024.

10. Committee Reports

a. Finance Committee – Mary Stroup Gardiner

No Report

b. Landscape Committee – Bonnie Waxman

Scheduled to replace plants at 5910, 5920, and 5913 Horsemans Canyon entries.

c. Swimming Pool Committee – John Tienken

- Olsen and Sundberg said the furniture was placed around the pool.
- Non-members are entering the pool area by entering in the code and/or jumping over the fence and making a mess of the bathroom.
- There are new covers and a new spa net.
- Request was made to pull the permits from the City and County and to get authorization from the company doing the repair work to the spa and ask the vendor to hold their price until the fall. Permits will go to the City and County in September and work will begin as soon as the pool closes in October.

d. Alterations Committee – Bonnie Waxman

4 completed alterations 5913 and 5951. 6 alteration applications open. 2 at 5920, 1 at 5910, 1 at 5951, and 2 at 5954. Alterations are for new windows, remodel and update, replace HVAC, mold remediation work, new countertops, and washer and dryer installation.

e. Building Maintenance Committee – Mary Stroup Gardiner

No Discussion

WALNUT CREEK MUTUAL FIFTY-NINE

- f. **Emergency Preparedness Committee**
Marley Middlebrook has volunteered to be the Chair to the Committee
 - g. **Social Committee – Bonnie Sundberg**
Dinner is being planned for late October. Location to be determined. Volunteers are needed.
12. **Old Business – Bonnie Waxman**
There was none.
13. **New Business – Bonnie Waxman**
- a. **5502 Resolution – Authorization for Budgeted Transfers**
Signing the resolution allows Staff to move funds from different accounts. Arterburn will have legal counsel write up a resolution for the Board to review and adopt.
14. **Informational/Discussion Item – Bonnie Waxman**
- a. **Green Compost Program Implementation**
The Board will hold an educational seminar on what to put in each bin. Details to be determined. Instructional signs will be placed by the bins. Members will receive an indoor mini compost bin at no cost.
15. **Members' Forum**
Members were afforded the opportunity to express their concerns, make comments, or have questions for the Board. Members made comments on:
- 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.
16. **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.
17. **Adjournment to Executive Session:** There being no further business, the Board of Directors Regular Meeting was adjourned at 3:31 p.m. and moved into the Executive Session.
18. **Executive Session Summary**
The Board met in Executive Session from 3:36 to 4:00 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