

## BOARD OF DIRECTORS REGULAR MEETING

Tuesday, March 10, 2026 at 1:30 p.m.

Gateway Clubhouse – Board Room  
1001 Golden Rain Road, Walnut Creek, CA 94595

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### AGENDA

1. **Call to Order** – *Bonnie Waxman*
2. **Roll Call**  
**Directors**
  - Bonnie Waxman – President
  - Bonnie Sundberg – 1<sup>st</sup> Vice President
  - Maureen Olsen – 2<sup>nd</sup> Vice President
  - Mary Stroup Gardiner – Treasurer
  - Billie Knight – Secretary  
**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
3. **Approval of Minutes** – *Bonnie Waxman*
  - a. Board of Directors Regular Meeting Minutes – January 12, 2026  
*Recommendation: Board of Directors approve the meeting minutes.*
4. **President’s Report** – *Bonnie Waxman*
5. **Director’s Report** – *Jeroen Wright*
6. **Chief Financial Officer’s Report** – *Todd Arterburn*
7. **Landscape Manager’s Report** – *John Tawaststjerna*
  - a. Bid pending Board approval  
*Recommendation: The Board of Directors approve the contract in the amount of \$6,362.42 from the reserve fund for mulching and planting.*
8. **Building Maintenance Manager’s Report** – *Luis Duenas*
9. **Treasurer’s Report** – *Mary Stroup Gardiner*
  - a. Review of Financials  
*Recommendation: The Board of Directors certifies compliance with Civil Code §5500 for the November, December, and January financial reports.*
10. **Committee Reports**
  - a. Finance Committee – *Mary Stroup Gardiner*

- b. Landscape Committee – *Marshall Millsap*
- c. Swimming Pool Committee – *John Tienken*
- d. Alterations Committee – *Bonnie Waxman*
- e. Building Maintenance Committee – *Mary Stroup Gardiner*
- f. Emergency Preparedness – *Marshall Millsap*
- g. Social Committee – *Myra Belfiore*

11. **Old Business** – *Bonnie Waxman*

- a. Pool Opening Date – New Gate Code
- b. Building Painting Bids (5910-20-22 HC) went out in January
- c. Green Bin Update
- d. Brooms/Dustpans purchased for 5910/20HC
- e. Omni Contract to Wash Green Bins \$65/bin (6 bins)

12. **New Business** – *Bonnie Waxman*

- a. Security Camera in Building Lobbies
- b. Replacement of Bulletin Board (5920-all)
- c. Omni Contract for Pool Maintenance
- d. Picture Perfect Pool Contract

13. **Members' Forum**

All members are invited to address the Board with questions, comments, and suggestions. The Board does not directly answer questions posed by speakers during the Members' Forum but does hear the viewpoints and ideas presented and considers them as they act during the meeting. Comments are limited to three minutes per member.

14. **Announcements** Next scheduled meeting will be the Board of Directors Regular Meeting on Tuesday, May 12, 2026 at 1:30 p.m. in the Board Room at the Gateway Clubhouse as well as virtually.

15. **Adjournment to Executive Session** If necessary for legal issues on: contracts, litigation, disciplinary hearings, personnel issues, delinquencies, or foreclosures.