

BOARD OF DIRECTORS REGULAR MEETING**Tuesday, January 13, 2026 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
Bonnie Sundberg – 1st Vice President
Maureen Olsen – 2nd Vice President
Mary Stroup Gardiner – Treasurer
Billie Knight – Secretary**Rossmoor Property Management**Jeroen Wright – Director
John Tawaststjerna – Landscape Manager
Luis Duenas – Building Maintenance Manager
Victoria Thomas – Board Services Coordinator**3. Approval of Minutes – Bonnie Waxman**

- a. Board of Directors Special Meeting Minutes – October 22, 2025
- b. Annual Members & Board of Directors Organizational Meetings Minutes – November 3, 2025
Motion made by Stroup Gardiner, seconded by Sundberg, to approve the minutes. Approved by unanimous vote. (5-0)

4. President's Report – Bonnie Waxman

- Lighting repairs complete.
- Identification tags have been placed on the water lines to indicate which areas of the building each valve serves.
- Residents were instructed to not touch the water shut off valves in case of an emergency but to call the work order desk to have it done (workorderdesk@rossmoor.com / (925) 988-7650).
- In case of an emergency, Securitas is available to assist residents with a stair tracker to evacuate.
- Elevator in building 5920 was repaired.
- Member Transfer Fee increases to \$18,000 in April. The Member Transfer Fee can be financed through GRF for 7 years.
- Composting – wrap items in newspaper and place in BPI certified green bags before placing items in the green bins. Nothing is allowed to be loose,
- Several manors have been taken off the market and 1 manor was sold in December.
- Residents are leaving their household furnishings near garage entries. This is not allowed. If this continues, the Mutual will have collection days that residents must pay, which will impact resident's coupon.
- All cardboard boxes must be broken down and flattened before being placed in recycling bins.

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5. **Director's Report** – *Jeroen Wright*
 - Budget is complete and the Annual Disclosure booklet was mailed to residents.

6. **Chief Financial Officer's Report** – *Todd Arterburn*
No Report

7. **Landscape Manager's Report** – *John Tawaststjerna*
RPM workdays are May 12th-27th
Tree pruning completed.

8. **Building Maintenance Manager's Report** – *Luis Duenas*
 - a. Scope of work is to snake 16 subline clean out in parking structure to building:
 - Cost per Building: \$10,980.00
 - Total Buildings: 6
 - Total Project Cost: \$65,880.00

Motion made by Stroup Gardiner, seconded by Knight, to approve a contract to snake subline clean out in parking structure in the amount of \$65,880.00 from the reserves account. Approved by unanimous vote. (5-0)

 - b. Camera inspection of storm drain system – 6 buildings \$14,641.50
Motion made by Knight, seconded by Strong Gardiner, to approve a contract to inspect the storm drain system and pay the downpayment upfront of 50% in the amount of \$14,641.50 from the reserves account. Approved by unanimous vote. (5-0)

 - c. 5920 Horseman Cayon elevator door repair cost Total Cost: \$29,283.00
Motion made by Knight, seconded by Olsen, to approve a contract to install the elevator car door in the amount of \$29,283,000 from the reserves account. Approved by unanimous vote. (5-0)

Informational Items: Work Scheduled, In Progress, or Completed

- Urban painting 5913 HM Completed
- Urban painting 5954 AW Completed

Out to Bid for painting

- 5910 HM
- 5920 HM

9. **Treasurer's Report** – *Mary Stroup Gardiner*
 - Errors were identified in the Annual Disclosure booklet that was mailed to the membership. Going forward, all communications sent to the membership by RWC and/or RPM will be reviewed and edited by the Board prior to distribution.

 - Bank account information currently run about 6 weeks behind (not real time)
 - Operating (Nov. 28, 2025)

Corporate:	\$225,000	
Sweeps:	\$226,742	(interest rate 3.16% to 3.20%)
Total:	\$423,185.46	
	Oct. balance:	\$390,912.58
 - ****Charges to come: 1.5 years of insurance

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- Operating money is in short term investments so we are earning interest on the majority of the balance (3.2% to 3.6% for 30 day investments).
- Utilities: starting to track down:
 - Why Verizon is charging us for seven elevator phones
 - Why our quarterly Denalect fire alarm bill is so much different for 5961 Autumnwood compared to the other five buildings (\$774 compared to \$102). Also, why we got four of our quarterly bills one month early (glitch in accounting system?).
- Reserves (Nov. 28, 2026)

Nov. 2025:	\$	830,788.05
Oct. 2025:	\$	831,863.91

Final painting charges to come.
- Update from Treasurers' meeting Jan. 11, 2026 - Summary of discussions
 - Other Mutuals had problems with annual report. Their problems were the use of outdated cover letters, and Board-drafted cover letters not being used. They've told RWC that no further documents will be sent to mutual members without first being reviewed by the appropriate board.
 - General frustration with the lack of access to financial information, timely response to items that need to be addressed.
 - RPM work order portion of software is currently under development. No work order information was provided with the end of November financial reports.
 - Need to include a section for investment policy for when CDs and T-bills need to be reinvested.
 - Where is charge for insurance broker fees for due to lower insurance bills? (unclear if broker is paid based a percentage of the insurance as it is paid or as a separate bill ahead of the insurance payment).
- Building Maintenance
 - Quotes for M59 Board consideration
 - Five Star: Scope exterior drain lines, which include around 12 storm drain cleanouts and catch basins per building: \$14,788.
 - Five Star: Snake all of our building's exterior, potentially tree-root clogged drain lines: \$65,880.
 - SF Elevator door mechanism and sensor rebuild: \$38,275
 - Elevator work included in Helsing report for about \$35,000/building over next 6 years.
 - Need better understanding from SF elevator about what other work is needed to refurbish our elevators so the Helsing report expenses and reserve fund needs can be updated.

10. Committee Reports

- a. Finance Committee – *Mary Stroup Gardiner*
No Report
- b. Landscape Committee – *Marshall Millsap*
Hardscaping buildings need to be investigated.
Items on 2025 rehab list will be dealt with in the next round.
- c. Swimming Pool Committee – *John Tienken*
Residents were reminded to enter swimming area by the entrance gate only and sign in.

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Spa remodel update

The spa remodel is coming to a close, the pre plaster inspection is scheduled for today, Tuesday the 13th and plaster should follow the week after, weather permitting. After the plaster is done, the spa will receive the Micro glass coating and be filled. Once filled the spa will go through a 30 day chemical start up before it can be used and heated. A final inspection will be scheduled after the start up. All and all the projects have gone smoothly and the skimmer replacement was the only unforeseen item.

Pool/Spa part replacement quotes

This consists of needed pool and spa filters and heaters. We have a proposal from Picture Perfect Pools, and Luis is working on two additional quotes.

2026 Seasonal Bids needed

Picture Perfect Pools is the current vendor for the mechanical end of the facility. Omni Cleaning Service handled the cleaning and supplies. The inclusive requirements list from 2025 should be on file with MOD.

Mechanic Room shelving requested

I have thrown out unneeded items in this area to allow cleaning and other storage items to be shelved to get things in order. I can meet with Luis or a staff member to configure a layout for quotes purposes. Work needs to be completed by March 15th, and furniture moved out in advance to facilitate construction.

New keylocks/keys are needed for Mechanic Room

Too many unauthorized citizens have been entering it and changing pool/spa temperatures.

Exterior raking, leaves, roof, etc., needs to be done preseason.

Interior pool area needs pruning & fertilizing on an ongoing basis. Building also need painting.

2026 Season

Propose starting the facility opening April 1st for Residents only, still closing Nov 1st. Spa usage is minimal after 10/31, but weather should allow more attendance in April. Will need to get accurate average electric and operational costs as they relate to the monthly resident HOA pool fee. Contracted residents begin May 1st or the fee could be increased for the additional month to also help offset expenses.

The Committee is asking for volunteers.

- d. Alterations Committee – *Bonnie Waxman*
 - 1 manor in 5913 sold in December and 1 in 5954 sold in January
 - Alterations in 2 manors in 5910 are complete.
 - Alterations in 2 manors in 5910 were: new bedroom windows and new entryway flooring.
 - Upgrades were made to a manor in 5913 prior to putting on the market.
- e. Building Maintenance Committee – *Mary Stroup Gardiner*
No Report
- f. Emergency Preparedness – *Marshall Millsap*
No Report

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- g. Social Committee – *Myra Belfiore*
A barbecue is scheduled for the end of September at the Dollar house. More details to follow.
11. **Old Business** – *Bonnie Waxman*
There were none.
12. **New Business** – *Bonnie Waxman*
- a. 2026 Shared Deductible Agreement
Motion made by Olsen, seconded by Stroup Gardiner, to approve the 2026 Shared Deductible Agreement and authorize Waxman to sign the agreement on behalf of the Board. Approved by unanimous vote. (5-0)
13. **Informational/Discussion Item** – *Bonnie Waxman*
- a. Hire a vendor to clean the green composting bin in each trash room.
Staff will solicit bids from vendors and report back to the Board once they are received.
- b. Addition of shelving in pool mechanical room.
No Discussion
- c. Prioritize reserve spending for elevator repairs, hot water replacements, landscaping zone zero.
No Discussion
- d. Sewer clean out and lateral imaging.
No Discussion
14. **Members' Forum**
Members were afforded the opportunity to express their concerns, make comments, or have questions for the Board. Comments were:
- The lobby lights on each floor in Building 5954 are operating inconsistently.
 - Trash – Republic Services does not put bins back in place to collect trash from chutes.
 - Staff will follow up after vendor projects are completed to ensure the quality of work meets standards and that all materials and belongings have been removed.
 - Residents have been leaving personal items in common areas when moving out. The Board discussed charging the responsible broker or real estate agent for the cost of removing the items.
15. **Announcements:** Next scheduled meeting will be the Board of Directors Regular Meeting on Tuesday, March 10, 2026 at 1:30 p.m. in the Board Room at the Gateway Clubhouse as well as virtually.

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