



## FIFTH WALNUT CREEK MUTUAL

### BOARD OF DIRECTORS REGULAR MEETING

Wednesday, November 19, 2025 at 11:00 a.m.

**Meeting was Conducted In Person and Virtually**

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

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### MINUTES

#### 1. Call to Order

President Lew called the meeting to order at 11:01 a.m.

#### 2. Roll Call of Directors

Sandra Lew – President  
Joy Todd – Vice President  
Mary Fielder – Treasurer  
Marlene Farrell – Secretary – Absent  
Nancy Valencia – Director-at-Large

#### Rossmoor Property Management

John Tawaststjerna – Landscape Manager  
Luis Duenas – Building Maintenance Manager  
Jesus Morales – Landscape Supervisor  
Victoria Thomas – Board Services Coordinator

#### 3. Members' Forum – Sandra Lew

Residents were afforded the opportunity to express their concerns, make comments, or have questions for the Board. Comments were:

- Three trees were removed and will be replaced with four redwood trees next year.

#### 4. Approval of Minutes

- a. Board of Directors Special Meeting Minutes – September 25, 2025
- b. Board of Directors Special Meeting Minutes – September 30, 2025

*Motion made by Fielder, seconded by Valencia, to approve the minutes. Approved by unanimous vote. (4-0)*

#### 5. President's Report – Sandra Lew

- A website is being created called Rossmoor.com. The website is for the residents to reserve rooms, make reservations, see alerts, view specific documents, etc. Each Mutual will have a contact list. The website launch is scheduled for January 2026.
- Juniper removal and annual tree pruning are scheduled.
- Residents are asked to notify Sandra Lew regarding the current condition of the vent screens on their building and if it needs repair.
- Coupon of \$1,178 – 1221 building pays for 66% of the coupon, \_\_\_\_\_ building pays 2%, and \_\_\_\_\_ building pays 11%.

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- Residents need to be more cautious of what is thrown into the garbage containers.
- There is one condo for sale.

**6. Vice-President's Report – Joy Todd**

No Report

**7. Secretary's Report – Marlene Farrell**

No Report

**8. Treasurer's Report – Mary Fielder**

 WALNUT CREEK FIFTH MUTUAL  
 For Month Ending September 30, 2025

	Operating Fund			Reserve Fund			Total Actuals
	Actual	Budget	Variance	Actual	Budget	Variance	
<b>Total Revenues</b>	21,224	21,224	0	10415	9826	589	
<b>Expenses:</b>							
Golden Rain Foundation	6381	6381	0				
MOD Management Fees	1358	1358	0				
Building, Maint & Public Works	577	1235	658		8392		
Carpentry	0						
Deck Expense	0	0					
Termite Control	0						
Power Wash	0						
Doors, Windows, Hardware	0						
Painting	0						
Roofing	0						
Sheet Metal/ Gutter Repair	0			0			
Gutter Cleaning	0						
Rain Leaks	0						
Electrical	0			0			
Lighting	82						
Plumbing	330						
Fire Safety	165	77	88				
Landscape Maintenance	-916	1064	916	1957	611		
MOD Contracted Services	532						
Grounds/ Entry Maintenance	477						
Tree Removal/ Mainenance	-1925		1925	1925			
Rehabilitation	0						
Pest Control	0						
Irrigation	0			32			
Elevator Maintenance & Repairs		155			83		
Custodial Services	353	353					
Insurance	6726	7581					
Utilities	683	2628	1945				
Trash Pick Up	404						
Solid Waste Disposal	41						
PG&E	238	209	-29				
Water	0	1902	1902				
Telephone	0	50	50				
Professional Services	2317	300	-2017	64	62	0	
Audit & Tax Prep.	2317						
<b>Total Expenses</b>	22099	21,224	-875	2021	9150	7129	
<b>Balance</b>							



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	OPERATING FUND												
	Budget	January	February	March	April	May	June	July	August	Sept.	Oct.	Nov.	Dec.
<b>Total Revenues</b>	21,224	21,224	21,224	21,224	21,224	21,224	21,224	21,224	21,224	21,224	21,224	21,224	
<b>Expenses:</b>													
Golden Rain Roundation	6382	6381	6381	6381	6381	6381	6381	6381	6381	6381	6381	6381	
MOD Management Fees	1358	1358	1358	1358	1358	1358	1358	1358	1358	1358	1358	1358	
Building Maint/ Public Wks	1,235	720	2,247	2,586	3,595	575	2,364	495	264	412			
Carpentry		563	1170	1260	855	90	59	0	45	0			
Decks	0	0	0	0	0	0	0	0	0	0			
Power Wash		0	0	0	0	0	0	467	0	0			
Roofing		0	160	0	0	0	0	0	0	0			
Painting		0	436	320	0	0	0	0	0	149	0		
Sheet Metal/Gutter		0	0	0	209	0	0	0	0	0			
Gutters		0	0	230	0	0	1,527	0	0	0			
Rain Leaks	68	0	0	0	25	0	0	0	0	0			
Electrical	0	0	0	0	0	0	0	0	0	0			
Lighting	45	186	0	2,326	0	151	0	0	0	82			
Plumbing	0	70	551	0	0	0	495	0	330				
Elevator Maint&Repairs	154	45	225	225	180	485	??	207	540	0			
Fire Safety		0	289	1,722	45	75	538	0	70	165			
Landscape Maintenance	1,064	1,009	1,009	1,009	2,959	1,009	1,009	1,009	1,009	1,009	1,009	-916	
MOD Contracted Serv.	532	532	532	532	532	532	532	532	532	532	532	532	
Grounds/ Entry Mtnc.	477	477	477	477	477	477	477	477	477	477	477	477	
Tree Removal/ Maint	0	0	0	1,950	0	0	0	0	0	0	-1,925		
Rehabilitation	0	0	0	0	0	0	0	0	0	0	0	0	
Pest Control	0	0	0	0	0	0	0	0	0	0	0	0	
Irrigation	0	0	0	0	0	0	0	0	0	0	0	0	
Custodial Services	353	353	353	353	353	353	353	353	353	353	353	353	
Insurance	7,581	5,461	5,637	5,637	5,637	5,637	5,637	5,637	5,637	5,637	5,637	6,726	
Utilities	2,628	435	2,445	620	1,191	613	3,422	745	1,405	683			
Trash Pick Up	391	357	372	420	399	386	446	428	407	404			
Solid Waste Disposal	76	30	71	18	18	16	0	151	17	41			
PG&E	209	48	217	183	53	211	197	235	225	238			
Water	1,902	0	1,785	0	720	0	2,779	0	756??	0			
Telephone	50	0	0	0	0	0	0	67	67	0*			
Professional Services	300	0	0	0	0	0	0	0	0	2,317			
Reserve Study		0	0	0	0	0	0	353	353				
Audit & Tax Preparation	0	0	(-1767)	0	2,317	0	0	0	0	2317*			
<b>Total Expenses</b>	21,080	22,100	24,334	26,048	30,217	22,382	22,648	15,176	17,300	22,099			
<b>Beginning Balance</b>													
<b>BALANCE</b>													

	RESERVE FUND												
	Budget	January	February	March	April	May	June	July	August	Sept.	Oct.	Nov.	Dec.
<b>Total Revenues</b>	10,599	10,590	10,536	10,524	10,577	10,463	10,370	10,386	10,415				
<b>Expenses:</b>													
Building Maint/ Public Wks	10,088	29,229	37,885	39,112	7,759	0	0	-180	0				
Carpentry	0	0	30578*	38222*	7759*	0	0	0	0				
Decks	9,909	29,229	7307	0	0	0	0	0	0				
Termite Control	0	0	0	0	0	0	0	0	0				
Doors, Windows, Hdwr	0	0	0	0	0	0	0	0	0				
Painting	0	0	0	0	0	0	0	0	0				
Roofing	0	0	0	0	0	0	0	0	0				
Sheet Metal/Gutter	0	0	0	0	0	0	0	0	0				
Gutters	0	0	0	0	0	0	0	0	0				
Rain Leaks	0	0	0	0	0	0	0	0	0				
Electrical	0	0	0	0	0	0	0	0	0				
Lighting	0	0	0	0	0	0	0	0	0				
Plumbing	0	0	0	0	0	0	0	0	0				
Fire Safety	0	0	0	0	0	0	0	0	0				
Landscape Maintenance	32	2,257	32	2,432	32	32	32	32	32	1,957			
Tree Removal/ Maint	0	0	0	2,400	0	0	0	0	0	1,925			
Rehabilitation	0	2,225	0	0	0	0	0	0	0	0			
Pest Control	0	0	0	0	0	0	0	0	0	0			
Irrigation	32	32	32	32	32	32	32	32	32	32			
Elevator Maint & Repar	180	0	0	0	0	0	0	0	-180	0			
Professional Services	0	0	0	0	0	0	0	0	0	0			
Reserve Study	0	0	0	0	0	0	0	0	0	0			
Public Works	0	0	0	0	0	0	0	0	0	0			
Asphalt Repairs	0	0	70	0	2,479	0	0	0	0	0			
<b>Total Expenses</b>	10,120	31,486	37,987	41,554	10,270	32	32	363	2,021				
<b>Beginning Balance</b>													
<b>BALANCE</b>													

Cannot not certify compliance with Civil Code 5500 as the financial statement has not been received.

9. **Mutual Operations Director's Report** – *Jeroen Wright*  
No Report

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### 10. **Chief Financial Officer's Report** – *Todd Arterburn*

No Report

### 11. **Building Maintenance Manager's Report** – *Luis Duenas*

Informational Items: Work Scheduled, In Progress, or Completed

- GBG Deck coating and plywood sheathing replacement
- 1221 Avenida Sevilla, Unit's 2A and 3A are scheduled to be completed by November 20th
- Pending inspections at 1221 4C,4B,2C for dry rot
- Gutters are scheduled to be cleaned in November

### 12. **Landscape Manager's Report** – *John Tawaststjerna*

- RPM work days are scheduled to install trees and compost.
- Juniper will be removed by buildings 1221 and 1255.
- A tree inspection is scheduled for December.
- Pruning is scheduled for January 2026.

### 13. **Committee Reports**

- a. Landscape Committee – *Joy Todd*  
No Report
- b. Building Maintenance Committee – *Luis Duenas*  
No Report
- c. Budget and Finance Committee – *Mary Fielder*  
No Report
- d. Alterations Committee – *Marlene Farrell*  
No Report

### 14. **Old Business**

#### **Action Items**

There was none

### 15. **New Business**

#### **Action Items**

- a. Fire Mitigation Report (*Do we have bent screens on all our buildings?*)  
Previously Discussed
- b. Management Agreement vote on accepting it.  
*Motion made by Fielder, seconded by Valencia, to approve the RWC Management Agreement.*  
*Approved by unanimous vote. (4-0)*
- c. Planting Redwood trees behind 1221 Ave. Sevilla  
Previously Discussed



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d. Removal of junipers and replacement plants  
Previously Discussed

e. Balcony/Deck Repair update  
Previously Discussed

### 16. Informational/Discussion Item

a. Termination or renegotiation of any future contracts need to be approved by the Board.  
No Discussion

17. Announcements – The next meeting scheduled is the Board of Directors Regular Meeting which will be held on Friday, January 16, 2026 at 11:00 a.m. in the Board Room at the Gateway Clubhouse.

### 18. Adjournment

There being no further business the meeting was adjourned at 12:10 p.m.

### Secretary's Certificate

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

*Victoria Thomas*