

**BOARD OF DIRECTORS SPECIAL MEETING****Thursday, September 25, 2025 at 10:00 a.m.****Meeting was Conducted In Person and Virtually****Creekside Clubhouse – Fairway Room  
1010 Stanley Dollar Drive, Walnut Creek, CA 94595**

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**MINUTES****1. Call to Order**

President Lew called the meeting to order at 10:08 a.m.

**2. Roll Call  
Directors**

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

**Rossmoor Property Management**

Luis Deunas – Building Maintenance Manager  
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. There were no comments.

**4. Approval of Minutes**

a. Board of Directors Regular Meeting Minutes – July 18, 2025

*Motion made by Farrell, seconded by Lew, to approve the minutes. Approved by unanimous vote. (5-0)*

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

a. Lina Taylor in the Building Maintenance Dept. sent Sandra a letter that stated the Otis Elevator contract will not be renewed. This was not the desire of the Board.

*Motion made by Fielder, seconded by Valencia, to approve the contract with Otis Elevator. Approved by unanimous vote. (5-0)*

b. GBG contract to fix 3A and 2A with a cost of \$33,208.61 for balcony repair.

*Motion made by Lew, seconded by Valencia, to approve the contract with GBG to repair the balconies at a cost of \$33,208.61. Approved by unanimous vote. (5-0)*

c. RPM Management Agreement

Lew asked the Board if they wanted legal counsel to assist them. Fielder opined legal counsel is not needed.

**FIFTH WALNUT CREEK MUTUAL****6. Vice-President's Report – Joy Todd**

No Report

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

Farrell did not receive enough information on the financials from the Accounting Department to certify compliance with Civil Code 5500.

**8. Director's Report – Jeroen Wright**

No Report

**9. Chief Financial Officer's Report – Todd Arterburn**

No Report

**10. Landscape Manager's Report – John Tawaststjerna**

No Report

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

Discussed during the President's Report

**12. 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

**13. Old Business****Action Items**

None

**14. New Business****Action Items****a. Fee Agreement**

GBG contract previously discussed.

**15. Adjournment**

There being no further business the meeting was adjourned at 10:41 a.m.

**Secretary's Certificate**

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

*Victoria Thomas*