



FIFTH WALNUT CREEK MUTUAL

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

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