



Walnut Creek Mutual Sixty-One



BOARD OF DIRECTORS REGULAR MEETING

Thursday, October 23, 2025 at 1:00 p.m.

Meeting was Conducted In Person & Virtually

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

MINUTES

1. Call to Order

President LaSala called the meeting to order at 1:00 p.m.

2. Roll Call

Directors Present

Bob LaSala – President
Mike Burke – Vice President
Richard Frank – Treasurer
Janet Hillier – Secretary
Kathy Odne – Director-at-Large

Rossmoor Property Management

Jeroen Wright – Director of Mutual Operations
Todd Arterburn – Chief Financial Officer
Victoria Thomas – Board Services Coordinator

3. Consent Calendar – Bob LaSala

- a. Board of Directors Regular Meeting Minutes – June 17, 2025
- b. Board of Directors Executive Session Meeting Minutes – July 2, 2025
- c. Board of Directors Executive Session Meeting Minutes – July 7, 2025
- d. Board of Directors Executive Session Meeting Minutes – July 25, 2025
- e. Board of Directors Executive Session Meeting Minutes – August 22, 2025

Motion made by Frank, seconded by Hillier, to approve the Consent Calendar. Approved by unanimous vote. (5-0)

4. President's Report – Bob LaSala

- Election – The Board received three nominations for the three open seats, therefore, a ballot is not required. Candidates will be seated on the Board via acclamation at the Organizational Meeting on December 12, 2025.
- RWC Management Agreement is finalized and will be reviewed at the November 7 meeting.

5. Treasurer's Report – Richard Frank

Today's Treasurer's Report is based on information through the end of September 2025. I'm pleased to report that RWC (formerly GRF) seems to have finally made great progress in its implementation of NetSuite, Rossmoor's new software system. I believe this is the first time

I've been able to offer a report as up to date as the end of the prior month. is obviously struggling with the implementation of NetSuite, the new software system.

Monday morning Bob and I had a very productive budget meeting with the financial team at RWC. You'll be pleased to know our current year is within our budget and we will be able to keep your coupon increase to only \$2 per month, despite the continual inflation we're seeing in many sectors of the economy. We are doing all we can to control spending and maintain our strong financial position both for now as well as for expected future expenses. The Board is scheduled to meet on November 7 to approve the finalized budget.

As of September 30, we are well within our budget for the 2025 year and should finish on target. Our operating and reserve fund balances are appropriate, and we are collaborating with RWC to optimize interest earnings.

Motion made by Odne, seconded by Burke, to certify compliance with Civil Code §5500 for the financial statements. Approved by unanimous vote. (5-0)

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

- Rossmoor Walnut Creek Management Agreement is complete. Mutual Board Presidents are currently reviewing and approving the agreement. The agreement is for one year. The RWC Management Agreement Taskforce will continue to meet to review the agreement for necessary edits. The agreement is considered an evergreen agreement that automatically renews unless the contract is amended or terminated.
- The 2025–26 insurance arrangement has been beneficial. RWC is considering binding coverage in January 2026 for a five-month term, ending in May. After that, RWC would rebind in June 2026 for a full twelve-month policy. This would result in RWC paying for 17 months of property insurance within a single budget year.

The reason for this approach is market capacity. Approximately 95% of other industries bind their insurance earlier in the year, which reduces available underwriting capacity and drives up pricing. Binding in June will give RWC access to more underwriters with more competitive rates.

7. **Chief Financial Officer's Report** – *Arterburn*

No Report

8. **Landscape Manager's Report** – *Tawaststjerna*

No Report

9. **Building Maintenance Manager's Report** – *Duenas*

No Report

10. **Architectural Review Report** – *Bob and Ann Ingham*

No Report

11. **Landscape Committee Report** – *Brian Hillier*

- A notice was emailed to residents to inform that the RPM Summer landscape crew days would be July 22 through July 24 and would focus on irrigation conversions to bubblers.
- Jesus Morales, RPM Landscape Supervisor, compiled a preliminary list of plant replacements that we reviewed and adjusted after walkthroughs were conducted. This list is compiled from requests submitted by email from residents to

"plantreplacement@rossmoor.com" every year prior to August 15.

- The plants from the above list were scheduled to be installed during the RPM Fall crew days. These work days began this week on Tuesday.
- Collaborated with Jesus Morales to design appropriate plants and layouts for the turf replacement project. Jesus completed a separate plan for each lawn. Each plan accompanied by a cover memo was transmitted on October 1 to each homeowner affected by this project.
- The turf replacement project was assigned to Brightview to execute. The work began this week with removal of the lawns.
- The Committee was consulted for landscape impacts on two architectural change requests.
- On October 13, conducted the fall walkthrough of the mutual property with John Tawststjerna to review trees that would require pruning by Waraner Tree. John will obtain the work proposal and forward to us for approval.

12. Social Committee Report – *Gail Solt / Chris LaSala*

- End of summer picnic occurred with approximately 45 residents in attendance. Committee plans to continue with box lunches for future picnics. The time of future picnics may start at 4:00 going forward.
- The Jingle and Mingle Christmas party is scheduled for December 5th at 5:00pm in the Diablo Room at Hillside. Dinner will be catered. Cost is \$55 per person.

13. Emergency Preparedness Committee – *Don Couch*

No Report

14. New Business – *Bob LaSala*

- a. Investment Policy
Topic Deferred
- b. Set Direction on Architectural Alterations Administration
 - The Board transferred responsibility to RPM. It was asked why there is RPM charging a fee for an alteration. Wright explained that the fee covers the salaries of the employees who perform the work.
 - RPM Alteration Fee Schedule
 - Awnings/Solar Shades Deck Replacement Deck Addition Exterior \$55
 - Deck Replacement and/or Rails \$175
 - Deck Addition \$300
 - Exterior Lighting \$55
 - Front Doors \$85
 - Garage Doors \$100
 - HVAC Replacement \$165
 - Painting \$110
 - Patio Extension \$165
 - Roofing \$175
 - Screen Doors – Phantom or Regular \$55
 - Siding Replacement \$110
 - Solar Energy Systems \$330
 - Trellis \$385
 - Walkways (Replacement/Addition) \$165
 - Window Replacement/Addition \$195

- A notification will be sent out to the members once the transfer occurs.
- A policy for roof replacement will be implemented by RPM.
- LaSala will seek legal counsel's advice on resale inspections on PUDs (Planned Urban Developments).

c. Review of 2026 Proposed Budget
2026 monthly coupon is expected to increase \$2.00 per month.

d. Correspondence Received
No Report

15. Residents' Forum

All residents were invited to address the Board with questions, comments, and suggestions. Comments were:

- A resident expressed concern that comments made during the Residents' Forum are not consistently captured in the minutes and requested response from the Board when they receive a correspondence from members.

16. Announcements – The next meeting scheduled is the Board of Directors Special Meeting on November 7, 2025 at 1:00 p.m. The meeting will be conducted virtually.
The Annual Members and Organizational Meeting is scheduled for December 12, 2025 at 10:00 a.m. at the Gateway Clubhouse in the Board Room as well as virtually.

17. Adjournment to Executive Session

There being no further business the Regular Board Meeting adjourned at 1:58 p.m and the Board moved into Executive Session.

Executive Session Summary

The Board met in Executive Session litigation.

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

Victoria Thomas