

**ANNUAL MEMBERS MEETING****Friday, December 12, 2025 at 10:00 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**

The meeting began at 10:03 a.m.

1. **Certificate of Notice of Meeting** – *Victoria Thomas*

I, Victoria Thomas, Assistant Secretary to Walnut Creek Mutual Sixty-One, certify that a Call for Candidate notice was published three times in the Rossmoor newspaper on July 9th, 16th, and the 23rd of 2025 and was posted on the Mutuals' Board. The notice announced that there were three open positions in the 2025 election with a term of two years. If at the close of the time period for making nominations, there are the same number or fewer qualified candidates as there are board positions to be filled, then the Board of Directors may, after voting to do so, seat the qualified candidates by acclamation.

The Mutual received three nominations for the vacant positions.

- Richard Frank
- Janet Hillier
- Kathy Odne

In accordance with Corporations Code § 7511(b), a notice of the Annual Members Meeting was mailed to the membership on December 12, 2025.

*Motion made by Burke, seconded by Odne, to approve candidates be seated on the Board by acclamation. Approved by unanimous vote. (5-0)*

2. **Board of Director's Report**

a. President

- The Mutual received great support from the Committees with all taking proactive steps to making the Mutual a better community.
- Projected projects were completed, e.g., irrigation in landscape which will save money in the long term.
- A new approach to fixed asset planning was applied in the annual reserve study. The Mutual is on track to maintain sufficient funding for anticipated repair and replacement projects over the next five years and therefore does not anticipate the need for a special assessment. No major projects are scheduled for 2026. The review process and coordination of architectural plan applications will be the responsibility of the RPM going forward.

- The Investment Policy was drafted by RPM’s finance department and reviewed by legal counsel. The policy expands the Mutual’s ability to achieve greater returns on investments while providing greater flexibility for RPM within FDIC certified instruments, all while maintaining clear and separate fiduciary responsibilities

b. Vice President

No Report

c. Treasurer

The Mutual remains in excellent financial condition after the first ten months of our fiscal year. Please be aware that all data presented in these reports is preliminary until the audited results are finalized.

For the ten months ending October 31, 2025, the Mutual had revenue of \$567,698, which was an increase over last year of \$10,661. During the same period, the Mutual had expenses of \$453,433, which was an increase compared to last year, of \$18,652. Thus, at the end of ten months, the fund balance increased to \$689,436, which is \$136,886 more than it was a year ago.

The Mutual is well within the annualized projections at this point. As residents are aware from prior mailings, the Mutual has been able to maintain a healthy financial picture and should continue to be able to do so with only a \$2 increase in the monthly coupons.

I have enjoyed working with the Board and Committee Members and appreciate the opportunity to serve the Mutual’s neighborhood.

d. Secretary

No Report

e. Director

No Report

3. **Director’s Report**

No Report

4. **Chief Financial Officer’s Report**

- Mutual has a new management agreement with RWC. The agreement is for one year.
- Staff is working on the Field Service Management Agreement, which will be used by the Work Order Desk.
- The Mutual can expect the financial statements to be delivered on time going forward.
- With the new software program in place, there will be more transparency with how the investments are governed.

5. **Landscape Manager’s Report**

No Report

**6. Building Maintenance Manager's Report**

Benches and entry signs have been repaired.

**7. Committee Reports****a. Architectural Committee – *Bob LaSala***

- Currently, the review of architectural applications has been reviewed and coordinated by the Board. Going forward, the responsibilities will be managed by RPM. RPM will accept architectural requests, review plans, and grant approvals when submissions comply with applicable rules, regulations, and policies. RPM will also inspect the work and maintain a file for each application to ensure a complete historical record. LaSala and Odne plan to meet with Bill Parsons and Jeroen Wright to structure the transition. Residents will be informed of the transition and the fee schedule for renovations. Once transition is in place, residents must contact RPM to complete an application prior to any changes being made.
- Odne added that the reason for the change is that RPM has more experience and specialized knowledge in reviewing architectural plans.
- For the painting of homes within the Mutual, eight paint colors have been selected for residents to choose from to maintain a harmonious appearance throughout the community. Roof tiles will also be selected for residents to choose from. Residents will be informed of the choices soon.

**b. Landscape Committee – *Brian Hillier***

- Thanks was given to Susan Couch and Megan Leuteneker for their input in coordinating the Mutual's landscape matters.
- Landscape maintenance and irrigation are the two largest expense categories representing nearly two thirds of our operating budget. This year, the Committee undertook a project to remove the last remaining grass areas in an attempt to reduce these expenses. 28 grass areas were replaced with new plantings and drip irrigation consistent with the current landscaping pallet. The Committee appreciates the understanding of those homeowners affected by the change.
- Thanks was given to John Tawaststjerna, RPM Landscape Manager, and Jesus Morales, RPM Landscape Supervisor for their continued assistance in maintaining and enhancing the beauty, through coordination of RPM landscape personnel, Brightview Landscaping Services, for routine landscape maintenance and revisions, Waraner Tree for tree pruning and tree sculpture for our annual oak tree spraying.
- A reminder was given to the residents that landscape matters surrounding homes are the responsibility of the Mutual, RPM Landscape Department and assigned contractors. Residents with routine landscape issues or questions are encouraged to contact the RPM Workorder Desk at 925-988-7650 or email to [workorder@rossmoor.com](mailto:workorder@rossmoor.com).
- Water irrigation is managed by an AI system that monitors rainfall levels to determine when landscaping requires watering.
- Adrian Douglas was welcomed to the Landscape Committee. Adrian is a relatively new homeowner.

c. Social Committee – *Gail Solt*

- Entries were decorated by Chris LaSala.
- New residents receive a welcome package, which is currently being revised.
- Contact information on the resident mailing list is being updated.
- A welcome letter is mailed to new residents that includes emergency information.
- Two Speakers Series were conducted in 2025 that spoke about scans and Roth IRAs.
- 2025 events were a welcome party for new residents, a picnic, and a holiday party.
- 2026 planned events are a Ladies Luncheon at Creekside Clubhouse April 17<sup>th</sup> at 11:00am, a picnic in September, a holiday party on December 4<sup>th</sup>, Speakers Series, and possibly a welcome party for new residents.

d. Emergency Preparedness Committee – *Don Couch*

- Emergency Prepared (EP) packet delivered to 62 of the 63 homes. Rich Haddock reports owner passed before he could deliver the packet. EP team members assigned to 12 - 15 residences. Most packets were delivered in person and reviewed in person with the resident(s). We feel good relationships were initiated.
- A New Resident EP packet was developed, in cooperation with the Social Committee, to be delivered and personally reviewed with the new residents. This packet incorporated the new Resident's Guide to Earthquake Preparedness & Survival. It has been revised this month to incorporate the new Resident's Guide to Pedestrian and Driver. Safety. Each team member now has two New Resident packets. We seek Social Committee/Board information on timing of packet delivery.
- Article 12/11/25 SF Chronicle (page A6) ..."The Chair of the Calif. Board of Forestry and Fire Protection announced last Monday that the Board was lengthening the timeline again because of continued disagreement on how strictly to enforce vegetation clearance rules. This was according to another news report by Bloomberg. The Board's Executive Officer said that the new aim is to complete the rules in the first half of 2026, and that the Board would resume work in March, 2026.

2026 Outlook

- Update New Resident Emergency Packet as needed.
- Report to Board on Firewise Committee report: Guidance to Mutuals on Home Hardening and Fuels Mitigation and on status Calif. Board of Forestry pending vegetation regulations. Also work with Board to define and communicate Mutual 61's role regarding fire protection regulations.
- Develop and provide information on Mutual 61 residents to be able to more quickly close the fire water valve to their home. The Committee and several residents have received this information. We will seek EBMUD cooperation to make valve covers removable.
- Improve communications with Residents by personal visit to assigned residences and keep residents aware for EPO and Firewise Town Halls.

**Residents' Forum**

Members were afforded the opportunity to express their concerns, make comments, or have questions for the Board. Members made comments on:

- Questioned the letter residents received regarding the lawsuit. Asked for more information on the lawsuit, settlement, and how much it cost the Mutual. LaSala explained the reason for the lawsuit was due to a landscape request, which had been denied by the Board. The denial is still in place. There has been no change to the CC&Rs or the Rules and Policies that govern the specific request. The insurance company made a cash settlement to the plaintiff. The Mutual paid the \$2,500 insurance deductible under the errors and omissions insurance policy. The balance of the settlement was paid by the insurance company. The settlement is on file at the courthouse, which is open for the public to view. A copy of the settlement is also held in Victoria Thomas' office. All residents are welcome to read the settlement while in her office. Questioned why a payment was made to the plaintiff if there was no fault on the Board. LaSala replied that the insurance company recommended to agree to a negotiated settlement to stop the lawsuit to prevent future costs for the Mutual.
- Questioned why the Board Members were personally sued and what was the outcome. LaSala reported that the plaintiff agreed to release individual lawsuits against the Board Members.
- Notices used to be mailed to residents when a death occurred in the community and questioned why that stopped. LaSala replied that the responsibility falls on family members.
- Thanks were given to the Board for their work for the Mutual.

**Announcements**

The next scheduled meeting will be the Organizational Meeting that follows the Annual Members meeting.

**Adjournment**

There being no further business, the Annual Members Meeting was adjourned at 11:00 a.m.

**Secretary's Certificate**

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

*Victoria Thomas*