

ORGANIZATIONAL MEETING

Friday, December 12, 2025 at 10:00 a.m.

Meeting is Conducted In-Person and Virtually

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

Join Meeting Virtually

To view the meeting on your computer, iPad, or smart phone, residents should log-in to <https://tinyurl.com/mtmx2j3y> or use the meeting ID: 853 9007 3076. Passcode: 877488. You will see a few prompts to click on such as allowing “the page to open [zoom.us](#),” “join with video,” and “join with computer audio.” Be sure to have your computer speakers turned on.

If residents just want to hear the deliberations, they can dial (305) 224-1968 on any phone, and they will be prompted to enter the meeting ID: 853 9007 3076.

For technical support to join a meeting, contact (925) 988-7627 or Support@rossmoor.com.

AGENDA

1. **Call to Order**

2. **Roll Call
Directors**

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

3. **Members’ Forum**

All members are invited to address the Board with questions, comments, and suggestions. The Board does not directly answer questions posed by speakers during the Members’ Forum but does hear the viewpoints and ideas presented and considers them as they act during the meeting. Comments are limited to three minutes per member.

4. **Approval of Minutes**

a. Board of Directors Special Meeting Minutes – October 20, 2025

- b. Board of Directors Regular Meeting Minutes – October 23, 2025
- c. Board of Directors Special Meeting Minutes – November 7, 2025

Recommendation: Board of Directors approve the meeting minutes.

5. Election of Officer Positions

- a. President
- b. Vice President
- c. Treasurer
- d. Secretary

6. Appointment of Committee Chairs

- a. Architectural Review
- b. Landscape Committee
- c. Social Committee
- d. Emergency Preparedness Committee

7. Appointment Assistant Treasurer

- a. Todd Arterburn

8. Appointment of Assistant Secretary

- a. Victoria Thomas

9. New Business

- a. Appoint Richard Frank as a Director on the Board.

10. Election of Officer Positions Cont.

- a. Director

11. Announcements

The next scheduled meeting is the Board of Directors Regular Meeting on March 17, 2026 at 10:00a.m. in the Board Room at the Gateway Clubhouse and virtually.

12. Adjournment to Executive Session – If necessary, for legal issues, contracts, member discipline, personnel issues, delinquencies, or foreclosures.