

**BOARD OF DIRECTORS ORGANIZATIONAL MEETING**

**Friday, December 12, 2025 at 11:00 a.m.**

**Meeting was Conducted In Person and Virtually**

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

---

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

President LaSala called the meeting to order at 11:07 a.m.

**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**

Todd Arterburn – Chief Financial Officer  
Luis Duenas – Building Maintenance Manager  
Victoria Thomas – Board Services Coordinator

**3. Residents' Forum**

Members 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 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

*Motion made by Frank, seconded by Hillier, to approve the meeting minutes. Approved by unanimous vote. (5-0)*

**5. New Business**

- a. Appoint Richard Frank as a Director on the Board.  
*Motion made by Odne, seconded by Burke, to appoint Richard Frank as a Director on the Board. Approved by vote. (4-0)*

**6. Election of Officer Positions**

- a. President – Bob LaSala
- b. Vice President – Mike Burke
- c. Treasurer – Richard Frank
- d. Secretary – Janet Hillier

- e. Director-at-Large – Kathy Odne

*Slate Vote – Motion made by Hillier, seconded by Odne, to appoint Directors in Officer positions. Approved by unanimous vote. (5-0)*

**5. Appointment of Committee Chairs**

- a. Architectural Committee – Committee no longer exist
- b. Landscape Committee – Brian Hillier
- c. Emergency Preparedness Committee – Don Couch
- d. Social Committee – Gail Solt

*Slate Vote – Motion made by LaSala, seconded by Burke, to appoint Brian Hillier, Don Couch, and Gail Solt as Chair of Committees. Approved by unanimous vote. (5-0)*

**6. Appointment of Todd Arterburn Hand as Assistant Treasurer**

*Motion made by Odne, seconded by Hillier, to appoint Todd Arterburn as Assistant Treasurer. Approved by unanimous vote. (5-0)*

**7. Appointment of Victoria Thomas as Assistant Secretary**

*Motion made by Frank, seconded by Burke, to appoint Victoria Thomas as Assistant Secretary. Approved by unanimous vote. (5-0)*

**8. Announcements**

The next meeting scheduled is the Board of Directors Regular Meeting held on March 17, 2026 at 1:00 p.m. in the Board Room at the Gateway Clubhouse.

**9. Adjournment**

There being no further business, the Board of Directors Organizational Meeting adjourned at 11:27a.m.

**Board Assistant Secretary's Certificate**

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

*Victoria Thomas*