



WALNUT CREEK MUTUAL SIXTY-ONE

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

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- 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