



WALNUT CREEK MUTUAL NO. SIXTY-FIVE

BOARD OF DIRECTORS ORGANIZATION & REGULAR SESSION MEETING

Tuesday, October 21, 2025, at 9:30 a.m.

Meeting is Conducted In-Person only

Event Center – Donner Room

1021 Stanley Dollar Drive, Walnut Creek, CA 94595

AGENDA

Call to Order

President O'Dea called the meeting to order at 9:32 a.m.

Roll Call of Directors

Ed O'Dea, President
Lois Kadosh, 1st Vice President
Gary Miller – 2nd Vice President
Clark Nelson, Treasurer- *Absent*
Vacant, Secretary

RPM Staff

Jeroen Wright – Director of Mutual Operations
Todd Arterburn – Chief Financial Officer
Luis Duenas – Building Maintenance Manager
John Tawaststjerna – Landscape Manager
Lisa Kam, Interim, Board Services Coordinator

RPM Staff Absent

Jeroen Wright
John Tawaststjerna

Appointment of Ed O'Dea, Gary Miller and Diane Portnoff to the Board Via Acclamation for a Two (2) Year Term for 2025-2027.

Kadosh made a motion and Miller seconded to appoint Ed O'Dea, Gary Miller and Diane Portnoff to the Walnut Creek Mutual Sixty-Five Board. *Approved by unanimous* vote 4-0.

Selection of Officer Positions

Miller made a motion and Kadosh seconded to appoint Ed O'Dea to the position of Board President for 2025-2027. *Approved by unanimous* vote 4-0.

O'Dea made a motion and Miller seconded to appoint Lois Kadosh to the position of Board 1st Vice President for 2025-2027. *Approved by unanimous* vote 4-0.

O'Dea made a motion and Kadosh seconded to appoint Gary Miller to the position of Board 2nd Vice President. *Approved by unanimous* vote 4-0.



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O'Dea made a motion and Kadosh seconded to appoint Clark Nelson to the position of Board Treasurer. *Approved by unanimous vote 4-0.*

O'Dea made a motion and Miller seconded to appoint Diane Portnoff to the position of Board Secretary. *Approved by unanimous vote 4-0.*

Appointment of Assistant Treasurer

O'Dea made a motion and Kadosh seconded to appoint Todd Arterburn as the Assistant Treasurer of Walnut Creek Mutual Sixty- Five. *Approved by unanimous vote 4-0.*

Appointment of Assistant Secretary

O'Dea made a motion and Miller seconded to appoint Janneth Lujan as the Assistant Secretary of Walnut Creek Mutual Sixty-Five. *Approved by unanimous vote 4-0.*

Meeting Minutes

Regular Session Board Meeting Minutes – July 15, 2025

Motion made by O'Dea, seconded by Miller, to approve the meeting minutes. Approved by unanimous vote. (4-0)

9. President's Report – Ed O'Dea

O'Dea reported on the Management Agreement. It is a one-year agreement and can be revisited, similar to previous agreement, this one has more details

Motion made by O'Dea, seconded by Kadosh, to approve the Management Agreement. Approved by unanimous vote. (4-0)

Treasurer's Report -Nelson

No report

Mutual Operation's Report - Jeroen Wright

No report

Chief Financial Officer – Todd Arterburn

Arterburn reported that we will be changing the timeline of purchasing insurance to a June to May cycle. This will help in getting a lower price.

Arterburn reported on the budget meeting, went over with the board. The big ticket items are dryrot and painting.

Coupon is broken down into three categories:

- 1, RWC (GRF)/Trust
2. Operating/Management fee
3. Reserve/dryrot/painting

	<u>2025</u>	<u>2026</u>
1, RWC (GRF)/Trust	354.52	351.51
2. Operating/Management fee	783.00	816.00
3. Reserve/dryrot/painting	242.00	327.00
	1,381.00	1,495.00
		+114.00

Motion made by Kadosh, seconded by Portnoff, to approve the 2026 budget. Approved by unanimous vote. (4-0)

Building Maintenance Report – Luis Duenas

Action Items: Proposals for Review or Approval

Informational Items: Work Scheduled, In Progress, or Completed



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Comstock carpentry rehab and painting phase 1 (9) buildings

RPM Carpentry [6 buildings completed](#)

Whit's painting [2 building completed](#)- RPM will complete punch list walk.

Landscape Manager's Report – *John Tawaststjerna – Pam Walsh*

Walsh reported the following:

To date we have removed 39 lawns from 44 units

Comstock Drive	23 removed with 2 remaining
Wales Drive	16 removed with 1 remaining

November 1-2 1800 Wales Drive will be removed, thus completing Wales Drive
Area on Tice Creek Drive between Wales Drive and Castleberry Lane will be removed

Tree work is all up to date.

Two trees died. A Red Maple @ 1711 Comstock and a Bradford Pear @ 1821 Wales. These are being replaced with Chinese Pistache trees.

All shrubs will be cut back during the next month. All dead or dying plants will be replaced at that time.

Reports

Vice President's Report - Kadosh

The paint project for Comstock is almost done. Thank you Sandy for all your assistance. Thank you to Jan for all your work done on the board, we will miss you.

Secretary Report

No Report

Social Committee – Julie Burnet

The Holiday party will be at Stanley Dollar on Saturday, December 6 @ 5:30pm.

Emergency Preparedness – Al Kadosh

Lois asked if all new members can receive the emergency form and return to Al.

Member Forum

Resident asked if the Board can send out email reminders of when the next meeting will be.

Announcements

The next scheduled Board of Directors Regular Meeting is Tuesday, January 20, 2026, at 9:30am in the Donner Room at the Event Center.

Adjournment

The meeting was adjourned at 10:39 a.m.



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Board Services Coordinator

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

Lisa Kam

DRAFT