

**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

**MINUTES****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, 1<sup>st</sup> Vice President

Gary Miller – 2<sup>nd</sup> Vice President

Clark Nelson, Treasurer- *Absent*

Vacant, Secretary

**RPM Staff**

Todd Arterburn – Chief Financial Officer

Luis Duenas – Building Maintenance 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 1<sup>st</sup> 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 2<sup>nd</sup> Vice President. *Approved by unanimous vote 4-0.*

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**

## WALNUT CREEK MUTUAL NO. SIXTY-FIVE

O'Dea made a motion and Kadosh seconded to appoint Todd Arterbun 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, like 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 dry rot and painting.

Coupon is broken down into three categories:	<u>2025</u>	<u>2026</u>	
1. RWC (GRF)/Trust	354.52	351.51	(3.01)
2. Operating/Management fee	783.00	816.00	+33.00
3. Reserve/dry rot/painting	<u>242.00</u>	<u>327.00</u>	<u>+85.00</u>
	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

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

**WALNUT CREEK MUTUAL NO. SIXTY-FIVE**

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.

**Board Services Coordinator**

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

*Lisa Kam*