



Walnut Creek Mutual Sixty-Eight

ANNUAL MEETING MINUTES
MONDAY, JUNE 23, 2025, AT 1:00PM
FIRESIDE – GATEWAY CLUBHOUSE
AND ZOOM MEETING
1001 GOLDEN RAIN RD – WALNUT CREEK, CA 94595

Call to Order

President Schlenker called the meeting to order at 1:04p.m.

Roll Call

Directors Present: Rich Schlenker, President
Wayne Canterbury, Vice President
Roger Emanuel, Treasurer
Pina Royer, Secretary
Jim Day, Director

Staff Present:

Jeroen Wright, Mutual Operations Director
Todd Arterburn, Chief Financial Officer
Rick West, Senior Building Maintenance Manager
Luis Duenas, Building Maintenance Manager
John Tawaststjerna, Landscape Manager
Lucy Limon, Board Services Coordinator.

Certification of Notice of Meeting

Lucy Limon, Assistant Secretary gave the following certification:

I, Lucy Limon, Assistant Secretary to certify that in accordance with Corporations Code § 7511(b), a notice of the Annual Meeting was mailed to the membership on June 19, 2025.

Election Results:

Additionally, I certify that a Call for Candidates was published in the February 16, 19 and 26 2025, editions of the Rossmoor News.

The Mutuals' Board Office received 1 nomination from the membership – Rich Schlenker.

In accordance with the Davis Stirling Act, Walnut Creek Mutual Sixty-Eight was eligible to appoint candidates via acclamation for this year's election, given that at the close of the period for making nominations, there were the same number or fewer qualified candidates as there were Board positions to be filled.

On May 29, 2025, the Walnut Creek Mutual 68 Board voted to appoint Rich Schlenker to the Board via acclamation for a 3-year term.

Treasurer and Finance Report:

Mutual Sixty-Eight—Mutuals' Board Office
1001 Golden Rain Road P.O. Box 2070 Walnut Creek, CA 94595-0987
www.rossmoor.com

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Roger Emanuel gave the following report:

Financial statements were partially prepared as of April 30, 2025. The income/expense statements were available but there are some missing statements like a balance sheet that aren't yet available on the Netsuite system. The Finance Committee won't provide a Dashboard.

The usual accounting report won't be presented as there is still missing information.

There is enough information in the financial reports provided for Civil Code 5500.

\$300,000 was lent from the Reserve Fund to the Operating Fund to pay insurance premiums early this year. \$150,000 was repaid to the Reserve Fund in June.

Treasury Notes- The Mutual had 5 treasury notes laddered for maturity from June 15, 2025, to August 15, 2025. The June treasury notes matured and new treasury notes for \$271,000, yield-to-maturity of 3.93%, maturing February 28, 2027, were purchased in June. The Mutual's treasury notes total approximately \$2.1 million. As no balance sheet was made available as of April 30, I'll defer reporting on total cash until a future Board meeting.

See presentation attached at the end.

Building Committee Report:

Luis Duenas gave the following report:

INFORMATION ITEMS: Work scheduled, In Progress or Complete

SB326 Structural Engineers Report mandated repairs. Contractor: GBG

- Scope of Services SB326 repairs. Total of 73 items identified

RFC #9 Unit 554 Spotted Owl – Deck Coating-completed****

RFC #10 Unit 3024 Grey Eagle - Deck Coating-completed****

RFC #11 Unit 2886 Sakland Indian - Deck Coating-completed****

RFC #16 2846 SI \$4,996.58-90% completed****

RFC #17 2886 SI \$4,996.58-completed****

RFC #18 2844 SI \$4,013.64-completed****

RFC #19 3012 GE \$1,212.33-90% completed****

Resealing all windows and door trim with caulking to prevent dry rot. Contractor: MOD.

Time and Material Project scheduled for fall 2024. Budget \$84,000.00.

Work is in progress **90% completed.**



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**Four Plex landing and balcony simi annual core drilling – Contractor MOD.
Cost \$12,000. 18 buildings in 2024.
[Scheduled start summer 2025.](#)**

**SB326 Handrail repair work. Contractor MOD.
Front landing (1) pending.
Rear balconies (12) pending.**

**Smoke Detector Replacement. Contractor: Five Star.
[Progress report.](#)
(23) units pending.**

See presentation attached at the end.

Landscape Committee Report:

Barbara Blum gave the following report:

The M68 Landscape Committee met on Monday, June 16th. We welcomed new Zone Rep Jayne Orum to the Committee. Please approve her as an official member of the Committee.

Luis was not able to attend the meeting, but Barbara reported, on his behalf, that the weed abatement has been completed and that the V-ditches had been cleaned. Luis had proposed a repair of \$863 for the irrigation at the end of Woodwren which would move the sprinklers and provide cobble to cover the lawn which would have to be removed. The Committee discussed this proposal and less expensive possible repairs. Lani made a motion and Ed seconded it to only move the indicated sprinklers which hit wooden posts when operational. The Committee voted unanimously, with one abstention, to request that the Board approve \$150 to move the sprinkler heads so they do not hit the wooden posts at 715 Woodwren.

Wayne recapped the Town Hall held on June 2nd which was deemed to be a success. The speakers did a fine job of explaining the two State bills which demand landscaping action...FireWise 5' Zone and Lawn Removal. It was estimated that at least 50 residents attended the meeting. While action is not demanded at this time, we should, and are, doing the following: fact finding and planning (designs for new landscaping, plant selection, etc.). Later, the final execution stage will be tackled. Wayne also said that we have taken the stance of compliance with the bills mandates. Andy mentioned that we do have time and then later we may have more clarity on the details such as which lawns are functional and which are non-functional. Peter mentioned that we could ask EBMUD to come to Eagle Ridge to determine our status of functional v non-functional lawns. Wayne requested that Jim, Lani and Robin become a sub-committee to gather our plant selection list for use when we remove lawns.

Barbara reviewed with the Committee a series of emails with John T. regarding costs and budgeting for the upcoming landscape projects of lawn removal and FireWise 5' Zone. In the end, it appears that John T. will be able to estimate costs of 5' Zone for us. He said that the Lodi stone costs are the same for Terra and BrightView. Shrub removal can be estimated at \$50 per

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building. It has been noted that RWC crew charges less for Lodi stone and that will be investigated to see if we can utilize the cheaper costs, as well.

See presentation attached at the end.

Communication Information Report:

See presentation attached at the end.

Social Committee Report:

See presentation attached at the end.

Trash Committee Report:

See presentation attached at the end.

Flying Eagle Award Presentation –John Walkinshaw was not present so the award will be presented at the July Board Meeting.

Resident's' Open Forum

Residents were afforded the opportunity to express their concerns, make comments, and have questions answered by the Board and M.O.D. staff representatives. Ralph Anthenien of the Disaster Preparedness Group provided the following report:

Mutual 68 Disaster Preparedness Group (DPG)

Tips and Thoughts

June 23, 2025

- **Re: Your Health:**

- Continue to practice good hygiene to include washing hands when coming home, before eating, etc. Wear masks in “high risk areas” and do follow your medical practitioners’ recommendations regarding vaccines such as Flu, COVID-19, RSV, etc.
- There is no apparent significant change in risks to your health in the local area currently. However, if you travel, particularly by air, risks in areas such as airports dramatically increase one’s exposure to several worldwide diseases. For example, increased outbreaks of measles, through rare to date in California, may expose you to it. There has been an “uptick” of measles outbreak in other areas of the USA and world (only 14 cases to date in Calif) but traveling in high-risk areas (airports, international travel, etc.) significantly increases your risks. See your Medical Practitioner for guidance and possible testing for current immunity.

- **What is your Disaster Preparedness Group (DPG) working on presently?**

- The DPG is finalizing a Community Wide listing of Resources for use by its residents. This will provide a handy Guide for residents to a large variety of organizations that can provide helpful services in a variety of services helpful to largely “mature” population.

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- Preparations are being made to both distribute, once printed, the Essential skills manual as well as future annual FRS Radio Training and other essential training programs.
- **If you ONLY did two things to accomplish or better prepare for “events” this coming month:**
 - Please work with others in your Building and **inform them** that if the LOCAL Fire alarm bell rings in your building (Either a Loud HORN TYPE Buzzer from your Hall Closet OR your Fire Alarm goes off in your unit) you must safely evacuate your building due to a potential fire in your unit or another unit in your building. **ONCE YOUR HAVE SAFELY Exited YOUR BUILDING, SOMEONE MUST NOTIFY 911 directly.** Your alarms are only LOCAL ONES (for the building) and no response teams will be coming **UNLESS SOMEONE CALLS 911.** It is expected that **ONLY THE Residents affected MUST be the ones to call 911.** Securitas cannot do this for you. You may, if you wish, call Securitas **AFTER you call 911.**
 - Did you accomplish posting your emergency contacts, a current listing of your prescriptions on your refrigerator door and other special needs as Suggested in last month’s Tips and Thoughts? Have you filled out the Securitas Form as to who has access to your Manor as well as a lock box with your key and **called the combination into the Contra Costa Fire Department to gain access should you be incapacitated** and emergency access must be gained to your residence. **Do it NOW.** Need More information? Contact your local DPG Zone Coordinator or Ralph Anthenien (contact information listed below).

NOTE: We have an active but interesting committee that is working hard to education and assist each of our residents to better prepare for future events that will disrupt our everyday lives. We can still employ a couple more members to ensure we have a minimal workload for each **as well as to gain members in unrepresented zones.** You can assist at home, or in your neighborhood, etc. Not sure? Come join us at one of our monthly meetings held on the third Wednesday of each month from about 4 to about 5 pm in MPR #2 at Gateway **OR** contact Ralph Anthenien to discuss the scope of our work and to answer any of your questions. Thank YOU.

See presentation attached at the end.

Adjournment to Organizational Meeting

President Schlenker adjourned the meeting at 2:18 p.m. and the Board moved into an Organizational Meeting.

Secretary's Certificate

I hereby certify that the foregoing is a true and correct copy of the minutes of the Board of Director's meeting.

Lucy Limon
Assistant Secretary

The background features abstract, overlapping geometric shapes in various shades of blue, ranging from light sky blue to deep navy blue. These shapes are primarily located on the left and right sides of the frame, creating a modern, dynamic feel. The central area is a plain white background where the text is placed.

Mutual 68 Eagle Ridge

27th Annual Meeting - 2025



President's Report 2025

- **Continued SB326 repairs for railings, upper walkways and balconies**
- **New water policy - to establish water usage per home**
- **Amendment to car wash policy – reduce water usage**
- **Required residents to become compliant with potted plant policy**
- **Approved electronic voting policy to reduce voting expenses**
- **Approved 4 new solar applications**
- **Holiday party, summer picnic, neighborhood gatherings/star gazing parties**

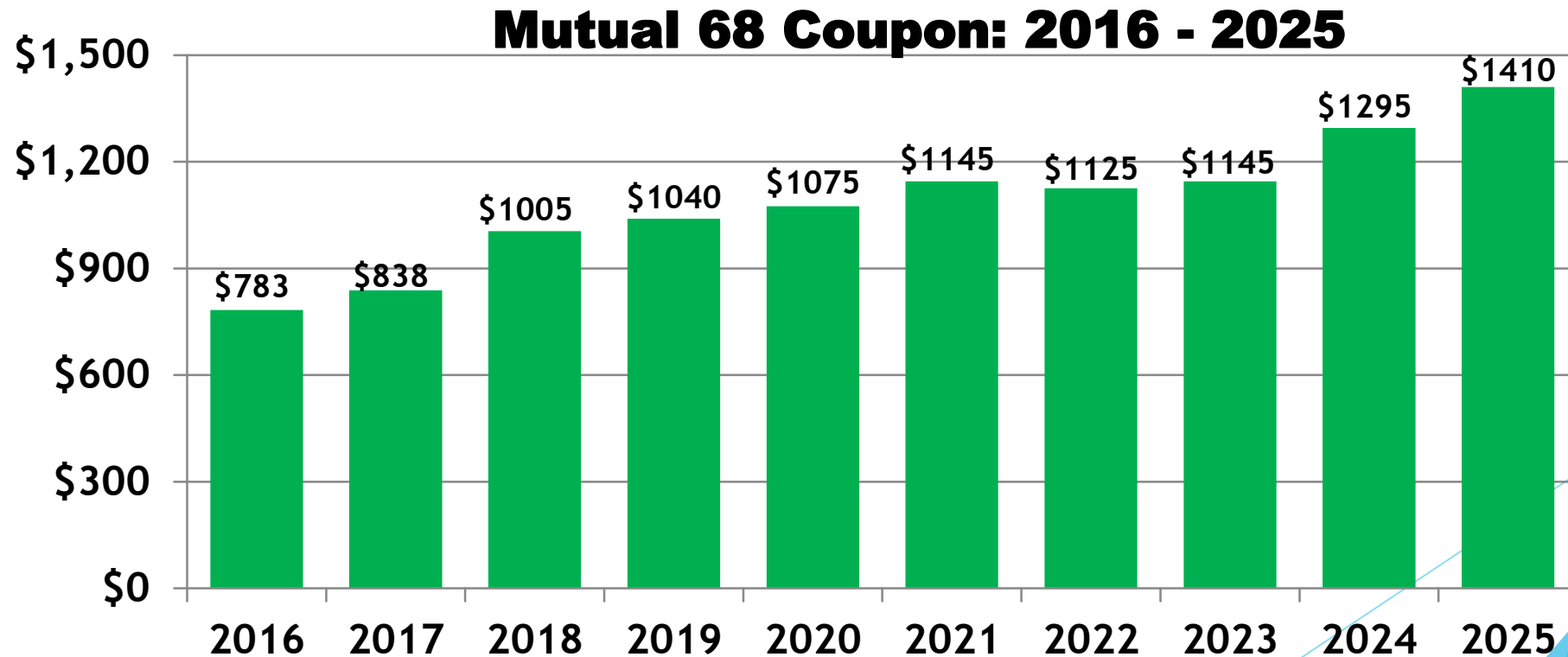


Highlights

- **Created a Firewise program**
- **Established a fire extinguisher committee**
- **Approved clearing mulch five feet from back of homes**
- **Approved metal safety railing at the end of Red Wing Court**
- **Approved Joint Landscape Firewise Taskforce (JLFTF) to inform residents of Bills – AB1572 and AB3074**
- **Continuing reminders in Eaglet and BOD meetings**

Finance Committee

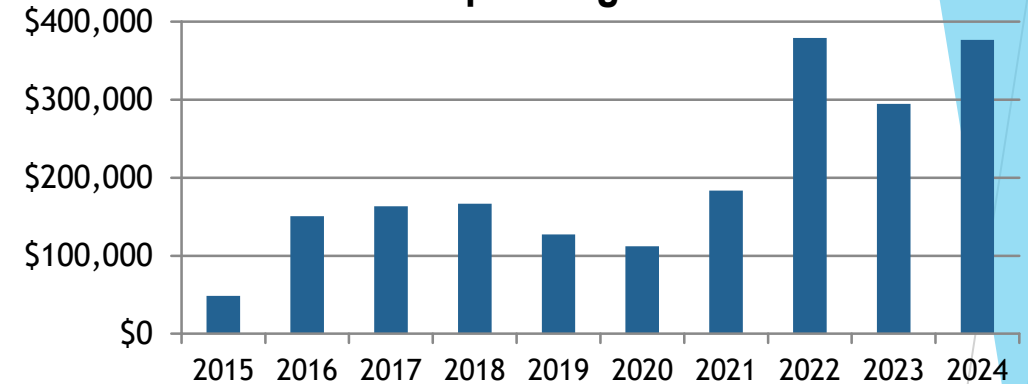
- **Chair – Robin Howard**
- **Board Liaison – Roger Emanuel**
- **Members – Tom Beckett, Judy Box, Ken Haley,
Bob Marshak, David Minor, Cary Rosenzweig**



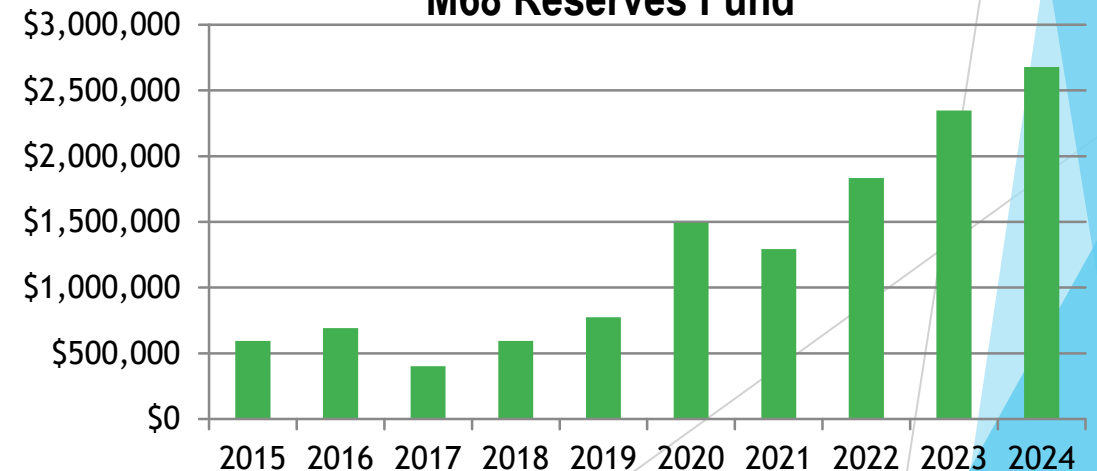
Finance Committee

- ▶ **Maintained fiscally responsible balances in the Operating and Reserve funds**
 - ▶ **Ensured all funds FDIC insured through use of Intra-Fi System which automatically sweeps funds into other banks**
 - ▶ **Maximized Interest Income through transfer of funds between Operating and Reserve accounts, Money Market accounts and brokerage account**
- ▶ **Completed distribution of Land Stabilization funds**
- ▶ **Reviewed 2023 Audit and 2025 Budget, Helsing report, and additional Mutual Policies update**
- ▶ **Worked with Building Committee to monitor water use and track SB326 progress**
- ▶ **Worked with Joint Landscape Firewise Taskforce to project costs for replacement of lawns and for replacing mulch with hardscape within 5 feet of buildings**

M68 Operating Fund

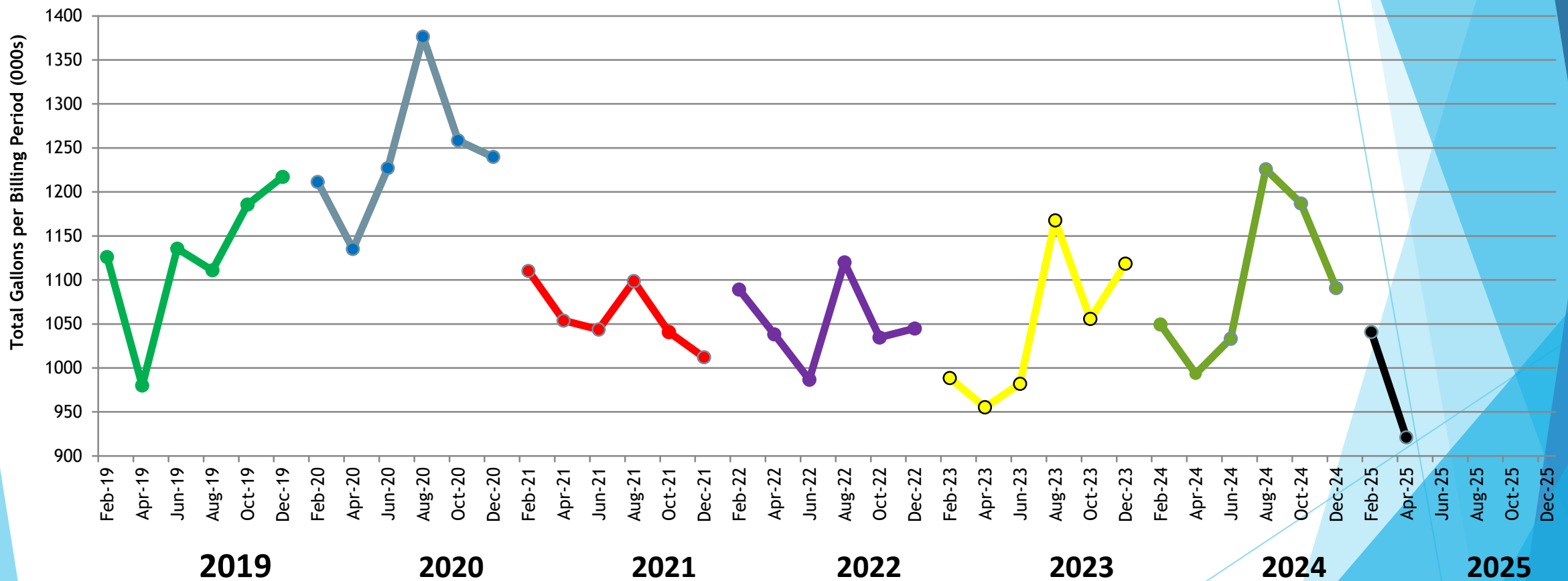


M68 Reserves Fund



Finance Committee

Mutual 68 Reduces Residential Water Usage in 2019-2025



Building Committee

Chair – Tom Beckett

Board Liaison – Jim Day

Members – Tom Beckett, Judy Box, Karl Stinson, John Walkinshaw, Mike Wener

► Accomplishments

- **Continued extensive repairs to resolve issues identified in the SB 326 Inspection reports. Repairs included significant dry rot issues at many fourplex units involving stairway midlevel beams, structural posts at entryway balconies, exterior siding and front and rear deck railings. Additionally, deck railings at duplex and triplex units were repaired or replaced.**
- **A significant number of balcony walkway waterproof membrane coating was also replaced at the fourplex units as a companion project to the SB326 work, or due to problem condition**
- **Coordinated and monitored MODs ongoing maintenance work for building exterior caulking and touchup painting**
- **Four new Solar Applications reviewed and recommended for approval**

Building Committee

► **Accomplishments (cont.)**

- **Assisted the Mutual's continuing effort to investigate and resolve water leak issues as identified by monitoring water bills. Conditions such as leaking toilets and patio watering systems were resolved to correct several chronic situations. Initiated resale inspection of toilets to further assist in correcting excess water use**
- **Conducted comprehensive review of current Firewise building hardening techniques and where priority efforts should be considered for implementation. Input to our Helsing future expense planning is underway**
- **Provided input to the Mutual's efforts for resident compliance with the CC&R and Policies and Procedures requirements for dished and elevated potted plants at exterior balconies and decks**

**Building
Committee**

Landscape Committee

- ▶ **Chair – Barbara Blum**
- ▶ **Board Liaison – Wayne Canterbury**
- ▶ **Members – Ed Boule, Patti Day, Jean Fiske, Robin Minor, Jayne Orum, Jim Royer, Lani Shepp, Evor Vattuone**

► **Accomplishments**

- **Mutual wide survey with John Tawaststjerna of all trees requiring pruning or removal with Board approval of a proposal by Hamilton to perform the needed work**
- **Mutual wide plant replacement as needed**
- **Discussion and fact-finding for Assembly Bill 3074 compliance requiring landscape changes (using Lodi stone instead of flammable mulches in the Zone 0 - 5' around the building)**
- **BrightView raked back the mulch in all of the accessible back areas 5' from the structure**

Landscape Committee

► **Accomplishments**

- **Currently working to create a proposal for the front and sides of the structures to have the mulch removed then replaced with Lodi stone and flammable Rosemary removed**
- **Discussion and fact-finding for Assembly Bill 1572 compliance requiring non-functional lawn removal**
- **Recommended Board approval for improvements to landscape irrigation for efficiency and saving water**
- **Monthly meetings open to all residents**

**Landscape
Committee**

Community Information Committee

- **Chair – Barb Walker**
- **Board Liaison – Rich Schlenker**
- **Members – Casey Dixon, Linda Hague, Phyllis Hallert, Kristen Lee**
- **Photographer - Linda Boule**
- **Resident Profiles – Bernie Wolf and Kristen Lee**

Community Information Committee

► Accomplishments

- **Board Meeting re-caps through the monthly newsletter, the Eaglet**
- **E-blasts sent out periodically with up to the minute information**
- **Our email program provides a significant savings to the Mutual in document preparation and mailing costs**
- **Maintain the Eagle Ridge Website**
- **Sixteen new residents attended a mixer in February with board members and committee chairs**
- **22 new residents welcomed from June 2024 to the end of May 2025 (14 properties were sold)**

Social Committee

- ▶ **Chairs – Barb Walker, Carol Caputo and Gloria Beckett**
- ▶ **Board Liaison – Rick Schlenker**
- ▶ **Members – Laura Bass, Treasurer; Patti Day, Casey Dixon, Bill Dorband, Wendy Dorband, Barbara Duff, Jane Emanuel, Deanne Gilbert, Ann Gillette, Arlene Kaufman, Karen Kostka, Myra Kraus, Chris Kutzscher, Robin Minor, Diana Nugent, Liz Rose, Chrys Schenkel, Karen Wener, Lonna Wolf**

▶ **Accomplishments**

- ▶ **Summer Picnic 2024 – 112 guests**
- ▶ **Holiday Gala 2024 – 108 guests**

**Social
Committee**

Trash Committee

Chairs – Susan Fisher

Board Liaison – Pina Royer

Members – Joan Carter, Jane Emanuel, Brenda Hepler, Fran Matthews, Patti Richardson, Lani Shepp, Ally Whitehead, Lonna Wolf

► **Accomplishments**

- **Biannual Mutual cleaning of green carts by Nice Cans**
- **Green carts in fourplexes previously stored in utility closets were relocated to Mutual 68 middle fourplex closets after removal of non-authorized materials from these closets.**
- **With assistance from the Building Committee, vermin proof wooden barriers were installed in all fourplex closets containing green carts.**

**Trash
Committee**

Special Recognition

▶ **Disaster Preparedness Group**

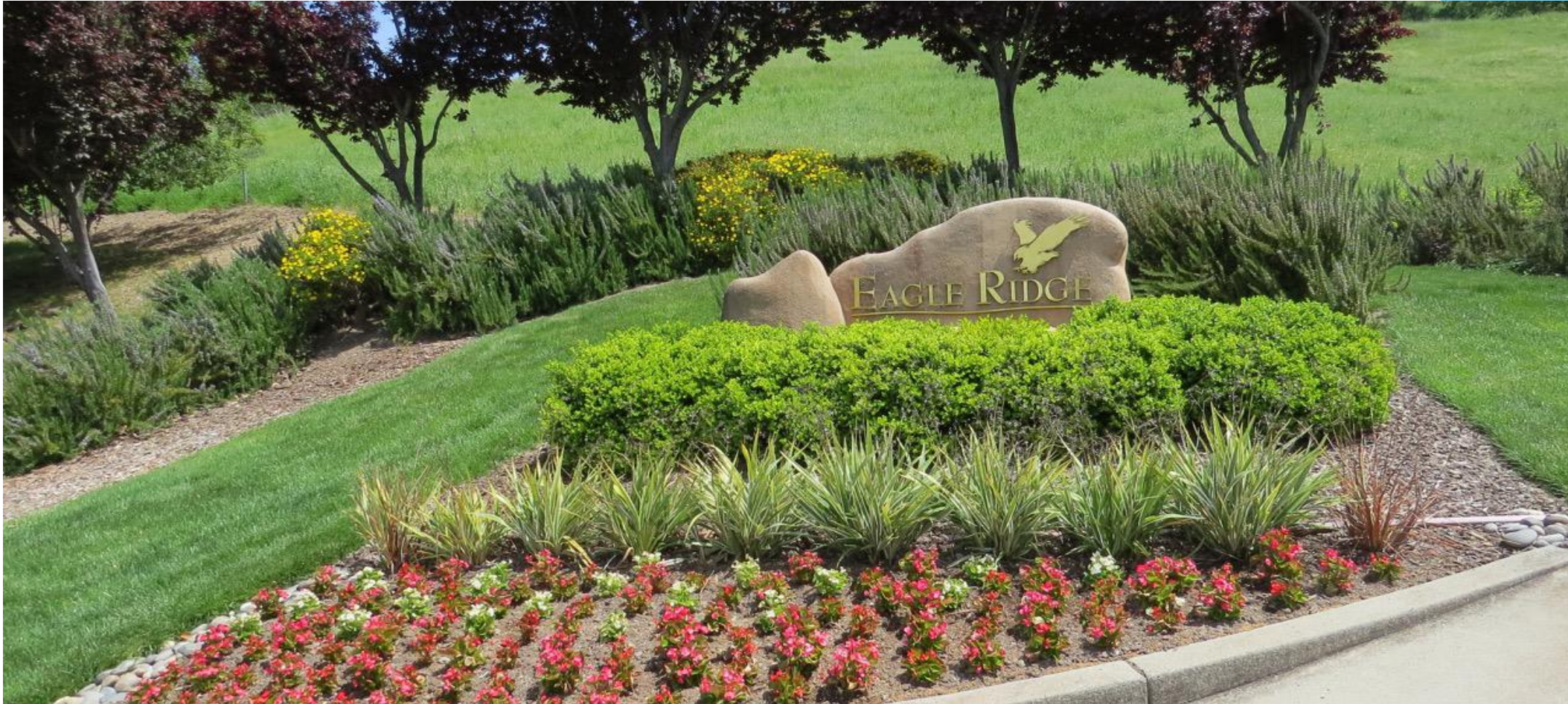
- ▶ **Chair – Ralph Anthenien**
- ▶ **Members – Laura Bass, Gloria Beckett, Casey Dixon, John Fiske, Ann Gillette, Mariann Kessler, Cruz Lizarraga, Will Mies, Bob Olson, Dianne Schneider, Judy Tedesco, John Walkinshaw**
- ▶ **Board Representative: Jim Day**

Flying Eagle Award



▶ Previous Honorees

- ▶ **2019: Vicki Hipkiss**
- ▶ **2020: Casey Dixon**
- ▶ **2021: Bill Dorband**
- ▶ **2022: Ralph Anthenien**
- ▶ **2023: Barb Walker**
- ▶ **2024: Barbara Blum**



**THANK YOU TO ALL OF
OUR VOLUNTEERS!**