

**Walnut Creek Mutual 68 – Eagle Ridge  
Board of Directors Regular Meeting Minutes  
Thursday, May 29, 2025, at 1:00 p.m.  
Zoom Meeting and In-Person  
Clubroom – Creekside Clubhouse  
1010 Stanley Dollar Dr, Walnut Creek, CA 94595**

**MINUTES**

**Call to Order**

Rich Schlenker called the meeting to order at 1:03 p.m.

President Schlenker welcomed the membership, staff, and thanked everyone for their attendance.

**Roll Call**

**Directors Present:**

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

**Staff Present:**

Jeroen Wright, Director of Mutual Operations  
Todd Arterburn, Chief Financial Officer  
Luis Duenas, Building Maintenance Manager  
John Tawaststjerna, Landscape Manager  
Victoria Thomas, Board Services Coordinator

**Approval of Meeting Minutes**

Rich Schlenker asked if there were any additions or corrections to the following minutes:

- a. Regular Board Meeting Minutes of April 28, 2025

Wayne Canterbury made a motion, seconded by Pina Royer to approve the aforementioned meeting minutes.

**Moved, Seconded, Carried 5-0**

**Presidents Report**

Rich Schlenker reported that RWC and RPM continue to explore options for securing more affordable insurance premiums. They are actively meeting with insurance professionals and attending industry seminars to stay informed on current market rates. At this time, there is no concrete update to share.

President Schlenker also announced the completion of the project at Red Wing Court and expressed his appreciation to everyone involved in bringing it to a successful close.

**RPM Reports**

- a. Director's Report – Jeroen Wright

Jeroen mentioned that the Golden Rain Foundation Board will now be conducting business under the name

Rossmoor Walnut Creek (RWC), and the Mutual Operations Department (MOD) will operate under the new name Rossmoor Property Management (RPM). This rebranding initiative is part of a broader marketing strategy aimed at distinguishing Rossmoor Walnut Creek from other communities with the Rossmoor name across the United States.

Jeroen provided an update on the management contract, noting that progress continues to go well and the committee is making significant strides. He also reported that the Fire Wise Committee is still compiling a list of the most frequently asked questions from the January Town Hall. Once finalized, the committee will publish detailed responses on the Rossmoor website for residents to access.

Jeroen announced that Clayton Clark, TWCM Building Maintenance Manager, has decided to retire after 26 years of dedicated service. His retirement has led to several staffing changes. Rick West has been promoted and will now oversee Clayton’s former portfolio. Additionally, Jeroen welcomed Luis Duenas as the new Building Maintenance Manager for Mutual 68. Luis brings 16 years of experience working in Rossmoor and has spent the past five years being personally trained by Rick West.

b. CFO Report – Todd Arterburn –  
Todd briefly reported on the strides the accounting department has made in the NetSuite transition. He mentioned that he and Roger will be meeting to review the financial documents.

**Treasurer’s and Finance Committee Report: Roger Emanuel, Treasurer; Robin Howard, Financial Committee Chair**

Roger Emanuel reported the following:

- a. Review of monthly financial statements
- b. Motion to certify compliance with Civil code 5500, review of financial statements by two Board members  
MOD hasn't provided financial statements by month for Jan, Feb, Mar, April 2025. A partial first quarter financial statement was provided. a. and b above can't be completed.

No motion was made.

- c. In order to make the insurance payments at the beginning of 2025, on January 30 \$300,000 was borrowed by the operating fund from the reserve fund. The Treasurer is monitoring fund balances for repayment of the loan.

It is recommended that the Board authorize the Treasurer to initiate loan repayments during the year so that the loan of \$300,000 is repaid to the reserve funds by the end of 2025. The Treasurer will consult with Board member, Pina Royer, on the transfers.

- d. Report to the Board on Brokerage Account

LPL Brokerage Report  
April 30, 2025  
Value reported

Treasury Notes						
Insured	6/15/25	11/15/25	1/31/26	4/30/26	8/15/26	Total
Cash	YTM 4.92%	4.49	3.53	4.00	3.63	
Acct						

**\$12,843 253,552 248,416 524,728 511,639 545,554 2,096,732**

f. The Treasurer and Chairs of the Finance and Building Committees have begun meetings to formulate fund requirements for reserve projections to be provided to The Helsing Company in the next two months.

**Building Maintenance Report: Jim Day, Board Liaison; Rick West, GRF Maintenance Manager; Tom Beckett, Chair**

Luis Duenas provided 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**

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

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

**RFC #16 2846 SI \$4,996.58**

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

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

**RFC #19 3012 GE \$1,212.33**

**Progress and cost update**

**Resealing all window 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.**

**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.**

**Time and Material Project. Progress and cost update.**

**Smoke Detector Replacement. Contractor: Five Star.**

**Progress report**

Rich Schlenker made a motion, Jim Day seconded to approve and pay for the HVAC maintenance at 2968 SI in the amount of \$6859 and 2962 SI in the amount of \$7628.50 from the reserve fund.

**Moved, Seconded, Carried 5-0**

**Landscape Committee Report: Wayne Canterbury, Board Liaison; John Tawaststjerna, Landscape Manager; Barbara Blum, Chair**

Barbara Blum submitted the following report:

The M68 Landscape Committee met on Monday, May 19th. Luis reported that BrightView has begun the weed abatement in the back areas of Saklan Indian Drive and will continue throughout the Mutual. They are also doing spot weed abatement and will not do a second round of re-seeding as using more water is not advisable. It was agreed that the lawns look very good. We had requested a proposal from BrightView for the costs to do a FireWise Landscape Hardening on a generic Fourplex, Duplex, and Triplex using the buildings on Foxwood and

Falconwood as models. Luis presented us with that proposal. Duplex buildings will cost approximately \$9,817.81; Triplexes will cost approximately \$21,053.80; Fourplexes will cost approximately \$11,678.04. Luis reported that several of the other Mutuals BrightView services are either already taking out lawns or are planning to do so.

Wayne led the discussion of the upcoming M68 Town Hall meeting on June 2, 2025, 9-noon, Hillside Clubhouse, Diablo Room, regarding FireWise hardening of landscaping and SB 1572 (2024) Lawn Removal. This discussion began with the proviso that we should not let the presenters speak too long and that the residents should have sufficient time for questions and answers. It has been confirmed that Rich will welcome everyone to the Town Hall meeting. Wayne will make a short presentation about the FireWise landscape issues and the Bill requiring lawn removals. Jeroen will speak to the FireWise concerns and suggested changes to the landscape. John T. will speak to the strategies of these projects generally speaking and then Loren, BrightView Manager, will have a visual presentation of what these changes might look like.

He will have used actual buildings in our Mutual to show the before and after landscape changes. It is hoped that these speakers will be including a Powerpoint Presentation of their material. The Board will make the final decisions about the program and possible use of cards for questions to be posed, but the Landscape Committee feels very strongly that the residents need to be heard.

John Tawaststjerna reported that Brightview and the trust crew are working on weed abatement throughout Rossmoor. ConFire will be bringing goats to the valley for grazing.

Landscape subcommittee – Wayne Canterbury: No update.

#### **CIC Report: Rich Schlenker, Board Liaison; Barbara Walker, Chair**

No report was given.

#### **Social Committee Report**

Rich Schlenker reported that the committee met last month and are in the process of putting together the next holiday party. The committee is still looking for a new chair.

#### **Trash Committee Report**

Pina mentioned that the Republic trucks were leaking oil. She advised that she reached out Republic to let them know.

#### **Informational/Discussion Items**

Ralph Anthenien gave the following report:

### **Mutual 68 Disaster Preparedness Group (DPG)**

#### **Tips and Thoughts**

May 26, 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 11 cases to date in Calif) but traveling in

high-risk areas (airports, international travel, etc.) significantly increases your risks. This disease can be extremely dangerous for older seniors. 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 forwarding many of our suggestions we make here to EPO for wider distribution within Rossmoor which includes the Rossmoor News. This will also increase awareness, through that publication, of residents in Mutual 68 as well.
  - The DPG has finally resolved the issues involving the printing of the long-awaited Essential Skills manual and is finally moving forward on that project. Once this Manual is printed it will be distributed to all M-68 residents as well as being posted on our website.
- **If you ONLY did two things to accomplish or better prepare for “events” this coming month:**
  - Have you posted on your refrigerator, as information for First Responders, the following: A current list of your prescriptions taken, the Emergency Preparedness Information Forms you last completed providing emergency contacts and special needs. Also post any DNR Order (Do Not Resuscitate) on your refrigerator. First Responders are trained to look for such items on your refrigerator. Worried about privacy? Place them inside a medium sized clearly marked prescription bottle and attach via magnet.
  - Recommend residents install a small combination lock box with their door key in it near your front door. The combination can be registered with the CC Fire Department for entry during emergencies. Securitas does not want this number but they will maintain who has access to your manor and notify them if access is needed (neighbor, relative, etc.). These forms can be obtained from your local DPG Coordinator or will be on the M-68 Website in the DPG section.

**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.

### **Resident Forum**

Residents were afforded the opportunity to express their concerns, make comments, and have questions answered by the Board and M.O.D. staff.

### **Old Business**

- a. Adoption of Voting and Election Rules:  
Rich Schlenker made a motion, Wayne Canterbury seconded to adopt the proposed voting and election rules.  
**Moved, Seconded, Carried 5-0**

### **New Business**

- a. Appointment of Rich Schlenker to the Board via Acclamation:  
Wayne Canterbury made a motion, Roger Emanuel seconded to appoint Rich Schlenker to the Board via acclamation for a 3-year term.  
**Moved, Seconded, Carried 5-0**
- b. **Town Hall Agenda:**  
The Board discussed the upcoming Town Hall scheduled for June 2, which will cover AB 1572 (lawn removal) and AB 3074 (fire safety). John and Jeroen will collaborate on the presentation, with John covering AB 1572 and Jeroen covering AB 3074. Loran will present before-and-after photos of lawn conversions without cost estimates. To address concerns about low attendance, the Board agreed to distribute additional notices via mailboxes and an Eaglet e-blast. The Board also

approved allowing more time than the originally proposed 2–5 minutes for each presentation to ensure clarity.

### **Announcements**

Next scheduled meeting will be the Annual Meeting of the Members held on Monday, June 23, 2025, at 1pm, in the Fireside Room at Gateway, followed by the Organizational Meeting.

### **Executive Session Summary:**

The Board met in executive session from 2:45pm – 3:58pm to discuss the following:

1. Member Matters\_ Hearing: The M68 members did not attend the hearing, the Board decided to invite them one more time at a different date and time. The matter discussed was a delinquent billable.

### **Adjournment**

With no further business to address President Schlenker adjourned the meeting at 2:37 pm.

### **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

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**Assistant Secretary**