

**Walnut Creek Mutual 68 – Eagle Ridge
Board of Directors Regular Meeting Minutes
Monday, August 25, 2025, at 1:00 p.m.
Zoom Meeting and In-Person
Fairway Room – Creekside Clubhouse
1010 Stanley Dollar Dr, Walnut Creek, CA 94595**

MINUTES

Call to Order

Rich Schlenker called the meeting to order at 1:06 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, Rossmoor Property Management Director
Todd Arterburn, Chief Financial Officer
Luis Duenas, Building Maintenance Manager
John Tawaststjerna, Landscape Manager
Lucy Limon, Board Services Coordinator

Approval of Meeting Minutes

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

- a. Regular Board Meeting Minutes of July 28, 2025
- b. Executive Meeting Minutes of July 28, 2025

Wayne Canterbury made a motion, seconded by Pina Royer to approve the aforementioned minutes with a correction to the Regular Board Meeting Minutes of July 28, 2025.

Moved, Seconded, Carried 5-0

Resident Forum

Residents were afforded the opportunity to express their concerns, make comments, and have questions answered by the Board and RPM staff. No comments were made.

Presidents Report

President Schlenker acknowledged and thanked all M68 committees, specifically the Finance and Landscape Committees, for their hard work and dedication.

He added that the management agreement is in its final stage and will soon be ready for adoption by the Mutual Boards.

RPM Reports

a. Director's Report – Jeroen Wright

Jeroen Wright reported that the approval of the Management agreement has been his main focus and is on track for completion and signature by the Mutual Presidents. After several iterations, the final draft will be presented to the Presidents on Monday August 25. The Presidents will share and discuss the final draft with Board members and their attorneys to be completed by September 22. The agreement will be ratified by October 31.

A large tree went down in TWCM and did extensive damage to a carport. No cars were in the carport and no residents were injured. Based on preliminary costs the Mutual should expect that the shared deductible agreement will be activated.

The budget process is proceeding well and we should be on track to review preliminary budgets, discuss with members and approved by the Board in an Open Meeting in the November timeframe. The budget must be final and ready to go to print for the 2025 Annual report by December 1.

b. CFO Report – Todd Arterburn –

Todd Arterburn reported that good progress is being made in the financial reports. He noted that the budgeting program in NetSuite is now fully operational and positions the organization to produce budgets more effectively than in prior years. Todd added that NetSuite tools continue to improve, and his team will further refine the financial reports.

He also announced that Jason Lopez has been hired to replace Daniel Margolis. Jason brings valuable experience with both NetSuite and Workday, which will be especially beneficial as budget season approaches.

c. Building Maintenance – Luis Duenas

Luis provided the following report:

Action Items: Proposals for Review or Approval

- FRONT LANDING COATING GBG
- RFC #20 2984 SI \$14,799.94
- RFC #21 3124 GE \$14,799.94
- RFC #22 3154 GE \$14,799.94
- RFC #23 520 HE \$14,799.94
- RFC #24 534 SO \$14,799.94
- RFC #25 536 SO \$14,799.94

Rich Schlenker made a motion, Wayne Canterbury seconded to approve the GBG proposals for front landing coatings at the above-mentioned units in the amount of \$88,799.64.

Moved, Seconded, Carried 5-0

Informational Items: Work Scheduled, In Progress, or Completed

- Destructive testing on the following mid landings for beams/structural inspection and scope of work Per SB326 report
- 2984 Sakland Indian D/T Completed GBG TO provide estimate.
- 3124 Grey Eagles Pending
- 3154 Grey eagle D/T completed no beam damage put back by RPM.
- 520 High eagle D/T completed GBG to provide estimate.
- 536 Spotted owl D/T in progress GBG to provide estimate.

- 534 spotted owl D/T Completed GBG to provide estimate.

SB326 Handrail replacement RPM
 Front landing (1) pending-566 HE
 Rear balconies (12) pending-590 HE next on the list
 Four plex and balcony core drilling RPM cost \$12,000 Complete by end of 2025
 Smoke detector replacement 5star 95% completed
 Window/door trim caulking RPM to be completed end of 2025 \$84,000
 3016-3022 GE Walkway Handrail 5star \$4,150.00 work in progress

c. Landscape Manager – John Tawaststjerna

John reported that plant replacement requests have been received. He noted that Peter Yang communicated approximately 75 requests to him. He added that a tree walk is scheduled for September 16, 2025.

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

No report was made.

Roger Emanuel made a motion, Pina Royer seconded to appoint the following members to the Finance Committee: Ken Haley, Judy Box, Bob Marshak, Tom Beckett, David Minor, Cary Rosenzweig.

Moved, Seconded, Carried 5-0

Building Maintenance Report: Jim Day, Board Liaison; Luis Duenas, RPM Maintenance Manager; Tom Beckett, Chair

a. GBG Change Order Contract Approvals:

This item was approved under Luis Deunas's Building Maintenance report.

b. Garage Door Proposal:

Roger Emanuel made a motion, Pina Royer seconded to approve spending \$130 a door per unit to maintain the garage doors for a maximum of 233 units for a total not to exceed \$30,290 only to be billed for units that have been serviced which may be less than the 233 units.

Moved, Seconded, Carried 5-0

c. Approval of Committee Members:

Jim Day made a motion, Wayne Canterbury seconded to approve Mike Weiner, Judy Box, Carol Stinson, and John Walkinshaw as members of the Building Maintenance Committee.

Moved, Seconded, Carried 5-0

Pina Royer made a motion, Rich Schlenker seconded to approve spending \$150k in Phase 1 building hardening contingent of on vendor approval, which will include ember proof screening on gable vents and solar fan vents.

Moved, Seconded, Carried 5-0

Rich Schlenker made a motion, Pina Royer seconded to approve John Walkinshaw, John Fiske, Herbert Friedman, Andy Howard, Bill Schneider, Cary Rosenzweig, Karl Stinson and Leslie Rupert as members of the Fire Extinguisher Inspections Group.

Moved, Seconded, Carried 5-0

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

Jim Royer gave the following report:

Luis of Brightview did not attend but submitted a report.

Their crews are doing regular pruning, spot spraying for weed control, performed irrigation checks and noted that they will be fertilizing lawns in the coming week.

Zone Rep Reports

All zone reps reported their areas are OK.

Lani reported that some shrubbery needed pruning but noted that they are already on the regular schedule.

Jane brought up questions about replacement plants in her zone. She stated that she had met Luis and Jean Fiske about an area that needs attention. A discussion was held about whether the land is Mutual or RWC property. No decision was made on what needed to be done.

Robin Minor brought up tree replacements in her zone. She wanted to make sure they were on the list because it had been over a year since she made the original request. The committee wants these two trees replaced now rather than wait until the rest of the replacement planting is done. Peter said they are on the list, and he will notify John T. to have them replaced as soon as is feasible.

A discussion was held about whether we need a faster response to problems that occur in the landscape (i.e. dead plant removal).

We also discussed the removal of Italian cypress trees that were planted too close to buildings and are a fire hazard. Lani made a motion and seconded by Ed to have the Italian Cypress on Grey Eagle across from Sunset Park removed.

It was approved unanimously. A request for a proposal to the Board.

The committee had a good discussion regarding the removal of bark in the 0-5' Zone. At this time, Wayne gave his report from the JLFTF meeting in August. They recommend that M68 complete 3 steps in 2025.

1. Remove all bark mulch at fourplexes and duplexes 5' from the building.
2. Remove all highly flammable plants within the 5' Zone (i.e. Rosemary and Juniper) and replace some or all with fire-wise resistant species with approved Firewise plants, where applicable and with sufficient spacing.
3. Trim and raise the lower branching of plants remaining in the 5' Zone to allow for adequate leaf removal.

The Task Force also recommends: Following a sufficient period to evaluate the aesthetics of the mulch and plant clearance, and to further increase the fire protection qualities of the zone, layer the perimeter areas along the visually prominent portions of the front and entry sides of the structures with small-scale Lodi stone (to match existing stone) at a depth of between 1 to 3 inches, to be determined on the basis of durability and cost.

Wayne also said there was a discussion about the comments recently brought up at the M68 Board meeting about the necessity of the Task Force. It was felt that the Task Force still has an important function. An improvement might be to hold the Task Force meetings in a public rather than private space. It was suggested that the JLFTF meet hereafter from 9:00 to 10:00 a.m. in the Mulligan Room at Creekside prior to the regularly scheduled Landscape Committee meetings. Wayne or Barbara will ask to have this time and place reserved and scheduled.

Peter was asked to submit the list of rosemary plants to be removed and replaced as needed for a cost proposal from Brightview.

A few members had to leave the meeting due to other commitments. As we did not then have a quorum, we continued a casual discussion about future plans and solutions to future issues. It was agreed that there is still a lot of work to be done.

Pina Royer made a motion, Jim Day seconded to approve Lani Shipp, James Royer, Patti Day, Jayne Orum, Evor Vattuone, Ed Boule, and Robin Minor as committee members.

Moved, Seconded, Carried 5-0

Landscape subcommittee – Wayne Canterbury

Wayne Canterbury reported that the task force discussed its role and future structure, considering whether to dissolve and transfer its responsibilities to the Landscape Committee or continue as a subcommittee. The task Force also proposed holding open meetings one hour prior to Landscape Committee meetings to better integrate their work. In addition, the group addressed concerns regarding public perception of its operations and clarified that its role is to gather information and provide recommendations to the Landscape Committee, rather than make final decisions independently.

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

Rich Schlenker made a motion, Roger Emanuel seconded to approve Phyllis Hallert, Casey Dixon, and Linda Hayes as members of CIC Committee.

Moved, Seconded, Carried 5-0

Social Committee Report: Pina Royer, Board Liaison, Vacant, Chair

a. Approval of Committee Members:

Rich Schlenker made a motion, Jim Day seconded to approve Laura Bass, Gloria Beckett, Carol Caputo, Patti Day, Casey Dixon, Bill Dorband, Wendy Doorband, Barbara Duff, Jane Emanuel, Deanne Gilbert, Anne Gillette, Karen Kostka, Myra Kraus, Chris Kutzscher, Robin Minor, Barb Musante, Diana Nugent, Liz Rose, Rich Schlenker, Barb Walker, Karen Weiner, and Lonna Wolk as committee members.

Moved, Seconded, Carried 5-0

Trash Committee Report: Pina Royer, Board Liaison, Susan Fisher, Chair

a. Approval of Committee Members:

Pina Royer made a motion, Jim Day seconded to appoint Fran Matthews, Joan Carter, Brenda Hepler, Lonna Wolf, Lani Shepp, Patty Richardson, Ally Whitehead, and Jane Emmanuel as committee members.

Moved, Seconded, Carried 5-0

Informational/Discussion Items

Ralph Anthenien gave the following report:

Mutual 68 Disaster Preparedness Group (DPG)

Tips and Thoughts

August 25, 2025

- **If you ONLY did two things to accomplish or better prepare for “events” this coming month:**
 - Are you prepared for an Earthquake? Do you have essential supplies for your **IMMEDIATE ACCESS** in your bedroom? It is advised you place in a very small, zipped cloth bag with a strap to be placed underneath your bed and strapped to a bed leg, to include a flashlight, slippers, a small pry bar, and a loud whistle. This will be “there” unmoved after a big “shake” and not covered with glass or lost somewhere if you had left it on your nightstand. **Do it NOW**
 - We are entering that “fire season” again and are you ready for a **red flag warning** when one occurs. Is your list ready to execute should you receive that warning (a red flag waving at Rossmoor’s Entry gate or via Nixle or other alert systems. This list includes all the items you wish or need to pack your car with in readiness for the evacuation order. There will be no time to pack **AFTER** the order is given but it’s essential to have a list of what to pack your car with even when the **WARNING** is provided. Items to pack include immediate food and water for the trip, medications, **wool, cotton, or other natural fiber clothes** to wear, gloves, **Particulate**

masks (not N-95 masks)(e.g. Ace hardware carries them) to aid breathing in heavy smoke areas, pet carriers, paper maps of the area, heir looms and pictures important for you to preserve, etc. **Do it NOW**

- **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.
- **COVID-19 risk is very high and has increased by 24% in the last 21 days.** Last year’s vaccine is available (24/25), and the new vaccine will not be available until later in September (25/26). 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 20 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 preparing to conduct its annual radio training to enhance communications within M-68 in the event of either a power outage OR the internet going down
- Preparations are being made to conduct essential skills training for residents later this year.

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.

Old Business

New Business

a. Approval of 5-foot mulch, rosemary and juniper removal:

The Board discussed the wording changes to the proposed resolution presented by Wayne Canterbury, particularly regarding the replacement of plants in fire zones, and noted that final regulations on fire zone requirements are still pending. The Board, together with the Chairs of the Landscape and Finance Committees, agreed on amendments to remove certain phrases and to clarify that the Landscape Committee—not contractors—will determine the specifications.

Wayne Canterbury made a motion, Rich Schlenker seconded to adopt the proposed resolution with the recommended changes. *(A copy of the adopted resolution is attached at the end of these minutes.)*

Moved, Seconded, Carried 5-0

Announcements

Next Board Meeting will be held on September 22, 2025, at 1:00 p.m., in the Club Room at Creekside.

Executive Session Summary:

The Board met in executive session from 3:34 pm – 4:15pm to discuss the following:

- a. Personnel Matters: No decisions were made.
- b. Lawn Conversion Concerns: No decisions were made.
- c. 2026 Management Agreement: The Board will meet in a special meeting to discuss the proposed management agreement.

Adjournment

With no further business to address Vice President Canterbury adjourned the meeting at 3:28 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

Assistant Secretary