

**Walnut Creek Mutual 68 – Eagle Ridge
Board of Directors Regular Meeting Minutes
Monday, July 28, 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

Wayne Canterbury 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:

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

Staff Present:

Todd Arterburn, Chief Financial Officer
Luis Duenas, Building Maintenance Manager
John Tawaststjerna, Landscape Manager
Lucy Limon, Board Services Coordinator

Approval of Meeting Minutes

Wayne Canterbury asked if there were any additions or corrections to the following minutes:

- a. Regular Board Meeting Minutes of May 29, 2025
- b. Annual Member Meeting Minutes of June 23, 2025
- c. Organizational Board Meeting Minutes of June 23, 2025

Jim Day made a motion, seconded by Pina Royer to approve the aforementioned meeting minutes.

Moved, Seconded, Carried 4-0

Presentation of Flying Eagle Award

The Board of Directors presented the Flying Eagle Award to John Walkinshaw.

Presidents Report

No report was made.

RPM Reports

- a. Director's Report – Jeroen Wright

No report was made.

- b. CFO Report – Todd Arterburn –

Todd reported that the management agreement is expected to be finalized in time for budget season. He noted

that Board members will receive meeting invitations from Casey Shelton. He further stated that 2026 is anticipated to be a year of transformation for RPM.

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

Roger Emanuel gave the following report:

Review of Financial Statements

I reviewed the Mutual's financial information for the period ending May 31 and June 30, 2025. For the June financial statements, operating revenue was favorable to budget for the year-to-date by \$5,717, and expenses were favorable to budget by \$26,885, resulting in a total favorable budget variance of \$32,602. Operating expense variances are seen in the Financial Dashboard report prepared by Robin Howard.

Cash and investment balances are as follows:

Operating fund	Total
Checking	\$248,826
Money market	\$172,615
Total Operating fund	\$421,441
Reserve fund	
Checking	\$311,145
Money Market	\$425,580
Reserve fund	\$736,725
Treasury notes	\$2,097,183
Total Reserve fund	\$2,833,908
Total	\$3,255,349

The average yield on treasury notes is 3.92 %. The notes are "laddered" and mature over the period from 11/15/25 to 2/28/27. Money market funds earn 4.0 %. All funds in checking and money market accounts comply with Davis-Stirling law of Ca and are covered by FDIC insurance or invested in US government obligations.

Roger Emanuel made a motion, Pina Royer seconded to accept the July Treasurers report.

Moved, Seconded, Carried 4-0

Compliance with Civil Code 5500

Two Board members, Roger Emanuel and Pina Royer, have reviewed the financial statements for May and June, 2025 in compliance with Civil Code 5500.

Roger Emanuel made a motion, Jim Day seconded to certify compliance with Civil Code 5500 for the May and June 2025 financial reports.

Moved, Seconded, Carried 4-0

Other

Amanda Davis, Controller of RWC, will transfer the remaining \$150,000 of the \$300,000 loan from the operating funds to reserves.

Roger Emanuel made a motion, Pina Royer seconded to appoint the following members to the Finance Committee: Tom B., Judy Box, Ken Haley, Robin Howard and David Minor.

Moved, Seconded, Carried 4-0

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

Tom Beckett gave the following report:

SPECIAL MEETING – FIREWISE RECOMMENDATIONS

Monday, July 14, 2025

Meeting Minutes

Welcome/ Roll Call

Attendees: John Walkinshaw, Judy Box, Mike Wener, Jim Day and Tom Beckett

Guest: No guests

1. Purpose of Meeting

The purpose of the special meeting was to review and discuss Firewise particulars and to prioritize and vote on our committee recommendations to be sent to the M68 Board

2. Recommendations for M68 Building Hardening Actions

- Ember proofing of M68 roof penetrations including solar fans, gable vents, eave vents and door vents should be done expediently
- Wooden privacy fencing attached to building exteriors should be examined and fire hardened as deemed necessary to minimize fire risk
- Wooden lattice which is present under any deck should be examined and aesthetically replaced to minimize fire related risk. Decks with lattice nearer the ground may present the highest risk

3. Recommended “Near term” Action and Funding Priorities

Year 1 - Ember proof all buildings gable vents and solar fans – budget = \$150,000

Year 2 - Ember proof all four plex building eave vents – budget = \$135,000

Year 3 - Ember proof all duplex/triplex eave vents and all buildings door vents - \$150,000

The Committee believes that the above priority and funding recommendations are important to begin and continue to address the fundamental need for fire hardening the M68 Buildings due to the realities of our location and known fire spread characteristics, as well as our current paced fiscal projections for addressing capital outlay expenditures from our reserves.

The Committee also recognizes and supports the Mutual’s efforts to fire harden the exterior landscape areas immediately adjacent to our buildings. We anticipate that those actions deemed to be essential and complimentary to our recommended actions will proceed concurrently with the building hardening efforts.

The committee is also firmly of the opinion that any activities related to compliance with lawn removal requirements be delayed until fire hardening actions have been taken to protect the Mutual’s real property.

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

Destructive testing on the following mid landings for beams/structural inspection and scope of work Per SB326 report

2984 Saklan Indian D/T in progress

3124 Grey eagle

3154 Grey eagle

520 High eagle

536 Spotted owl

Terra landscape Dirt and Support Post Rear Decks &
Retaining Blocks As Needed- **work in progress**

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

RFC #19 3012 GE \$1,212.33-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

Front landing (1) pending.

Rear balconies (12) pending.

Smoke Detector Replacement. Contractor: Five Star.

Progress report. 95%of units the completed

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

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, July 21st.

Luis reported that the days BrightView works in our Mutual are now Monday, Tuesday and Wednesday. This month they are continuing to do weed control, shrub pruning and limbing up small trees. We discussed the on-going irrigation issues.... over watering, water running down the gutters and watering in the area on lower Saklan Indian below the Monument sign. After some discussion, we decided to request that Luis reduce the irrigation time in that lower Saklan area about 5%. Peter's goal was 20% reduction, but we thought it best to take the reduction down slowly so we can assess the affect on the vegetation.

We are preparing a spreadsheet which annually identifies dead or dying plants which need to be replaced. BrightView will provide a proposal for the costs associated with this replacement which we will bring to the Board once received.

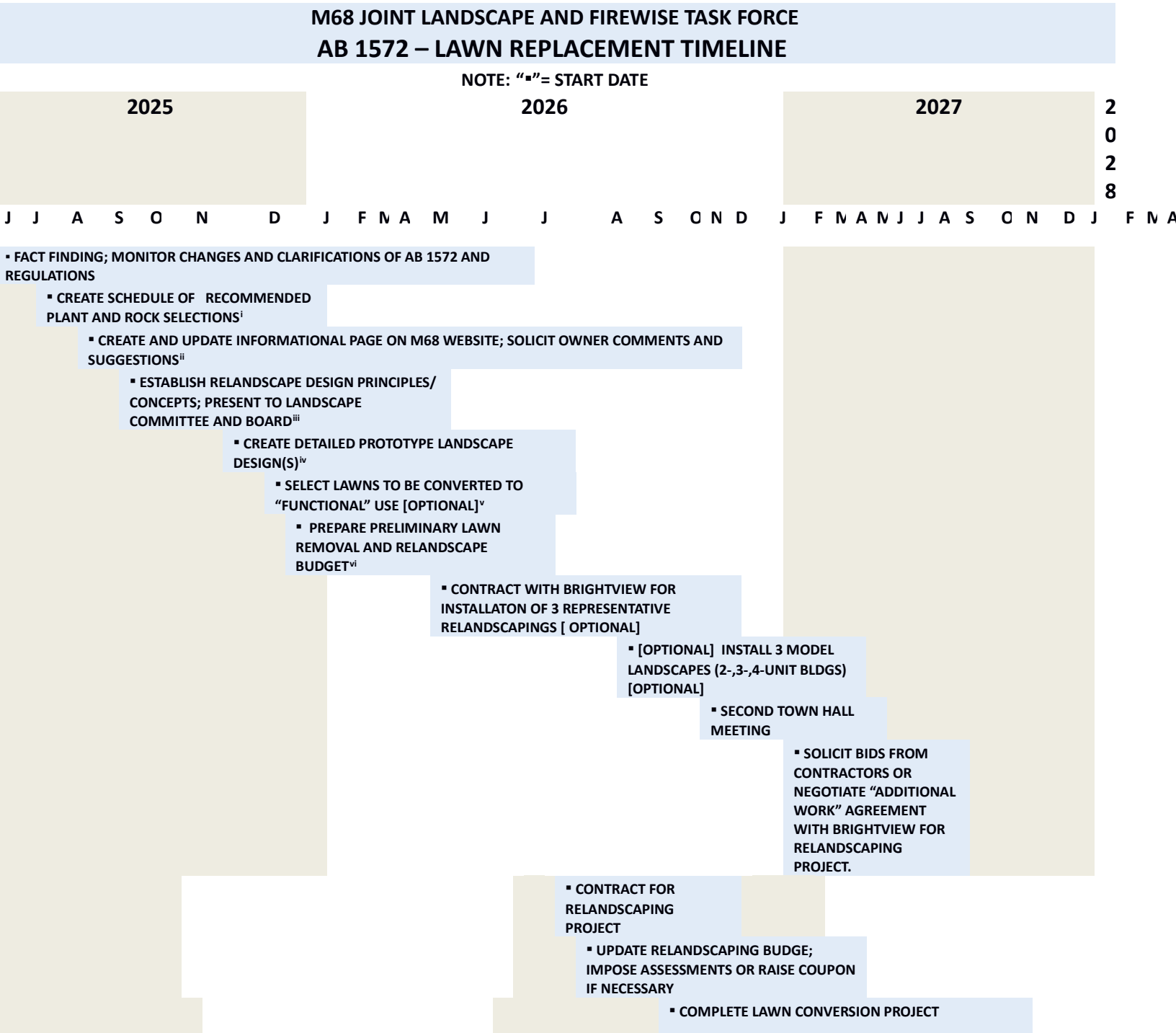
Wayne reported on further updates from the Town Hall held in June. He has done more investigation on the issue a resident brought up about changing the category of our Common Area lawns to Exclusive Use Common Area lawns. He consulted our attorney, Melissa Ward, and she, too, thinks this would be unwarranted due to the cost and subsequent problems it would cause. as well.

It has been established that the primary goal now is to address the FireWise 5' Perimeter Re-landscape Project. The Committee is totally in agreement that we should get Proposals to do this work thus the Board can then budget for it appropriately for 2026. After much discussion, a motion was made to get proposals to remove

mulch up to 5’ from the buildings, add Lodi stone (like we currently have) 1” deep to full covering, remove Rosemary and Juniper and cap those bubblers. The motion passed unanimously. Once received we will present it to the Board with our recommendation.

John Tawaststjerna reported that residents should contact the Landscape Committee for plant replacement requests. The committee will then inform him of the requests received. He will also be confirming the upcoming tree walk with Barbara in the next few days.

Landscape subcommittee – Wayne Canterbury provided the attached lawn replacement timeline and report:



The Board discussed the role and structure of the joint task force, clarifying that it functions as a subcommittee

Landscape and Firewise Task Force. Wayne Canterbury reported that the JLFTF having accomplished much of its original assignment to assess the impact of AB 3074 (5' perimeter mulch removal) and AB 1572 (lawn replacement) on Eagle Ridge having been largely completed, it would be appropriate to consider what assignments, if any, should be delegated to the Task Force in the future. Wayne included the following draft Timeline for Law Conversion for the Board's review, noting that it had not been considered in detail or adopted by the Task Force and that any decisions respecting lawn replacement should be addressed at subsequent board meetings after fully reviewed by the Landscape Committee.

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

Barbara Walker reported that Kristen Lee will be taking over for Casey Dixon.

Social Committee Report

Barbara Walker reported that the December party has been booked, with both the caterer and band under contract. Additional details will be shared in the coming months. She noted that the committee is still seeking a new chair.

Trash Committee Report

No report was made.

Informational/Discussion Items

Ralph Anthenien gave the following report:

Mutual 68 Disaster Preparedness Group (DPG)

Tips and Thoughts

July 28, 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 17 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.
 - 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 YOU 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 the last 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.

The Board approved a reimbursement to Ralph Anthenien in the amount of \$264.55 for the purchase materials to secure M68 closet walls.

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. Comments included the following:

- Future Townhalls
- AB1572 Implementation in M68 and throughout Walnut Creek
- Definition of Exclusive Use and Common Areas

Old Business

New Business

Announcements

Next Board Meeting will be held on August 25, 2025, at 1:00 p.m., in the Club Room at Creekside.

Executive Session Summary:

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

1. Member Matters: Issue to be deferred to legal.
2. Member Matters: Issues brought up during members forum to be replied to directly.

Adjournment

With no further business to address Vice President Canterbury adjourned the meeting at 2:26 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
