

**Walnut Creek Mutual 68 – Eagle Ridge
Board of Directors Regular Meeting Minutes
Monday, October 27, 2025, at 1:00 p.m.
Zoom Meeting and In-Person
Fairway– 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:

Todd Arterburn, Chief Financial Officer
Jason Lopez, Financial Analyst
John Tawaststjerna, Landscape Manager
Luis Duenas, Building Maintenance 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. Executive Meeting Minutes of September 8, 2025
- b. Regular Meeting Minutes of September 22, 2025
- c. Special Board Meeting Minutes of October 9, 2025

Rich Schlenker made a motion, seconded by Pina Royer to approve the aforementioned minutes.

Moved, Seconded, Carried 5-0

Motion to Rescind Previous October 9, 2025, 2026 Budget Approval

Roger Emanuel made a motion, Pina Royer seconded to rescind the motion that was made at the October 9, 2025, preliminary budget meeting.

Moved, Seconded, Carried 5-0

2026 Budget Presentation and Approval

Members were afforded the opportunity to express their concerns, make comments, and have questions answered by the Board and Todd Arterburn, CFO, regarding the proposed budget.

Roger Emanuel made a motion, Jim Day seconded to approve the 2026 Budget as presented with a \$25 (1.77%)

increase to the monthly coupon. Beginning on January 1, 2026, the monthly coupon will change from \$1,410 to \$1,435. Pursuant to Civil Code section 5570, the Mutual discloses that the current reserve study and its own review suggest that the reserve account will not be sufficient to meet the Mutual's obligation to repair and/or replace components for which it is responsible to repair and replace in the coming years. The Board intends to engage appropriate licensed professionals to provide cost estimates for these future projects so that the amount of a shortfall, if any, can be estimated. If a significant shortfall is indicated, the Board intends to consider levying a special assessment and/or obtaining a loan to ensure that sufficient funds are available to repair and/or replace the components referenced in the reserve study. The date and exact amount of the potential special assessment and/or loan is not known at this time.

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 reported on the implementation of the NetSuite and Workday systems, noting that these tools will enhance data transparency and accuracy. He also announced plans for a new forward-facing website that will provide members with limited access to designated information.

RPM Reports

a. Director's Report – Jeroen Wright

No report was made.

b. CFO Report – Todd Arterburn –

Todd stated that insurance spending is expected to remain flat from 2025 to 2026 and that there are plans to transition the renewal date from January to June to take advantage of more favorable market rates.

c. Building Maintenance – Luis Duenas

Luis provided the following report:

Rossmoor Property Management

Action Items: *Proposals for Review or Approval*

GBG-RFC#26 2984 Saklan Indian \$11,299.50

GBG-RFC#27 536 Spotted Owl \$3,076.07

GBG- RFC#28 534 Spotted Owl \$10,356.91

TOTAL \$24,732.48

Pina Royer made a motion, Roger Emanuel seconded to approve the above-mentioned workorders.

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 Saklan Indian *D/T Completed* GBG provided estimate
 - 3124 Grey Eagles *Pending*
- 3154 Grey eagle *D/T completed* no beam damage put back by RPM.
- 520/522 High eagle *D/T – RPM Repairs Completed* awaiting paint.

- 536 Spotted owl D/T Completed GBG provided estimate
- 534 spotted owl D/T Completed GBG provided estimate

SB326 Handrail replacement RPM

Front landing (1) pending-566 HE schedule for Nov

Rear balconies (12) pending-590 HE next on the list schedule for Nov

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 2025-2026 \$84,000

APPROVED FRONT LANDING COATINGS 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

d. Landscape Manager – John Tawaststjerna

No report was made.

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

a. Review of monthly financial statements:

No report was made.

b. Motion to certify compliance with Civil Code §5500, review of financial statements by two Board members:

No motion was made.

c. Appointment of Jerry Bowe as Member of the Finance Committee:

Roger Emanuel made a motion, and Wayne Canterbury seconded to appoint Jerry Bowe as member of the Finance Committee.

Moved, Seconded, Carried 5-0

d. Revised Helsing Report:

No report was made.

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

No report was made.

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

Barbara Blum gave the following report:

The Landscape Committee met on Monday, October 20th. Luis reported that BV has cleaned up the lawns where the feral pigs had done significant damage. The proposal from BV regarding the plant infill will be voted on by the Board at its October meeting. This proposal does not include the plants which will partly replace the Rosemary once it has been removed. It is not clear that FireWise mandates will include either some plants remaining in the Zone 0 or none will be allowed. It may be prudent to wait until that judgment has been reached.

John reported to us that the Board of Forestry may have more to say about this issue after their October 23rd meeting. The law has been in place since 2020 or 2021, but the missing part...the regulations...should be made public by the end of the year.

The Board requested that we present a plan (required by SB 1572) regarding the lawn conversions to them at their October 27th Board Meeting. With regard to this request, we have made the following progress:

- A new plant list has been compiled which will augment the existing plants which have been successful in our landscape previously. These new additions will be added to the new lawn conversions.
- Designed and planned for the conversions of the lawns (pig-destroyed) at the end of Quail Hill and Spotted Owl.
- Applied for EBMUD Rebates for the above locations. Once the approvals have been given, proposals can be gotten for this work and the Board will have the option of approving the projects.
- AB1572 is law, but the administrative process is now on-going. It is thought that once that step has been concluded, we will have definitive word on which lawns MUST be removed so we can be in compliance and can then go forward actively.
- It is thought that we will be starting with **non-controversial** areas of lawn conversions, such as sloped lawns that are not used for gatherings or recreation. We will begin the conversion process when ready which will both allow us to spread costs over time, possibly entitle us to greater rebates, and demonstrate M68's good faith effort to comply with AB 1572. Non-controversial lawns will initially be those which are small, typically, and sloped. Thus, usefulness is not possible.
- The first step to identify **other** lawns as Functional or Non-functional will be to create a Questionnaire to deliver to all M68 residents to gather the necessary evidence that use **is** or **is not** present on lawns. This Questionnaire will be shared with the Board for their approval at their October 27th Board Meeting.
- We will need assistance with the designing of the lawn conversions. To this end, we have decided at this point to look to two known individuals: Curtis Kaul and Loren Olsen. Curtis was the BV manager for Eagle Ridge for over twenty years. He retired 4 or 5 years ago. He is agreeable to coming to Eagle Ridge on November 3 at 10:00 to talk to us about how he might be of assistance to us for this design project. Wayne suggested that Curtis might serve as a consultant and be paid on an hourly basis. Loren Olsen will be addressing the Landscape Committee and JLFTF in early December. Loren will show us before and after versions of the lawn conversions and talk to us about planning essentials. We would not be charged for this presentation.

- a. Accept and approve BV proposal for removal of Mulch from zone 0 from sides and fronts of buildings \$4007.00. **(M) Pina Royer, (S) Jim Day, Motion Passed Unanimously.**
- b. Accept and approve BV proposal for removal of Rosemary from zone 0 on sides and fronts of buildings \$2495.00. **(M) Pina Royer, (S) Jim Day, Motion Passed Unanimously.**
- c. Approval by Board for waddle insulation behind 3051 Grey Eagle \$979.67. **(M) Roger Emanuel, (S) Pina Royer, Motion Passed Unanimously.**
- d. Board approval for removal of lawn damage by pigs. \$1,606. **(M) Pina Royer, (S) Roger Emanuel, Motion Passed Unanimously.**
- e. Accept and approve BV plant replacement proposal \$10,788.98. **(M) Wayne Canterbury, (S) Roger Emanuel, Motion Passed Unanimously.**
- f. Hamilton Tree Maintenance Proposal of \$20,430. **(M) Wayne Canterbury, (S) Richard Schlenker, Motion Passed Unanimously.**

Joint Landscape & Firewise Task Force Update – Canterbury

- a. Accept Andy Howard's resignation from the task force committee. **(M) Richard Schlenker, (S) Wayne Canterbury, Motion Passed Unanimously.**

b. Approve John Fiske as a new member of the task force committee: **(M) Richard Schlenker, (S) Wayne Canterbury, Motion Passed Unanimously.**

c. Report, Discussion, and Approval of Draft Landscape Committee Functional Lawn Questionnaire:
The Board reviewed a questionnaire intended to assess the functional use of lawns, establishing a 60-day deadline for its return. The Board also discussed the need for clearer guidance on the timeline and criteria for future lawn conversions.

d. Review of Draft Lawn Replacement Timeline:
A copy of the lawn replacement timeline is attached at the end of these minutes.

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

No report was made.

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

Barb Walker gave a brief update on the upcoming holiday party.

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

No report was made.

Disaster Preparedness Committee Report:

Ralph Antenien gave the following report:

- **Note: Special Announcement:** The previous “DPG” has been re-designated as an official Committee of Mutual 68 and now will be under the guidance of the Board of Directors (as every other committee is). This is a most exciting time for this primarily Educational Group (Now Committee) as it will enhance our ability to serve Residents and the Mutual better and much more efficiently. This newly designated Committee met for the first time earlier in the month and has started the tasks of drafting a Charter and other necessary documents, objectives and requirements needed as for any other committee. This is an exciting time for the Committee, and we are looking forward to serving the entire Mutual in its new status.
- The below information is an abbreviated version of the educational information normally provided to the Mutual and Residents each month.
 - In our last distributed Tips and Thoughts, we provided information on collecting, securing and having for easy access those few essential items and supplies that you will need to have immediately and within reach in your bedroom so you can walk safely, see and move about immediately after an Earthquake during the night. Question: Have you accomplished that simple, easy and most important task? Another reminder occurred on the anniversary of The Great California ShakeOut Drill held on October 16th. We hope that reminder allowed you to review your own preparations for an Earthquake, one of the two most probable Disaster risks for our area, the other risk being a Wildfire.
- **Re: Your Health:**
 - Continue to practice good hygiene to include washing hands when coming home, before eating, etc. Also wear masks in “high risk areas”. Both the New Flu vaccine and New 25/26 COVID-19 Vaccines are now available. Please obtain them ASAP. Note: The West Coast Health Alliance (Calif is included) has resulted in virtually anyone wishing to obtain the FLU and NEW COVID-19 Boosters may obtain one. Please follow your medical practitioners’ recommendations.
 - Currently the Flu Activity is High but it’s not too late to obtain its benefit by getting your shot right now. New instances of COVID-19 have reduced considerably since our last report when

it was running at 24%. Note: traveling in high-risk areas (airports, international travel, etc.) significantly increases your risks.

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

- The DPC 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 accomplish additional essential skills training for residents.

NOTE: We have an active but interesting committee that is working hard to educate 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 Management Agreement:

Richard Schlenker made a motion, Pina Royer seconded to approve the 2026 Management Agreement.

Moved, Seconded, Carried 5-0

Announcements

Next Board Meeting will be held on November 24, 2025, at 1:00 p.m., in the Club Room at Creekside and via Zoom.

Adjournment

With no further business to address Vice President Canterbury adjourned the meeting at 2:53 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