

BOARD OF DIRECTORS REGULAR MEETING
Thursday, November 20, 2025, 2:00 p.m.
Virtually and In Person
Gateway Board Room
1001 Golden Rain Road – Walnut Creek, CA 94595

MINUTES

1. **Call to Order**

Meeting was called to order by Lichtenstein at 2:02 PM

2. **Roll Call of Directors**

Herma Lichtenstein – President
Jane Seleznow – Vice President
David Munson – Treasurer
Dennis Fay – Secretary
Joel Dimsdale – Director-at-Large

Rossmoor Property Management

Jeroen Wright – Director of Mutual Operations
Todd Arterburn – Chief Financial Officer
Luis Dueñas – Building Maintenance Manager
Jesus Morales – Landscape Supervisor
Janneth Lujan – Board Coordinator

3. **Resident's Forum** – *Herma Lichtenstein*

All residents were invited to address the Board with questions, comments, and suggestions. Comments were received regarding subpanel replacements and the approval of a side window; these items will be addressed later in the meeting.

A resident requested lighting for Manor addresses.

4. **Meeting Minutes** - *Herma Lichtenstein*

a. Approve Board of Directors Regular Meeting Minutes – October 16, 2025

*Seleznow made a motion; Lichtenstein seconded to approve October 16, 2025, Regular Meeting Minutes as revised. **Motion carried 5-0***

5. **President's Report** - *Herma Lichtenstein*

a. Rehab Project Update

Lichtenstein provided a brief overview of the Rehab Project and reported that things are progressing well. She noted that the project remains on budget and that Luis will be presenting several change orders later in the meeting.

Lichtenstein also mentioned that while she was on vacation, the Board approved a \$69,000 change order for additional door work that technically falls outside the scope of this project. As a result, some budget adjustments may be necessary before the change order can be formally approved.

WALNUT CREEK MUTUAL SEVENTY**6. Treasurer's Report – Dave Munson / Todd Arterburn****a. Review of October Financials**

Munson gave the Board the breakdown for October 2025 as follows:

Important Financial Metrics

Operating Fund Balance	\$693,170
Reserve Fund Balance	\$2,967,110
Investment Fund Balance	\$ (12,296)
Total Cash and Investments	\$3,647,984

b. Motion to Certify Compliance of Civil Code §5500

Lichtenstein made a motion; Munson seconded to Certify Compliance of Civil Code §5500.

Motion carried 5-0

7. Chief Financial Officer Report - Todd Arterburn

Arterburn will follow up on the negative \$12,296 investment fund balance and provide a detailed explanation to the Board. He also noted that he will be implementing a 48-hour response policy for Board Member information requests submitted to the Finance Department. In addition, Arterburn stated that he will work with Munson to develop a standardized collections policy for all Mutuals. Arterburn will work on an investment policy statement for the Mutual.

8. RPM Manager's Report– Jeroen Wright

Wright reported that all budgets have been approved and that the team is nearing the finish line, with the budget booklets now being finalized and prepared for printing. Lichtenstein took the opportunity to ask Todd for assistance in drafting a cover letter for the budget, noting that she has not written one before. Todd agreed to provide her with a template.

Wright also reported that the management agreement has been signed by most Mutuals, and those that have not yet signed will be holding a Special Meeting to approve it before December 31, 2025.

Wright noted that over the past year, he and his team have been working diligently on the NetSuite implementation. They have now officially launched FSM, the Field Service Management component of NetSuite, which supports the service order desk. He explained that entering information for a service order within the NetSuite FSM application is much more sophisticated, advanced, and detailed than the previous system.

9. Committee Reports**a. Landscape Committee – Jesus Morales / Joel Dimsdale**

- Winter workday materials cost approvals- approved material costs are mostly for hardscape.
- Winter workdays- December 5-31.

Fay made a motion; Dimsdale seconded to approve the Winter workday materials cost approvals as presented. Motion carried 5-0

b. Communication Committee – Jane Seleznow

Seleznow informed the Board that the October Newsletter was successfully sent out.

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c. Governing Document Committee – *Jane Seleznow*

- CC&R and Operating Rules Review
- Standard Operating Practices (SOPs)

Seleznow reported that the CC&Rs have been redrafted by legal counsel and will be distributed to the Board, with members agreeing to review them and provide comments by the next meeting in January. The Board discussed the need for clearer documentation and standardized processes, particularly related to foreclosures, liens, and delinquency collections. Seleznow recommended consolidating the various rules into a single, streamlined document. Dennis added that he has been reviewing and editing the operating rules, which will be sent to the Buildings Committee for further review.

d. Building Committee – *Dennis Fay*

Buildings Committee Meeting report attached.

- Gutter cleaning, additional electrical panel CO
- Approve the request to add skylights and a side window to #70-70-095

Fay made a motion; Dimsdale seconded to approve the request to add skylights and a side window #70-70-095 subject to dimensions and conditions outlined in the letter received on October 13, 2025 from the upstairs neighbor. Motion carried 5-0

10. Building Maintenance Manager's Report – *Luis Dueñas*

Dueñas informed the Board on the following projects:

- GBG 3711 2C both Decks **\$21,908**
- GBG 3711 Breezeway Dry rot (3) locations **\$20,200**
- GBG 3625 2A Bedroom Deck **\$10,205**
- GBG 3663 2A-2B Dry rot **\$4,500**
- **GBG NTE \$60,000**

The Board approved the change orders mentioned above. Motion carried by unanimous vote (5-0)

- KR Electrics preapprove 10-Sub Panels **\$30,000**

Fay made a motion; Seleznow seconded to approve the KR Electric Proposal. Motion carried 5-0

- Welcome Building Maintenance #833 Gutters & Downspout \$15,630

Fay made a motion; Dimsdale seconded to approve the proposal from Welcome Building Maintenance NTE \$15,630. Motion carried 5-0

11. New Business

a. Management Agreement

Dimsdale made a motion; Munson seconded to approve the Management Agreement which will take effect starting January 1, 2026. Motion carried 5-0

12. Announcements – The next scheduled meeting is the Mutual 70 Town Hall.

on Tuesday, December 9, 2025, at the Creekside Clubhouse in the Club Room at 9:30 a.m.

13. Adjournment to Executive Session – The meeting was adjourned at 4:03 p.m., after which the Board convened in Executive Session.



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Board Services Coordinator

I hereby certify that the foregoing is a true and correct copy of the minutes.

Janneth Lujan