

## Mutual No. Eight

REGULAR MEETING MINUTES OF THE BOARD  
TUESDAY, SEPTEMBER 23, 2025, AT 1:30 PM  
ZOOM AND IN-PERSON MEETING  
BOARD ROOM AT GATEWAY  
1001 GOLDEN RAIN RD – WALNUT CREEK, CA 94595

### **Call to Order**

President Coleman called the Meeting of the Board of Directors to order at 1:30 p.m.

### **Roll Call**

**Directors Present:** Dick Coleman, President

Bob Eisner, Secretary

Judy Graboyes, Treasurer

Alfreda Bell, Director at Large

Directors Absent: John Kawamura, Vice President

### **Mutual Operations Staff Present:**

Jeroen Wright, Director of Mutual Operations

Todd Arterburn, Chief Financial Officer

John Tawaststjerna, Landscape Manager

Luis Duenas, Building Maintenance Manager

Lucy Limon, Board Services Coordinator

Janneth Lujan, Board Services Coordinator

### **Approval of Minutes**

President Coleman asked for any corrections and/or additions to the following sets of minutes:

- Annual Members Meeting Minutes of May 30, 2025
- Organizational Board Meeting Minutes of May 30, 2025

Bob Eisner made a motion, seconded by Judy Graboyes, to approve the aforementioned minutes.

**Moved, Seconded, Carried 4-0**

### **Presidents Report**

No report was made.

### **GRF Staff Report**

#### **1. Directors Report – Jeroen Wright:**

Jeroen Wright reported that the approval of the Management Agreement has been his primary focus and remains on track for completion and signature by the Mutual Presidents. The final draft has been presented to the Mutual Boards, with final discussions scheduled for the September 29 Presidents Forum Meeting.

He further noted that the budget process is proceeding well and that preliminary budgets should be ready for review and discussion with members before being approved by the Board at an Open Meeting. The budget must be finalized and ready for print in the by the first week in November.

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**2. Financial Report – Todd Arterburn**

Todd Arterburn reported that the 2024 audit has been received. He proposed meeting with Judy to review both the audit report and the August financial report. Todd noted that planning for the 2026 budget is now in full progress, and he and Jeroen will be contacting Board members to schedule their budget meetings.

**3. Building Maintenance Report – Luis Duenas:**

Luis gave the following report:

**Action Items: Proposals for Review or Approval**

Entry solar lights total of (4) \$529.00

Dick Coleman made a motion, Bob Eisner seconded to approve the installation of 4 entry solar lights in the amount of \$529.

**Moved, Seconded, Carried 4-0**

**Informational Items: Work Scheduled, In Progress, or Completed**

**RPM** Walkway concrete repair by 1284-**Completed**

**RPM** 1284 #4 balcony railing-**Completed**

**RPM** 1284 #3 divider fence-**Completed**

**GBG** 1268 #1 Balcony Repair-**Completed**

**5star** 1296 #1 stucco and concrete/Roots front entry-**Completed**

**GBG** balcony repair 1122 #1 **Awaiting estimate**

**5star** entry two Domestic leak-**Repaired**

**Exterior Panels KR** - There are 18 exterior Building Main Panels.

Contractor: KR Electric (in progress) 13 completed all 9-meters panels are pending and laundry rooms

Meter closets RPM (in progress)

**4. Landscape Report – John Tawaststjerna:**

John T. reported that RPM Days are scheduled to begin on December 1 and will be funded through the RPM Contracted Services budget. He informed the Board of the planned Calaveras Ridge Trail project by East Bay Parks, which will include a pathway and pedestrian gate providing access for Rossmoor residents. Judy expressed concerns regarding tree removal needs for the remainder of 2025. John estimated a cost of \$6,000 for the removal of the tulip tree located at 1296 Skycrest.

**Committee Reports**

**1. Finance – Judy Graboyes:**

Judy Graboyes reviewed the year-to-date operating expenses, reporting that the Mutual was \$26,000 under budget, primarily due to \$65,000 in insurance savings. She noted that reserve fund spending exceeded the budget by \$26,000; however, major expenses, including electrical panel repairs, were deferred to 2026. The Board discussed insurance planning for 2026. Jeroen explained that although actual 2025 insurance costs were 27% below budget, the Mutual would maintain the 2025 budgeted amount to accommodate a five-month policy extension into 2026,

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with the expectation of reduced premiums by June 2026. Judy expressed concerns about applying anticipated 2026 savings toward the electrical project, noting that both the timing and funding sources differed from prior discussions.

Judy Grabnoyes made a motion, Bob Eisner seconded to Certify compliance with Civil Code §5500 for June 2025 and June 2025.

**Moved, Seconded, Carried 4-0**

**2. Maintenance – Judy Graboyes:**

No report was made.

**3. Landscaping – Alfreda Bell:**

No report was made.

**4. Social – Sharon Castilla:**

Sharon briefly reported on the June potluck.

**5. Membership – Sally Kennedy:**

Sharon Castilla reported on the new residents that have moved in since the last Board Meeting.

**6. Emergency Prep – Lingsueh Shu:**

No report was given.

**7. Trash and Recycle – Jan Stone**

Sharon reported that the committee is working on completing the signage project. She also noted that the committee is still seeking volunteers and encouraged interested residents to contact Jan Stone.

**Old Business****a. Electrical Panel Project Update – Coleman**

*Addressed under Building Maintenance report.*

**b. M8 Policies and Enforcement of Them - Coleman**

The Board will be discussing this matter in an executive session.

**c. Birdbath, standing water issues - Graboyes**

The Board discussed concerns about standing water, particularly in bird baths and potted plants. Judy noted that stagnant water can pose a health hazard and referenced research indicating it can harbor harmful bacteria and viruses. President Coleman shared recent information on West Nile virus cases in Contra Costa County, along with the county's recommendation to change standing water weekly.

The Board agreed to conduct additional research and revisit the matter at the next meeting, when all Board members are present, rather than making an immediate decision.

**d. Results of Vote on Bylaws Update – Limon**

Ms. Limon reported on the August 4, 2025, Ballot Count Meeting:

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IN THE MATTER OF ADOPTING THE PROPOSED BYLAWS:

BALLOTS RECEIVED: 48

VOTES FOR: 45

VOTES AGAINST: 1

INVALID: 2

ABSTAIN: 0

ADOPTION OF BYLAWS: **PASSED**

e. Follow-up on Special Assessments Payments – Coleman

The Board will be discussing this matter in an executive session.

f. Adjustments to Guidelines for Alterations – Coleman

This item will be deferred to the next Board meeting.

g. Resales Inspections – Coleman

The Board discussed the alterations guidelines and agreed to implement a formal process for exterior alterations that may affect neighboring units. Judy and Jeroen agreed to receive copies of the resale inspection checklists, while noting the scheduling challenges that make Board participation in inspections difficult.

h. Improving signage of Building numbers – Kawamura

*Addressed under Building Maintenance report.*

i. Signage at Trash Enclosures – Kawamura

President Coleman tasked John Kawamura with providing the specific number of trash enclosure lights that need to be installed by the next Board meeting.

**New Business**

a. Policy regarding barbecue grills

This item will be deferred to the next Board meeting.

c. Management Agreement

*Addressed under Manager's report.*

d. Dog Walking rules

This item will be deferred to the next Board meeting.

**Members' Forum**

Residents were afforded the opportunity to express their general concerns and make comments. Topics included radiant heat alteration, trees and building signs.

**Next Board Meeting**

Next Regular Board Meeting to be held on Tuesday, November 25, 2025, at 1:30 p.m., in the Boardroom at the Gateway Complex.

**Adjournment**

There being no further business, the meeting was adjourned at 3:52 p.m.



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**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 Mutual No. Eight**