



**FIRST WALNUT CREEK MUTUAL**

**BOARD OF DIRECTORS REGULAR MEETING**

**Friday, December 22, 2023 at 10:00 a.m.**

**Meeting is Conducted In-Person and Virtually**

**Event Center - Donner Room**

1021 Stanley Dollar Drive, Walnut Creek, CA 94595

**Join Meeting Virtually**

<https://rossmoor.zoom.us/j/81289274761>

Meeting ID: 812 8927 4761

Dial In - (669) 900-6833

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**AGENDA**

1. **Call to Order**

2. **Roll Call of Directors**

Mary A. England – President – District 5  
Peter Catalano – 1st Vice President – District 4  
Young Chung – 2nd Vice President – District 3  
Jen Moreau – Secretary – District 2  
Jean Autrey – Treasurer – District 1

**Board Office Staff**

Jeroen Wright – Director of Mutual Operations  
Tom Hand – Chief Financial Officer  
Dave Peakes – Building Maintenance Manager  
John Tawaststjerna – Landscape Manager  
Victoria Thomas – Board Services Coordinator

3. **Members' Forum**

All residents are invited to address the Board with questions, comments, and suggestions. The Board does not directly answer questions posed by speakers during the Members' Forum, but the Board does hear the viewpoints and ideas presented and considers them as they act during the meeting. Comments are limited to three minutes per person.

4. **Consent Calendar**

- a. Architectural Control Committee Meeting Minutes – November 15, 2023
- b. Board of Directors Executive Session Meeting – November 16, 2023
- c. Board of Directors Regular Meeting – November 17, 2023
- d. Board of Directors Executive Session Meeting – November 17, 2023
- e. Board of Directors Executive Session Meeting – November 28, 2023

*Recommendation: The Board of Directors approve the Consent Calendar as posted.*

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5. **Treasurer** – *Jean Autrey/Tom Hand/Ann Prichard*

a. Treasurer's Report – *Jean Autrey/Tom Hand*

*Recommendation: The Board of Directors certifies compliance with Civil Code §5500.*

6. **Mutual Operations** – *Jeroen Wright/Dave Peakes*

7. **Landscape Manager's Report** – *John Tawaststjerna*

8. **Committee Reports**

a. Budget and Finance Committee Report – *Ann Prichard*

b. Landscape Committee – *Pat Powers*

c. Governance Committee – *Paul Wright*

d. Capital Projects Committee – *Pam Hudson*

e. Social Engagement Committee – *Marcia Keating*

9. **President's Report** – *Mary A. England*

10. **New Resident Orientation** – *Jerry Priebat*

Next Orientation Meeting: The next scheduled meeting is on January 9, 2024 at 7:00 p.m. in the Donner Room at the Event Center.

11. **Unfinished Business** – *Mary A. England*

**Action Items**

a. Unpermitted installation of storage cabinets in carports

b. Carport Inspection Project

12. **New Business** – *Mary A. England*

**Action Items**

a. Identify priorities for the Mutual and assign Committees (and Board Directors) to take on project areas.

b. Confirm insurance language for Bylaws revisions

c. Alteration Policy Review

d. Governance Committee Recommendation to assign the responsibility for New Member Orientation to the Social Engagement Committee

e. Proposed Conflict of Interest Policy

f. Proposed Charter for Community Social Engagement Committee

g. Proposed Annual Inspection Policy

h. Appoint Pat Powers as Landscape Chairperson

**Informational Items**

13. **Announcements** – The next scheduled meeting is the Board of Directors Regular Meeting. The meeting will be held on January 26, 2024 at 10:00 a.m. in the Donner Room at the Event Center as well as virtually.

14. **Adjournment to Executive Session** – If necessary, for legal issues, contracts, member discipline, personnel issues, delinquencies, or foreclosures.