



FIRST WALNUT CREEK MUTUAL

BOARD OF DIRECTORS REGULAR MEETING

Friday, March 22, 2024 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/84052763071>

Meeting ID: 840 5276 3071

Dial In (669) 900-6833

For technical support to join a meeting, contact (925)988-7627 or Support@rossmoor.com.

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

Mutual Operations Staff

Jeroen Wright – Director of Mutual Operations
Dave Peakes – Building Maintenance Manager
John Tawaststjerna – Landscape Manager
Tina Merino-Evans, Senior AP /AR Specialist
Victoria Thomas – Board Services Coordinator

3. Members' Forum

All members 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 does hear the viewpoints and ideas presented and considers them as they act during the meeting. Comments are limited to three minutes per member.

4. New Business

Action Item

- a. Board Process for Board Meeting Procedures

5. Consent Calendar

- a. Board of Directors Executive Session Meeting Minutes – January 12, 2024
b. Board of Directors Executive Session Meeting Minutes – January 19, 2024
c. Board of Directors Executive Session Meeting Minutes – January 26, 2024
d. Board of Directors Executive Session Meeting Minutes – January 29, 2024

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- e. Board of Directors Executive Session Meeting Minutes – February 9, 2024
- f. Board of Directors Regular Meeting Minutes – February 23, 2024
- g. Architectural Control Committee Meeting Minutes – March 6, 2024
- h. Board of Directors Executive Session Meeting Minutes – March 8, 2024
- i. Board of Directors Emergency Executive Session Meeting Minutes – March 10, 2024

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

6. **Treasurer** – Jean Autrey/Ann Prichard

- a. Treasurer’s Report – Jean Autrey

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

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

8. **Landscape Manager’s Report** – John Tawaststjerna

9. **Committee Reports**

- a. Budget and Finance Committee Report – Paul Moderaki
- b. Landscape Committee – Pat Power
- c. Governance Committee – Vacant
- d. Capital Projects Committee – Mike Sund
- e. Social Engagement Committee – Marcia Keating

10. **President’s Report** – Peter Catalano

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

Next Orientation Meeting: The next scheduled meeting is on April 9, 2024 at 10:00 a.m. in the Donner Room at the Event Center.

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

Action Items

- a. Carport Inspections – Young Chung
 - Policy and Enforcement Policy
 - Golf Cart Charging
 - EV Charging
 - Auxiliary Storage cabinets
- b. Schedule of Fines
- c. Status of Bylaws Revision
- d. Status of 2022 Audit
- e. Review proposed policy 2.0 changes
- f. Review proposed duck cleaning & repair policy (maintenance & alterations)
- g. Approve 2023 engagement letter for tax preparation \$2,200

13. **New Business Cont.**

Action Items

- a. Board & Alterations Policy Violation Enforcement Procedures
- b. Revised Alteration Policy
- c. Committee Recruitment
 - Landscape, Budget and Finance, and Capital Projects

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- d. Status of Governance Committee
- e. Authorize from Reserve Fund an amount sufficient to pay the April 10, 2024 Property Tax Payment with the agreement to pay back within 12 months.
- f. Summary of Financial Statements at Regular Board Meetings
- g. Legal Counsel's Revised Fee Schedule
- h. Status of Election Process for Districts 2 and 4
 - April 18 – Early Notice of Nomination Deadline
 - June 17 – Notice of Delivery Date for Nomination Procedures and Deadline
 - June 17 – July 10 – Reminder Notice of Nomination Deadline
 - July 17 – Nomination Deadline
 - July 22 – 31 – Select Inspector of Elections
 - August 6 – Pre-Ballot Notice Date
 - August 30 – Voter List and Candidate Registration List Correction Deadline
 - September 5 – 10 – Ballot and Election Rule Mailing Date and Finalize Voter List
 - October 10 – Voting Deadline and Tabulation Meeting
 - October 25 – Election Results Deadline
- i. ACC Confidentiality Procedure for review of Member Alteration Application
- j. Landscape Policy Violation Letters
- k. Financial Requirements for Membership

14. Informational/Discussion Items

- a. Potentially create an Emergency Task Force to find a different accounting firm to handle the Mutual's accounting
- b. Proposed Membership Financial Requirements Policy
- c. Board Member and District Expansion Proposal

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

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