



FIRST WALNUT CREEK MUTUAL

BOARD OF DIRECTORS REGULAR MEETING

(Social Gathering is Welcomed at 9:30 a.m.)

Friday, May 24, 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/87401733086>

Meeting ID: 874 0173 3086

Dial In - (669) 444-9171

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
Todd Arterburn – Chief Financial Officer
Dave Peakes – Building Maintenance Manager
John Tawaststjerna – Landscape Manager
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. **Consent Calendar**

- a. Board of Directors Regular Meeting Minutes – April 26, 2024
- b. Board of Directors Executive Session Meeting Minutes – April 26, 2024

Recommendation: The Board of Directors approve the Consent Calendar.

5. **Treasurer** – Jean Autrey/Todd Arterburn

- a. Treasurer's Report – Autrey

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

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6. **Mutual Operations** – *Jeroen Wright/Dave Peakes*
7. **Landscape Manager’s Report** – *John Tawaststjerna*
8. **President’s Report** – *Mary England*
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. **New Resident Orientation** – *Jerry Priebat*

Next Orientation Meeting: The next scheduled meeting is on June 11, 2024 at 10:00 a.m. in the Donner Room at the Event Center.
11. **Unfinished Business**

Action Items

 - a. Review Status of Amendments to the Alteration Policy – *Catalano/Dick Locke*
Recommendation: Board of Directors approve proposed amendments to the Alteration Policy.
 - b. Approve Amendments to the Building Maintenance Policy – *Chung*
Recommendation: Board of Directors approve proposed amendments to the Building Maintenance Policy.
 - c. Proposed Amendments to Bylaws for Increase Participation in Committees – *England*
Recommendation: Board of Directors approve proposed amendments to the Bylaws for Increase Participation in Committees.
 - d. Proposed Amendments to Bylaws on Board Expansion – *England*
Recommendation: Board of Directors approve proposed amendments to the Bylaws on Board Expansion.
 - e. Review Proposal for Compliance Officer – *Catalano*
Recommendation: Board of Directors approve proposed Compliance Officer.
12. **New Business**

Action Items

 - a. Requirements for Board Meeting Agenda Topics – *England*
 1. Each New Business & Unfinished Business Agenda topic needs a Board Director point person who is responsible for introducing the topic, identifying and recommending specific Board Action, and providing documentation for Board review and inclusion in the Board Packet.
 2. Each New Business & Unfinished Business Agenda topic and attachments need to be delivered to Victoria Thomas on the Friday preceding the Board meeting.

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3. If the Board Director point person misses the deadline of the Friday preceding the Board Meeting, the topic will not be included in the agenda.
4. Each Agenda topic proposed for Agenda inclusion needs to be accompanied by a recommendation or proposal such as attached so the Board and Members know what Board Action is desired.

Recommendation: Board of Directors approve procedural requirements Board meeting agendas.

- b. Direct and standardize MOD to solicit 3 competitive bids for projects over \$5,000 – *England*
Recommendation: Board of Directors approve adopt Resolution Standardize MOD to solicit 3 competitive bids and estimates for projects over \$5,000.
- d. ACC Meeting Agenda and Minute Format – *Legal Counsel/Autrey*
Recommendation: Board of Directors approve recommendation from legal counsel for items documented in ACC.
- e. Golf Cart Charging Fee Letters – *Chung*
Recommendation: Board of Directors approve the golf cart charging fee letter(s).

13. Informational/Discussion Items

- a. Townhall – Update on Membership Bylaw Discussion – *Catalano*
- b. Status of Governance Committee – *Catalano*
- c. Freedom of Information – *Catalano*
- d. GRF Breach of Contract – *Catalano*

14. **Announcements** – The next scheduled meeting is the Board of Directors Regular Meeting. The meeting will be held on June 28, 2024 at 10:00 a.m. in the Donner Room at the Event Center as well as virtually.

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