



## FIRST WALNUT CREEK MUTUAL

### BOARD OF DIRECTORS REGULAR MEETING

Friday, November 17, 2023 at 9:00 a.m.

Meeting is In-Person and Virtually

Gateway Clubhouse - Board Room  
1001 Golden Rain Road, Walnut Creek, CA 94595

Join Meeting

<https://rossmoor.zoom.us/j/85374449311>

Meeting ID: 853 7444 9311

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  
Vacant – 1<sup>st</sup> Vice President – District 4  
Young Chung – 2<sup>nd</sup> 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 – October 6, 2023
- b. Annual Members & Organizational Meetings – October 10, 2023
- c. Board of Directors Regular Meeting Minutes – October 27, 2023

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

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.*

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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 – *Don MacGregor*
  - 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 December 19, 2023 at 10:00a.m. in the Club Room at the Creekside Clubhouse.
11. **Unfinished Business** – *Mary A. England*  
**Action Items**
  - a. Authorize Capital Projects Committee to proceed with MCE EV Charging Technical Assistance from CLEAResult
  - b. Golf Port and Golf Cart Electrical Fee Structure
12. **New Business** – *Mary A. England*  
**Action Items**
  - a. Appointment to vacancy on the Board of Directors for District 4
  - b. Authorize legal counsel to draft policy for manor annual inspections
  - c. Authorize legal counsel to revise the Governing Documents to be more specific about resident responsibility for damages caused by the failure of their alteration
  - d. Authorize legal counsel to draft revised Bylaws for Property Insurance Coverage
  - e. Alteration requirements for Level 1 electric vehicle charging in exclusive use common area carports
  - f. Helsing Reserve Study
  - g. Alterations Control Committee Charter  
**Informational Items**
  - a. Follow-up process on Carport Inspection Report
  - b. Board Liaison assignments and roles
  - c. Heat pump HVAC pilot
    - Water cooled AC replacement project
  - d. Reserve Study conversion – Confirm dates for contract with FAI

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13. **Announcements** – The next scheduled meeting is the Board of Directors Regular Meeting. The meeting will be held on December 22, 2023 starting 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.