

FIRST WALNUT CREEK MUTUAL

BOARD OF DIRECTORS REGULAR MEETING

Friday, October 27, 2023 at 10:00 a.m.

**Event Center – Donner Room
1021 Stanley Dollar Drive, Walnut Creek, CA 94595**

AGENDA

1. **Call to Order**

2. **Roll Call of Directors**

Mary A. England – President – District 5
Pat Donahue – 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. Board of Directors Regular Meeting Minutes – September 22, 2023
- b. Board of Directors Executive Session Meeting Minutes – September 22, 2023
- c. Architectural Control Committee Meeting Minutes – October 6, 2023
- d. Annual Membership Meeting Minutes – October 11, 2023
- e. Board of Directors Organizational Meeting Minutes – October 11, 2023
- f. Board of Directors Executive Session Meeting Minutes – October 13, 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.

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

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7. **Committee Reports**

- a. Budget and Finance Committee Report – Ann Prichard
- b. Landscape Committee – John Tawaststjerna
– General Work
- c. Governance Committee – Paul Wright/Dick Locke
- d. Capital Projects Committee – Young Chung
- e. Social Engagement Committee – Marcia Keating

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

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

Next Orientation Meeting: Tuesday, November 14, 2023 – 10:00 a.m. Donner Room
Event Center

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

Action Items

- a. Reserve Study Provider Contract 2025 (*Authorize President to Sign Agreement*)
- b. Carport Inspection Report Follow-up

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

Action Items

- a. 2024 Proposed Budget Review
- b. Appoint Pam Hudson as Chair to the Capital Projects Committee
- c. Appoint Young Chung as Board Liaison to the Capital Projects Committee
- d. Appoint Madelyn Miller to the Governance Committee
- e. Appoint Barry Hirsch to the Governance Committee
- f. Appoint Marcia Keating as Chair to the Social Engagement Committee
- g. Clearesult Participation Agreement (*Authorize President to Sign Agreement*)
- h. Zoom 1-Year Subscription
- i. Proposed Architectural Control Committee Charter
- j. Conduct Board Meetings Hybrid
- k. Community Associations Institute Annual Subscription
- l. Contact List when Residents need Assistance from MOD/GRF
- m. Review Manor/Unit Inspection Purpose, Scope of Work, Form to Document Inspection

Informational Items

- a. Bylaws Revision Regarding Insurance Coverage
- b. Townhall Meeting
- c. Post Annual Committee Reports on the Mutual's website
- d. MCE Account Requirements for RFP
- e. GRF General Manager revisit GRF Management Agreement with Presidents Forum
- f. Mutual Presidents Forum draft proposal to document GRF/MOD Service Levels

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12. **Announcements** – The next scheduled meeting is the Board of Directors Regular Meeting. The meeting will be held on November 24, 2024 starting at 10:00 a.m. in the Donner Room at the Event Center.

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