

**FIRST WALNUT CREEK MUTUAL**

**BOARD OF DIRECTORS REGULAR MEETING**

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

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

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**AGENDA**

1. **Call to Order**

2. **Roll Call of Directors**

Mary A. England – President – District 5  
Pat Donahue – 1<sup>st</sup> Vice President – District 4  
Barry Hirsch – 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. **Residents' 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 Residents' Forum, but it does hear the viewpoints and ideas presented and members do consider them as they act during the meeting. Comments will be limited to three minutes per person.

4. **Consent Calendar**

- a. Board of Directors Executive Session Meeting Minutes – July 14, 2023
- b. Board of Directors Executive Session Meeting Minutes – August 11, 2023
- c. Board of Directors Regular Meeting Minutes – August 25, 2023
- d. Board of Directors Executive Session Meeting Minutes – August 25, 2023
- e. Board of Directors Special Meeting Minutes – August 29, 2023
- f. Board of Directors Executive Session Meeting Minutes – September 7, 2023
- g. Board of Directors Executive Session Meeting Minutes – September 8, 2023
- h. Board of Directors Executive Session Meeting Minutes – September 14, 2023
- i. Board of Directors Executive Session Meeting Minutes – September 15, 2023
- j. Board of Directors Special Meeting Minutes – September 19, 2023
- k. Architectural Control Committee Meeting Minutes – September 19, 2023
- l. Board of Directors Emergency Executive Session Meeting Minutes – September 20, 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. **Committee Reports**
  - a. Budget and Finance Committee Report – Ann Prichard
    - Reserve Study
  - b. Landscape Committee – John Tawaststjerna
    - General Work
  - c. Governance Committee – Paul Wright/Dick Locke
  - d. Capital Projects Committee – Young Chung
    - Project Priorities List
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 Proposal Approval  
**Informational Items**
  - a. Insurance Task Force Update – *Jean Autrey*
  - b. Deck Firebreaks Estimate
  - c. Attic Firebreaks Estimate
11. **New Business** – *Mary A. England*  
**Action Items**
  - a. Clearesult Participation Agreement
  - b. Electrical Infrastructure Request for Proposal
  - c. Proposed Architectural Control Committee Charter
  - d. Appoint Melanie Rose to the Governance Committee
  - e. Hiring Consideration of Nice Cans to Clean Compost Bins
  - f. Conduct Board Meetings both In-Person and Virtually
  - g. Proposed 2024 Board of Directors Regular Meeting Schedule and Executive Session Meeting Schedule.  
**Informational Items**
  - a. Marine CE Program
  - b. CC&Rs Revision Regarding Insurance Coverage
  - c. Townhall Meeting
12. **Announcements** – The next scheduled meeting is the Annual Member Meeting and Board of Directors Organizational Meeting. The meetings will be held on October 10, 2023 starting at 10:00 a.m. in the Fireside Room at the Gateway Clubhouse.
13. **Adjournment to Executive Session** – If necessary, for legal issues, contracts, member discipline, personnel issues, delinquencies, or foreclosures.