

**FIRST WALNUT CREEK MUTUAL****BOARD OF DIRECTORS REGULAR MEETING**

**Friday, August 22, 2025 at 10:00a.m.**

**Meeting is Conducted In-Person and Virtually**

**Event Center – Donner Room**

1021 Stanley Dollar Drive, Walnut Creek, CA 94595

**Join Meeting Virtually**

To view the meeting on your computer, iPad, or smart phone, residents should log-in to <https://rossmoor.zoom.us/j/84047962398> or use the Meeting ID: 840 4796 2398. You will see a few prompts to click on such as allowing “the page to open [zoom.us](https://zoom.us),” “join with video,” and “join with computer audio.” Be sure to have your computer speakers turned on.

If residents just want to hear the deliberations, they can dial (669) 444-9171 on any phone, and they will be prompted to enter the Meeting ID: 840 4796 2398.

---

**AGENDA****1. Call to Order****2. Roll Call  
Directors**

Young Chung – President – District 3  
Peter Catalano – 1st Vice President – District 4  
Kevin Dowling – 2nd Vice President – District 2  
Peggy Kaiser – Treasurer – District 5  
Jean Autrey – Secretary – District 1

**Rossmoor Property Management**

Jeroen Wright – Director  
Todd Arterburn – Chief Financial Officer  
Dave Peakes – Building Maintenance Manager  
John Tawaststjerna – Landscape Manager  
Lucy Limon – 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 – July 25, 2025
  - b. Board of Directors Executive Session Meeting Minutes – July 25, 2025
  - c. Board of Directors Executive Session Meeting Minutes – August 1, 2025
- Recommendation: The Board of Directors approve the Consent Calendar.*

5. **Executive Session Meeting Summary**

- Executive Session Meeting on July 25, 2025
  - Litigation
  - Member Matters
  - Manor Transfer Issues
  - Waved two \$25.00 fines imposed by Accounting Dept. Approved by unanimous vote. (4-0)
- Executive Session Meeting on August 1, 2025
  - Litigation
  - Private Gardens
  - Formation of Contract

6. **President's Report** – *Young Chung*

7. **Treasurer's Report** – *Peggy Kaiser*

- a. Treasurer's Report  
*Recommendation: The Board of Directors certifies compliance with Civil Code §5500.*

8. **Director's Report** – *Jeroen Wright*

9. **Chief Financial Officer's Report** – *Todd Arterburn*

10. **Building Maintenance Manager's Report** – *Dave Peakes*

- a. Bids Pending Approval on 1400 Golden Rain Rd. #3 Patio Replace and Relevel Lifted Stairs

11. **Landscape Manager's Report** – *John Tawaststjerna*

12. **Committee Reports**

- a. Budget and Finance Committee Report – *Paul Moderacki*
- b. Landscape Committee – *Committee Chair Vacant*
- c. Capital Projects Committee – *Mike Sund*
- d. Social Engagement Committee – *Maria Keating and Brenda Wilson*

13. **New Resident Orientation** – *Kevin Dowling*

Next Orientation Meeting: The next meeting scheduled is on September 9, 2025 at 10:00 a.m. in the Bunker Room at the Creekside Clubhouse.

14. **New Business**

**Action Items**

- a. Collection Policy – *Jean Autrey*
- b. Fine Policy – *Young Chung*
  - AB130 limiting fines
- c. Residents Personal Items in Common Area – *Jean Autrey*
- d. Capital Projects Proposal for Building Electrification -- Zinsco Main Panel Replacement/EV Pilot – *Young Chung/Mike Sund*
- e. Civil Code 4950
  - Posting Board meeting minutes to members within 30 days

- f. Civil Code 4041
  - Communication preference from members
- g. Board Education Funding

**15. Informational/Discussion Items**

- a. Maintenance Policy – Proposed Amendments – *Jean Autrey*
- b. Landscape Encroachments in Common Area – *Young Chung*
  - Common Area Encroachments
  - Large Trees in Exclusive Use Common Area
- c. Firewise Committee – *Young Chung*
- d. FWCM Newsletter – *Young Chung*
- e. GII Buildings and Earthquakes – *Jean Autrey*
- f. Procedures for follow up on Manor Transfer Issues – *Young Chung*
- g. MailChimp – *Young Chung*

16. **Announcements** – The next scheduled meeting is the Board of Directors Regular Meeting on September 26, 2025 at 10:00 a.m. at the Event Center in the Donner Room as well as virtually.

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