

FIRST WALNUT CREEK MUTUAL

BOARD OF DIRECTORS REGULAR MEETING

Friday, August 23, 2024 at 10:00a.m.
(Social Gathering is Welcomed at 9:30 a.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/83946810653> or use the Meeting ID: 839 4681 0653. You will see a few prompts to click on such as allowing “the page to open 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) 900-6833 on any phone, and they will be prompted to enter the Meeting ID: 839 4681 0653.

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. Architectural Control Committee Meeting Minutes – August 6, 2024
- b. Board of Directors Special Meeting – August 9, 2024
- c. Board of Directors Executive Session Meeting – August 9, 2024

Recommendation: The Board of Directors approve the Consent Calendar.



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5. **Report Out from Executive Session Meetings**

- a. Report out from Executive Session on August 9, 2024: The Board met to discuss:
 - Disciplinary hearings for policy violations on offensive conduct, nuisances, noise, common area use, trash, and occupancy.
 - Formation of contract.

6. **Treasurer's Report** – Jean Autrey/Todd Arterburn

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

7. **Mutual Operations Reports** – Jeroen Wright/Dave Peakes

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

9. **President's Report** – Mary England

10. **Committee Reports**

- a. Budget and Finance Committee Report – Paul Moderacki
- b. Landscape Committee – Pat Power
- c. Capital Projects Committee – Mike Sund
- d. Social Engagement Committee – Marcia Keating

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

Next Orientation Meeting: The next scheduled meeting is on September 10, 2024 at 7:00 p.m. in the Bunker Room at the Creekside Clubhouse.

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

Action Items

- a. Board Meetings and Agendas
Recommendation: Board of Directors approve proposed procedures for Board Meetings and Agendas.
- b. Proposed Amended Bylaws
Recommendation: Board of Directors approve the proposed amended Bylaws.

13. **New Business**

Action Items

- a. Pest Control – Catalano
Recommendation: Board of Directors evaluate seasonal pest control demand and supply.
- b. Social Engagement Committee Budget for Balance 2024– Catalano
Recommendation: Board of Directors approve the Budget for Balance 2024.
- c. HVAC Filters– England/Peakes
Recommendation: Board of Directors evaluate HVAC filter options and cost.
- d. Letter of Representation – England
Recommendation: Board of Directors approve authorization for Mary A. England and Jean Autrey to sign 2022 Audit.

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- e. Contractor Work Yard Presentation – *Pam Grove/Paul Wright*
Recommendation: Board of Directors approve to eliminate work yard contract.
- f. Contractor Storage Area Contract – *England*
Recommendation: Board of Directors approve the Contractor Storage Area Contract and authorize Mary A. England to sign the contract on the Mutual's behalf.
- g. Bylaws Voting Procedures – *Autrey*
Recommendation: Board of Directors approve splitting the Bylaws into 2 mailings.
- h. Communication Support Services Contract with VistAbility – *England*
Recommendation: Board of Directors approve the contract with VistAbility and authorize Mary A. England to sign the contract on the Mutual's behalf.

14. Informational/Discussion Items

- a. Firewise Program Presentation – *Wright*
- b. Election of Directors Schedule – *England*

15. **Announcements** – The next scheduled meeting is the Board of Directors Regular Meeting. The meeting will be held on September 27, 2024 at 10:00 a.m. at the Creekside Clubhouse in the Club Room as well as virtually.

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