

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

**Friday, December 27, 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**  
1010 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/87451503948> or use the Meeting ID: 874 5150 3948. 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: 874 5150 3948.

For technical support to join a meeting, contact (925) 988-7627 or [Support@rossmoor.com](mailto:Support@rossmoor.com).

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

**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. Board of Directors Regular Meeting Minutes – November 22, 2024
- b. Board of Directors Executive Session Meeting Minutes – November 22, 2024
- c. Architectural Control Committee Meeting Minutes – December 6, 2024  
*Recommendation: The Board of Directors approve the Consent Calendar.*

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

- a. Report out from Executive Session on November 22, 2024: The Board met to discuss:
- Disciplinary Hearings
  - Non-Registered Vehicle
  - Non-Qualified Guest
  - Construction without a permit – fined \$100
  - Violation of Private Gardens Landscaping Policy

**6. Treasurer’s Report – Peggy Kaiser**

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

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

**8. Chief Financial Officer’s Report – Todd Arterburn**

**9. Landscape Manager’s Report – John Tawaststjerna**

**10. President’s Report – Young Chung**

**11. 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

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

Next Orientation Meeting: The next scheduled meeting is on January 14, 2025 at 10:00 a.m. in the Bunker Room at the Creekside Clubhouse.

**13. Unfinished Business**

**Action Items**

- a. Vehicle Tow – Chung  
*Recommendation: The Board of Directors authorize Board President to tow vehicles.*

**14. New Business**

**Action Items**

- a. Board Review and Approve Checks over \$10,000 – Chung  
*Recommendation: The Board of Directors approve any checks over \$10,000.*
- b. Resolution to Approve Checks over \$10,000 – Chung  
*Recommendation: The Board of Directors approve Resolution to approve checks over \$10,000.*
- c. Golf Cart Storage Use and Golf Cart Electrical Charging Agreement  
*Recommendation: The Board of Directors adopt the Golf Cart Electrical Charging Agreement.*

- d. Authorize Treasurer to forgive accounts receivables less than \$400  
*Recommendation: The Board of Directors authorize Treasurer to forgive accounts receivables less than \$400.*
- e. Community Association Institute – Kaiser  
*Recommendation: The Board of Directors approve the contract with the Community Association Institute.*
- f. Fire Extinguisher Inspection Agreement w/MOD – Chung  
*Recommendation: The Board of Directors approve the contract with MOD to conduct monthly fire extinguisher inspections at a cost of \$6.50 per extinguisher.*

**15. Informational/Discussion Items**

- a. Proposed Amended Bylaws – Open Topics – Chung/Catalano
  - Number of Board Members
  - Require Members to have HO6 Insurance
- b. GRF Cost Allocation and Contract Compliance

16. **Announcements** – The next scheduled meeting is the Board of Directors Special Meeting on January 10, 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.