



## FIRST WALNUT CREEK MUTUAL

### BOARD OF DIRECTORS REGULAR MEETING

Friday, January 26, 2024 at 10:00 a.m.

Meeting is Conducted In-Person and Virtually

Event Center - Donner Room

1021 Stanley Dollar Drive, Walnut Creek, CA 94595

Join Meeting Virtually

<https://rossmoor.zoom.us/j/83361512591>

Meeting ID: 833 6151 2591

Dial In – (669) 900-6833

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### 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  
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 – December 22, 2023
- b. Board of Directors Executive Session Meeting – December 22, 2023

*Recommendation: The Board of Directors approve the Consent Calendar as posted.*

5. New Business – Mary A. England

Action Items

- a. Appoint Madelyn Miller as Chair to the Governance Committee
- b. Appoint Marcia Keating as Chair to the Community Social Engagement Committee
- c. Appoint Paul Moderaki as Chair to the Budget and Finance Committee

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6. **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.*

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

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

9. **Committee Reports**

- a. Budget and Finance Committee Report – *Paul Moderaki*  
b. Landscape Committee – *Pat Powers*  
c. Governance Committee – *Madelyn Miller*  
d. Capital Projects Committee – *Pam Hudson*  
e. Social Engagement Committee – *Marcia Keating*

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

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

Next Orientation Meeting: The next scheduled meeting is on February 13, 2024 at 10:00 a.m. in the Donner Room at the Event Center.

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

**Action Items**

- a. Establish priority projects for Mutual – Assign Committees and Board Directors to take on projects  
b. Review and Approve Draft Conflict of Interest Policy  
c. Review and Approve Draft Annual Inspection Policy  
d. Governance Committee Recommendation to assign the responsibility for New Member Orientation to the Social Engagement Committee

13. **New Business Cont.** – *Mary A. England*

**Action Items**

- a. Refer Roofing Maintenance Draft Policy to Governance Committee  
b. Authorize Mary A. England to sign FAI Reserve Study Agreement for January 2025  
c. Building Maintenance Recommendation for HVAC Ducting and Taping Cracks Policy  
d. Review Right to Enter Unit Draft Policy – *Jean Autrey*  
e. Status of Revision to Second Restated Bylaws – *Peter Catalano*  
f. Resolve Budget funds unspent for Landscape in 2023 rollover to 2024 – *John Tawaststjerna*  
g. Status of Property Insurance 2024 Placement – *Jean Autrey/Mary A. England*  
h. Firewise assignment of Mutual Landscape Representatives are to be the contact for reporting "fire hazards" or "potential fire hazards. – *Mary A. England*  
i. Proposed Alteration Policy Violation Enforcement Procedures – *Mary A. England*  
j. Confirm insurance language for Bylaws revision – *Mary A. England*

14. **Informational Items**

15. **Announcements** – The next scheduled meeting is the Board of Directors Regular Meeting. The meeting will be held on February 23, 2024 at 10:00 a.m. in the Donner Room at the Event Center as well as virtually.

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