

**FIRST WALNUT CREEK MUTUAL**

**BOARD OF DIRECTORS REGULAR MEETING**

**Friday, July 26, 2024 at 10:00 a.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/85993268664> or use the Meeting ID: 859 9326 8664. 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: 859 9326 8664.

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**

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. **Treasurer’s Report** – *Jean Autrey/Todd Arterburn*

a. Treasurer’s Report – *Jean Autrey*

*Recommendation: The Board of Directors certifies compliance with Civil Code §5500.*

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5. **Mutual Operations Reports** – *Jeroen Wright/Dave Peakes*
6. **Landscape Manager's Report** – *John Tawaststjerna*
7. **President's Report** – *Mary England*
8. **Committee Reports**
  - a. Budget and Finance Committee Report – *Paul Moderaki*
  - b. Landscape Committee – *Vacant*
  - c. Governance Committee – *Vacant*
  - d. Capital Projects Committee – *Mike Sund*
  - e. Social Engagement Committee – *Marcia Keating*
9. **New Resident Orientation** – *Jerry Priebat*  
Next Orientation Meeting: The next scheduled meeting is on August 13, 2024 at 10:00 a.m. in the Bunker Room at the Creekside Clubhouse.
10. **Unfinished Business** – *Mary A. England*  
**Action Items**
  - a. Proposed Amendments to the Maintenance Policy 2.0 – *England*  
*Recommendation: Board of Directors approve the proposed amendments to the Maintenance Policy 2.0.*
11. **New Business**  
**Action Items**
  - a. Requirements for Minutes – *Autrey*  
*Recommendation: Board of Directors approve following the advice of legal counsel and Civil Code 4950(a) with respect to the handling of Executive Session and Board Meeting Minutes.*
  - b. Dryer Vent Cleaning at Member's Expense – *England*  
*Recommendation: Board of Directors approve hiring a company for dryer vent cleaning for members.*
  - c. Direct and standardize MOD to solicit 3 competitive bids for projects over \$5,000 – *England*  
*Recommendation: Board of Directors approve adopt Resolution Standardize MOD to solicit 3 competitive bids and estimates for projects over \$5,000.*
  - d. Review of Commercial Activity – *England*  
*Recommendation: Board of Directors approve to review the Policy Section 4.0.1.*
  - e. Add a second Board of Directors Regular Meeting to the month – *England*  
*Recommendation: Board of Directors approve adding a second Board of Directors Regular Meeting to the month.*
  - f. Authorize Mary A. England to Negotiate Management Agreement on behalf of Mutual – *England*  
*Recommendation: Board of Directors approve Mary England to Negotiate Management Agreement on behalf of Mutual.*

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- g. Golden Rain Foundation Contract – *Catalano*  
*Recommendation: Board of Directors consider actions related to the GRF Contract.*
- h. Waiver of Bylaws Insurance Provision – *Catalano*  
*Recommendation: Board of Directors approve to evaluate whether a waiver is appropriate.*
- i. Bylaws Voting Procedures – *Autrey*  
*Recommendation: Board of Directors approve splitting the Bylaws into 2 mailings.*
- j. Review & Approve Proposal to Charter FWCM Communication Taskforce/Ad-Hoc Committee – *England*  
*Recommendation: Board of Directors approve to charter FWCM Communication Taskforce Ad-Hoc Committee.*
- k. 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.*
- l. Follow up on Resolution regarding Payments on Expenses over \$10,000 – *Autrey*  
*Recommendation: Board of Directors review and approve procedure for payments.*
- m. Maintenance Policy 2.0 – Item 5E – Floor Damage – *Autrey*  
*Recommendation: Board of Directors approve if floor is damaged by Mutual responsibility then the Mutual replaces the damage in kind.*

### **12. Informational/Discussion Items**

- a. 2024 Election for Directors – *England*  
Nominations are: Peter Catalano and Peggy Kaiser
- b. Review of the Bylaws – *Catalano*

13. **Announcements** – The next scheduled meeting is the Board of Directors Special Meeting. The meeting will be held on August 7, 2024 at 1:00 p.m. in the Creekside Fairway Room at the Event Center as well as virtually.

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