

**FIRST WALNUT CREEK MUTUAL**

**BOARD OF DIRECTORS REGULAR MEETING**

**Friday, June 28, 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/85097933588> or use the Meeting ID: 850 9793 3588 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: 850 9793 3588.

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. **Consent Calendar**

- a. Architectural Control Committee Meeting Minutes – May 7, 2024
- b. Board of Directors Executive Session Meeting Minutes – May 7, 2024

## FIRST WALNUT CREEK MUTUAL

- c. Board of Directors Special Meeting Minutes – May 10, 2024
- d. Board of Directors Executive Session Meeting Minutes – May 10, 2024
- e. Board of Directors Regular Meeting Minutes – May 24, 2024
- f. Board of Directors Executive Session Minutes – May 24, 2024  
*Recommendation: The Board of Directors approve the Consent Calendar.*

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

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

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

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

8. **President’s Report** – Mary England

9. **Committee Reports**

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

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

Next Orientation Meeting: The next scheduled meeting is on July 9, 2024 at 10:00 a.m. in the Bunker Room at the Creekside Clubhouse.

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

**Action Items**

- a. Proposed Amendments to the Bylaws – England  
*Recommendation: Board of Directors approve the proposed amendments to the Bylaws.*
- b. Proposed Amendments to the Alterations Policy – Chung  
*Recommendation: Board of Directors approve the proposed amendments to the Alterations Policy.*

12. **New Business**

**Action Items**

- a. Membership Email List Request Requirements – England  
*Recommendation: Board of Directors approve the membership follow Civil Code 5225 Membership List Request Requirements.*
- b. Proposed Amendments to Bylaws for Increase Participation in Committees from Districts to At-Large Members – Chung  
*Recommendations: Board of Directors approve to make all committee members at-large with no District restrictions.  
Change the ACC from a full board committee to a 5 member committee where at least 3 members are Board Directors.*

## FIRST WALNUT CREEK MUTUAL

*The ACC change would allow for a smaller committee (when the Board transitions to nine Directors) and allow the possibility of 2 non-Board Directors.*

- c. Letter of Representations for audit of the financial Statements – *Autrey*  
*Recommendation: Board of Directors approve and authorize Mary A. England to sign the letter as Board President on behalf of the Board.*
- d. Audit and Tax Services Agreement – *Autrey*  
*Recommendation: Board of Directors approve and authorize Mary A. England to sign the Audit and Tax Services Agreement as Board President on behalf of the Board.*
- e. Golf Cart Charging Fee Letters and Golf Port Charging Fee Contract – *Chung*  
*Recommendation: Board of Directors approve both the golf cart charging fee letter and golf port charging fee contract.*
- f. Budget Transfer Authorizations – *Autrey*  
*Recommendation: Board of Directors approve Budget Transfers and Budget Specific Transfers.*

### **13. Informational/Discussion Items**

- a. Report on Status of Draft Mutual and GRF Management Agreement – *England*  
(Draft may be ready for Mutual Board(s) confidential review and comment prior to distribution to GRF).
- b. Update on Insurance Taskforce – *Autrey*
- c. Review Proposal for new Property Management – *Catalano*
- d. Board Agendas and Minutes – *Catalano*

14. **Announcements** – The next scheduled meeting is the Board of Directors Regular Meeting. The meeting will be held on July 26, 2024 at 10:00 a.m. in the Donner Room at the Event Center as well as virtually.

*Notice - Should topics be deferred and moved to the next agenda, that meeting will be conducted as a Board of Directors Special Meeting on July 12, 2024 at 12:00 p.m. in the Donner Room at the Event Center as well as virtually.*

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