

**FIRST WALNUT CREEK MUTUAL**

**BOARD OF DIRECTORS REGULAR MEETING**

**Friday, March 28, 2025 at 10:00a.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/88533244614> or use the Meeting ID: 885 3324 4614. 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: 885 3324 4614.

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. Architectural Control Committee Meeting Minutes – February 4, 2025
- b. Board of Directors Emergency Executive Session Meeting Minutes – February 21, 2025
- c. Board of Directors Regular Meeting Minutes – February 28, 2025
- d. Board of Directors Executive Session Meeting Minutes – February 28, 2025
- e. Architectural Control Committee Meeting Minutes – March 4, 2025
- f. Board of Directors Executive Session Meeting Minutes – March 14, 2025

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

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

- Report out from Emergency Executive Session on February 21, 2025: The Board met to discuss:  
Litigation
  
- Report out from Executive Session on February 28, 2025: The Board met to discuss:
  - Formation of contracts
  - Disciplinary Hearings for policy violations
    - Fence installed without permit (under investigation).
    - Personal items on common area (request for removal).
  - Payment Plans
  
- Report out from Executive Session on March 14, 2025: The Board met to discuss:
  - Formation of contracts
  - Disciplinary Hearings for policy violations
    - Began construction and delivered a dumpster to the property prior to obtaining a permit – Fined \$100.00 for each violation.
    - Began construction prior to obtaining a permit – Fined \$100.00
    - Alteration Policy Violation – Further research required
    - Landscape Policy – Alterations were approved

6. **President's Report** – *Young Chung*

7. **Treasurer's Report** – *Peggy Kaiser*

a. Treasurer's Report

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

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

9. **Chief Financial Officer's Report** – *Todd Arterburn*

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

11. **Committee Reports**

- a. Budget and Finance Committee Report – *Paul Moderacki*
- b. Landscape Committee – *Vacant*
- c. Capital Projects Committee – *Mike Sund*
- d. Social Engagement Committee – *Vacant*

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

Next Orientation Meeting: The next meeting scheduled is on April 8, 2025 at 10:00 a.m. in the Bunker Room at the Creekside Clubhouse.

### 13. Unfinished Business

#### Action Items

- a. Five Star Painting Past Invoices for Payment – *Chung*  
*Recommendation: The Board of Directors to approve payment to Five Star in the amount of \$275,000 for past work done.*
- b. Fire Extinguisher Inspection – Member Process  
*Recommendation: The Board of Directors to approve members as volunteers for the fire extinguisher inspections.*
- c. Bylaws – Review Latest Comments from Legal Counsel  
*Recommendation: The Board of Directors to approve and circulate for member vote.*
- d. Authorize Treasurer to Forgive Accounts Receivables Less Than \$400  
*Recommendation: The Board of Directors to authorize the Treasurer to forgive accounts receivables less than \$400.*

### 14. New Business

#### Action Items

- a. GRF Management Agreement Negotiations  
Option: 1. Reaffirm participation with other Rossmoor Mutuals in GRF Management Agreement Taskforce  
*Recommendation: The Board of Directors reaffirm participation in the GRF Management Agreement.*  
  
Option 2. Establishment a Separate Committee to prepare for GRF Management Agreement Negotiations – *Catalano*  
*Recommendation: The Board of Directors approve establishing a Committee to prepare the GRF Management Agreement.*
- b. Hiring a Business Consultant to Advise on the GRF Management Agreement – *Catalano*  
*Recommendation: The Board of Directors to approve hiring a Business Consultant to advise on the GRF Management Agreement.*
- c. Selection of Inspector of Elections for the 2025 Election of Director – *Thomas*  
*Recommendation: The Board of Directors select an Inspector of Election and the Election Process for the 2025 Election of Director.*
- d. Appoint Kevin Dowling as interim Chair of the Social Committee – *Chung*  
*Recommendation: The Board of Directors to appoint Kevin Dowling as the interim Chair to the Social Committee until the position can be filled by a resident.*
- e. Budget and Finance Committee Appointment Procedure – *Chung*  
*Recommendation: The Board of Directors to approve the Budget and Finance Committee Appointment Procedure.*
- f. Write Off on 23 Accounts Totaling (\$1,334.41) – *Kaiser*  
*Recommendation: The Board of Directors to approve Write Off on 23 Accounts Totaling (\$1,334.41).*

**15. Informational/Discussion Items**

- a. Mutual's Financial Statements – *Chung*
- b. 2025 Board of Directors Election – *Thomas*
- c. 2025 Board/Committee Meeting Schedule Change – *Thomas*
- d. Smoking Violation – Option for installing smoking detection sensors for enforcement
- e. Procedures for follow up on manor transfer issues – *Chung*
- f. Importance for Members to comply with Civil Code 4041 – *Peggy Kaiser*
- g. Escalating cost to send required notices to members via US Mail – *Peggy Kaiser*
- h. The Board should choose a parliamentary for the Board and Committees to follow when conducting meetings – *Peggy Kaiser*
- i. Cyber Security – *Arterburn*

16. **Announcements** – The next meeting scheduled is the Board of Directors Regular Meeting on April 25, 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.