

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

Friday, May 23, 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/85691984369> or use the Meeting ID: 856 9198 4369. You will see a few prompts to click on such as allowing “the page to open 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 Dial In (305) 224-1968 on any phone, and they will be prompted to enter the Meeting ID: 856 9198 4369.

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

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 – April 25, 2025
 - b. Board of Directors Executive Session Meeting Minutes – April 25, 2025
 - c. Architectural Control Committee Meeting Minutes – May 6, 2025
- Recommendation: The Board of Directors approve the Consent Calendar.*

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

- Report out from Executive Session on April 25, 2025: The Board met to discuss:
 - Disciplinary Hearing for Policy Violations
 - Charging vehicle without a permit – Fined \$100.00
 - Charging EV in common outlet (\$50/day fine) – Fined \$50.00

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*

- a. 1501 Rockledge Concrete Slab Project (multiple bids)

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

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

- a. Rockledge Entry 8 Lawn Conversion

Recommendation: The Board of Directors approve the Rockledge Entry 8 Lawn Conversion in.

- b. Mulching Project (multiple bids)

11. **Committee Reports**

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

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

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

13. **Unfinished Business**

Action Items

- a. Proposed Amended Bylaws – *Young Chung*

14. **New Business**

Action Items

- a. HVAC Duct Cleaning – *Young Chung*
- b. Update Collection Policy to conform to current law (Attorney authorization) – *Jean Autrey*

15. **Informational/Discussion Items**

- a. Procedures for follow up on Manor Transfer Issues – *Young Chung*
- b. Landscape Committee Policy/Procedures – *Young Chung*
- c. Establish Executive Committees for:
 - Alterations Policy
 - Maintenance Policy

16. **Announcements** – The next scheduled meeting is the Board of Directors Regular Meeting on June 27, 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.