

**FIRST WALNUT CREEK MUTUAL**

**BOARD OF DIRECTORS REGULAR MEETING**

**Friday, October 25, 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/87983734828> or use the Meeting ID: 879 8373 4828. 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: 879 8373 4828.

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  
Vacant – 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 – August 23, 2024
- b. Board of Directors Special Meeting – September 3, 2024
- c. Architectural Control Committee Meeting Minutes – September 4, 2024
- d. Board of Directors Special Meeting – September 6, 2024

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- e. Board of Directors Executive Session Meeting – September 12, 2024
- f. Board of Directors Executive Session Meeting – September 13, 2024
- g. Board of Directors Special Meeting – September 17, 2024
- h. Board of Directors Regular Meeting – September 27, 2024
- i. Tabulation Meeting – September 30, 2024
- j. Annual Members Meeting – October 1, 2024
- k. Organizational Meeting – October 1, 2024
- l. Board of Directors Special Meeting – October 7, 2024
- m. Board of Directors Special Meeting – October 11, 2024
- n. Architectural Control Committee Meeting Minutes – October 15, 2024

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

5. **Treasurer's Report** – *Peggy Kaiser/Todd Arterburn*

- a. Treasurer's Report – *Peggy Kaiser*

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

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

7. **Landscape Manager's Report** – *Tawaststjerna*

8. **President's Report** – *Chung*

9. **Appointment of Committee Chairs**

Budget and Finance Committee

Landscape Committee

Capital Projects Committee

Social Engagement Committee

10. **Committee Reports**

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

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

Next Orientation Meeting: The next scheduled meeting is on November 8, 2024 at 10:00a.m. in the Bunker Room at the Creekside Clubhouse.

12. **Unfinished Business**

**Action Items**

- a. Board Review and Approve Checks over \$10,000 – *Chung*

*Recommendation: Board of Directors approve any checks over \$10,000.*

13. **New Business**

**Action Items**

- a. 2025 Board Meeting Schedule – *Chung*

*Recommendation: Board of Directors approve the 2025 Board Meeting Schedule.*



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- b. Zoom Account Subscription Update – *Chung*  
*Recommendation: Board of Directors approve the Mutual's Zoom Account Subscription Renewal in the amount of not to exceed \$160.00.*
- c. Vehicle Tow – *Chung*  
*Recommendation: Board of Directors approve to tow a vehicle in District 5 at a cost of no more than \$400.00.*
- d. 2025 Draft Budget  
*Recommendation: Board of Directors approve and adopt the proposed 2025 Budget.*
- e. Approve Proposed Amendments to the Elections and Voting Policy 25.0 – *Autrey/Legal Counsel Recommendation: Board of Directors approve proposed amendments to the Elections and Voting Policy 2.0.*
- f. GRF Mutual Management Agreement regarding Custodial duty for Records and files during CB Richard Ellis engagement. – *Chung*  
*Recommendation: Board of Directors direct MOD Staff to locate and acquire Mutual's documents/minutes not turned over by CB Richard Ellis while they were the Association's Property Manager.*

### **14. Informational/Discussion Items**

- a. Mail 2022 Audit to Members – *Chung*
- b. Status of 2023 Audit to Members – *Chung*
- c. Corporate Transparency Act Presentation and Reporting Document – *Chung*
- d. Assign Peter Catalano as the Primary Liaison for Legal Communications – *Chung*

15. **Announcements** – The next scheduled meeting is the Board of Directors Regular Meeting. The meeting will be held on November 22, 2024 at 10:00 a.m. in the Donner Room at the Event Center as well as virtually.

*\* Should topics be deferred and moved to the next agenda, that meeting will be conducted as a Board of Directors Special Meeting on November 8, 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.