



FIRST WALNUT CREEK MUTUAL

BOARD OF DIRECTORS REGULAR MEETING

Friday, September 27, 2024 at 10:00a.m.
(*Social Gathering is Welcomed at 9:30 a.m.*)

Meeting is Conducted In-Person and Virtually

Creekside Clubhouse – Club Room
1010 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/85992241471> or use the Meeting ID: 859 9224 1471. 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 (669) 900-6833 on any phone, and they will be prompted to enter the Meeting ID: 859 9224 1471.

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**

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. 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

FIRST WALNUT CREEK MUTUAL

- d. Board of Directors Special Meeting – September 6, 2024
- 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

Recommendation: The Board of Directors approve the Consent Calendar.

5. Report Out from Executive Session Meetings

- a. Report out from Executive Session on September 12, 2024: The Board met to discuss:
 - Litigation
- b. Report out from Executive Session on September 13, 2024: The Board met to discuss:
 - Disciplinary Hearing re: Alteration Violation

6. Treasurer's Report – Jean Autrey/Todd Arterburn

- a. Treasurer's Report – Jean Autrey

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

7. Mutual Operations Reports – Jeroen Wright/Dave Peakes

8. Landscape Manager's Report – John Tawaststjerna

9. President's Report – Mary England

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 October 8, 2024 at 10:00 a.m. in the Bunker Room at the Creekside Clubhouse.

12. Informational/Discussion Items

- a. Rockledge Workyard Presentation
- b. Mail 2022 Audit to Members

13. Unfinished Business

Action Items

- a. Board Review and Approve Checks over \$10,000 – England
Recommendation: Board of Directors approve any checks over \$10,000.
- b. Review and Approve Legal Counsel's Proposed Amendments to the Bylaws – Chung
Recommendation: Board of Directors approve legal counsel's proposed amendments to the Bylaws.

FIRST WALNUT CREEK MUTUAL

14. New Business

Action Items

- a. Fire Extinguisher Monthly Inspection Project Report and Contract Review – *Catalano*
Recommendation: Board of Directors approve method for inspection of the Mutual's fire extinguishers & budget for inspections.
- b. Fire Suppression – *England*
Recommendation: Board of Directors approve Member Fire Suppression Equipment.
- c. 2025 Board Meeting Schedule – *England*
Recommendation: Board of Directors approve the 2025 Board Meeting Schedule.
- d. Zoom Account Subscription Update – *England*
Recommendation: Board of Directors approve the Mutual's Zoom Account Subscription Renewal in the amount of not to exceed \$160.00.
- e. Tow Abandoned Vehicle in Rockledge Entry 8 Guest Parking – *England*
Recommendation: Board of Directors approve to tow away an unregistered Audi that has been abandoned for 8 months in the amount of \$400.
- f. Corporate Transparency Act Presentation and Reporting Document – *England*
Recommendation: Board of Directors review Corporate Transparency Act Presentation and approve reporting document.
- g. GRF Mutual Management Agreement regarding Custodial duty for Records and files during CB Richard Ellis engagement. – *England*
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.
- f. Communication Committee Charter – *England*
Recommendation: Board of Directors approve an Ad-Hoc Communication Committee Charter.
- g. 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.
- h. Maintenance Policy 2.0 – Item D5 – Alterations – *Chung*
Recommendation: Board of Directors approve roof installation be done by Mutual roofing contractor or needs to be warranted Duralast roof.

15. Announcements – The next scheduled meeting is the Annual Members and Organizational Meetings on October 1, 2024 at 10:00 a.m. at the Event Center in the Donner Room as well as virtually.

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