



FIRST WALNUT CREEK MUTUAL

BOARD OF DIRECTORS SPECIAL MEETING

Wednesday, April 17, 2024 at 9:00 a.m.

Meeting is Conducted In-Person and Virtually

Event Center - Donner Room

1021 Stanley Dollar Drive, Walnut Creek, CA 94595

Join Meeting Virtually

<https://rossmoor.zoom.us/j/85443550263>

Meeting ID: 854 4355 0263

Dial In

(669) 900-6833

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
Dave Peakes – Building Maintenance Manager
John Tawaststjerna – Landscape Manager
Bud Baxter – Accounting 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 – March 22, 2024
- b. Board of Directors Executive Session Meeting Minutes – March 22, 2024
- c. Board of Directors Emergency Executive Session Meeting Minutes – April 3, 2024
- d. Architectural Control Committee Meeting Minutes – April 5, 2024

Recommendation: The Board of Directors approve the Consent Calendar as posted.

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

Action Items

- a. Auxiliary Storage Cabinets Proposed Policy - *Chung*
- b. Bylaws Revision on Insurance, etc. - *England/Autrey*

6. **New Business**

Action Items

- a. Review Confidentiality, Privacy, and Disclosure of Personal Information
- b. Check Signer Authorization
- c. Review Status of Revised Alteration Policy - *Catalano/Dick Locke*
- d. Committee Recruitment - *England*
 - Landscape, Budget and Finance, Social Engagement, and Capital Projects
- e. Legal Counsel’s Revised Fee Schedule
- h. Status of Election Process for Districts 2 and 4 - *Thomas*
 - April 18 – Early Notice of Nomination Deadline
 - June 17 – Notice of Delivery Date for Nomination Procedures and Deadline
 - June 17 – July 10 – Reminder Notice of Nomination Deadline
 - July 17 – Nomination Deadline
 - July 22 – 31 – Select Inspector of Elections
 - August 6 – Pre-Ballot Notice Date
 - August 30 – Voter List and Candidate Registration List Correction Deadline
 - September 5 – 10 – Ballot and Election Rule Mailing Date and Finalize Voter List
 - October 10 – Voting Deadline and Tabulation Meeting
 - October 25 – Election Results Deadline
- i. Landscape Policy Violation Letters - *England*
- j. Review Financial Requirements for Membership - *England/Autrey*
- k. Social Time Before Board of Directors Regular Meetings - *Autrey*
- l. Potentially create an Emergency Task Force to find a different accounting firm to handle the Mutual’s accounting - *Autrey*
- m. Status of Governance Committee - *Catalano*
- n. Review Proposed Policy 2.0 Changes
- o. GRF Land Use Issue
- p. Proposed Amendments to Bylaws on Board Expansion
- q. Proposed Amendments to Policy on Elections and Voting

7. **Informational/Discussion Items**

- a. HVAC and Duct Cleaning

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

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