

**FIRST WALNUT CREEK MUTUAL****BOARD OF DIRECTORS SPECIAL MEETING****Friday, January 10, 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/85943720641> or use the Meeting ID: 859 4372 0641. 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) 900-6833. on any phone, and they will be prompted to enter the Meeting ID: 859 4372 0641.

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. Mutual Operations Reports – *Jeroen Wright/Dave Peakes*****5. Chief Financial Officer’s Report – *Todd Arterburn*****6. Landscape Manager’s Report – *John Tawaststjerna***

7. **President's Report** – *Young Chung*
8. **New Resident Orientation** – *Jerry Priebat*  
Next Orientation Meeting: The next scheduled meeting is on January 14, 2025 at 10:00 a.m. in the Bunker Room at the Creekside Clubhouse.
9. **Unfinished Business**  
**Action Items**
  - a. Approve Proposed Amendments to the Elections and Voting Policy 25.0 – *Chung/Catalano*
  - b. 2025 Board Meeting Schedule – *Chung*
  - c. Authorize Treasurer to forgive accounts receivables less than \$400 – *Chung*  
Action from 12/27 meeting – Autrey and Kaiser to meet with Arterburn to agree on a list of criteria and process to address disposition of old A/R accounts with minor balances.  
*Recommendation: The Board of Directors authorizes Treasurer to forgive accounts receivables less than \$400.*  
*– Defer pending Autrey/Kaiser*
10. **New Business**  
**Action Items**
  - a. Budget & Finance Committee Appointment Procedure Resolution – *Chung*  
*Recommendation: The Board of Directors approve the Budget & Finance Committee Appointment Procedure Resolution*
  - b. Motion to write off \$ (1,334.41) of balances in 23 accounts in A/R-Other – *Autrey*  
*Recommendation: The Board of Directors approve write-off of old A/R accounts*
  - c. Establishment of a Committee to prepare for GRF contract negotiations – *Catalano*
11. **Informational/Discussion Items**
  - a. Proposed Amended Bylaws – Open Topics – *Chung/Catalano*
    - The Amendments to the Bylaws have been under discussion for at least a year. The existing Bylaws are inconsistent with the current limitations on insurance coverage (i.e. not 100% coverage), and current statutory restrictions on district requirements for directors.
    - Discussion items are:
      - Keep size of board at 5 Directors
      - Retain requirement for Members to have HO6 Insurance
    - Prepare for Board vote to approve at next meeting.
  - b. “Board Principles” – *Catalano*
12. **Announcements** – The next scheduled meeting is the Board of Directors Regular Meeting on January 24, 2025 at 10:00 a.m. at the Event Center in the Donner Room as well as virtually.
13. **Adjournment to Executive Session** – If necessary, for legal issues, contracts, member discipline, personnel issues, delinquencies, or foreclosures.