

FIRST WALNUT CREEK MUTUAL

BOARD OF DIRECTORS SPECIAL MEETING

Friday, July 12, 2024 at 12:00 p.m.

(There will not be a social gathering)

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/83118364734> or use the Meeting ID: 831 1836 4734. 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) 444-9171 on any phone, and they will be prompted to enter the Meeting ID: 831 1836 4734.

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. Architectural Control Committee Meeting Minutes – May 7, 2024
- b. Board of Directors Executive Session Meeting Minutes – May 7, 2024

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- c. Board of Directors Special Meeting Minutes – May 10, 2024
- d. Board of Directors Executive Session Meeting Minutes – May 10, 2024
- e. Board of Directors Regular Meeting Minutes – May 24, 2024
- f. Board of Directors Executive Session Minutes – May 24, 2024
Recommendation: The Board of Directors approve the Consent Calendar.

5. **Treasurer’s Report** – *Jean Autrey/Todd Arterburn*

- a. Treasurer’s Report – *Jean Autrey*
Recommendation: The Board of Directors certifies compliance with Civil Code §5500.

6. **Mutual Operations** – *Wright*

7. **President’s Report** – *England*

8. **Unfinished Business** – *England*

Action Items

- a. Review Proposed Amendments to the Bylaws – *Chung*
Recommendation: Board of Directors approve the proposed amendments to the Bylaws.
- b. Proposed Amendments to the Alterations Policy – *Chung*
Recommendation: Board of Directors approve the proposed amendments to the Alterations Policy.
- c. Budget Transfer Authorization – *Autrey*
Recommendation: Board of Directors approve Budget Transfers and Budget Specific Transfers.
- d. Follow up on Resolution regarding Payments on Expenses over \$10,000 – *Autrey*
Recommendation: Board of Directors review and approve procedure for payments.

9. **New Business**

Action Items

- a. 2024 Board Meeting Schedule Amended – *England*
Recommendation: Board of Directors approve the amended 2024 Board Meeting Schedule.
- b. Proposed Amendments to the Voting and Election Rules – *England*
Recommendation: Board of Directors approve the proposed amendment to the Voting and Election Rules.

10. **Informational/Discussion Items**

- a. Report on Status of Draft Mutual and GRF Management Agreement – *England*
(Draft may be ready for Mutual Board(s) confidential review and comment prior to distribution to GRF).
- b. Update on Insurance Taskforce – *Autrey*
- c. Review Proposal for new Property Management – *Catalano*
- d. Board Agendas and Minutes – *Catalano*
- e. Maintenance Yard – *Catalano*

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11. **Announcements** – The next scheduled meeting is the Board of Directors Regular Meeting. The meeting will be held on July 26, 2024 at 10:00 a.m. in the Donner Room at the Event Center as well as virtually.
12. **Adjournment to Executive Session** – If necessary, for legal issues, contracts, member discipline, personnel issues, delinquencies, or foreclosures.