



FIRST WALNUT CREEK MUTUAL

BOARD OF DIRECTORS SPECIAL MEETING

Friday, May 10, 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

<https://rossmoor.zoom.us/j/88127427298>

Meeting ID: 881 2742 7298

Dial In - (669) 444-9171

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. **Treasurer** – *Jean Autrey/Ann Prichard*

a. Treasurer's Report – *Jean Autrey*

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

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

Action Items

a. Review Proposed Maintenance Policy 2.0 Changes
– Altered roof re-roofing should be at the expense of the member

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- Hairline crack repairs should be the responsibility of the member
- Plumbing putty seals (wax rings) on altered toilet bowls are the responsibility of the member
- Annual manor inspections should be required
- Replacement of non-altered ductwork should be a Mutual expense
- Ductwork cleaning is the responsibility of the Member

Recommendation: Board of Directors approve proposed amendments to the Maintenance Policy 2.0.

- b. Proposed amendment to Bylaws on insurance (possible necessity for legal opinion on timing) – *Autrey*
Recommendation: Board of Directors approve proposed amendments to the Bylaws on insurance.
- c. Proposed amendment to Bylaws for Increase Participation in Committees – *England*
Recommendation: Board of Directors approve proposed amendment to the Bylaws for increased participation in Committees.
- d. Proposed amendments to Bylaws on Board Expansion – *England*
Recommendation: Board of Directors approve Board expansion to 7 Directors and 7 Districts.
- e. Landscape Policy Violation Letters – *England/Power*
Recommendation: Board of Directors approve Landscaping Policy Violation letter.

6. **New Business**

Action Items

- a. Appoint Todd Arterburn as Assistant Treasurer – *England*
Recommendation: Board of Directors appoint Todd Arterburn and Assistant Treasurer.
- b. Landscape Department Project Bids - *England*
Recommendation: Board of Directors approve Landscape Department provide three competitive bids for landscape projects over \$15,000.
- c. Approve Amendments to Elections and Voting Policy – *England*
Recommendation: Board of Directors approve proposed amendments to the Elections and Voting Policy.
- d. Review Proposal for Compliance Officer – *Catalano*
Recommendation: Board of Directors consider funding Compliance Officer.

7. **Informational/Discussion Items**

- a. HVAC and Duct Cleaning p
- b. Townhall – Update on Membership Bylaw Discussion – *Catalano*
- c. Status of Governance Committee – *Catalano*

8. **Announcements** – The next scheduled meeting is the Board of Directors Regular Meeting. The meeting will be held on May 24, 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.