

**BOARD OF DIRECTORS REGULAR MEETING**

**Friday, January 10, 2025 at 10:00 a.m.**

**Meeting was Conducted In Person and Virtually**

**Event Center – Donner Room**

1021 Stanley Dollar Drive, Walnut Creek, CA 94595

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**MINUTES**

1. **Call to Order**

President Chung called the meeting to order at 10:01 a.m.

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  
Dave Peakes – Building Maintenance Manager  
John Tawaststjerna – Landscape Manager  
Victoria Thomas – Board Services Coordinator

3. **Members' Forum**

Members were afforded the opportunity to express their concerns, make comments, or have questions for the Board. Comments included:

- Compost bins not being cleaned
- Requested a landscape committee be formed
- Requested a firewise taskforce be formed

4. **Mutual Operations Report**

- Wright – No Report
- Peakes – Peakes presented the Pound Management contract to the Board for approval. The Board deferred the approval to the next meeting to get a better understanding from Peakes on the details of the contract.

5. **Chief Financial Officer's Report**

No Report

6. **Landscape Manager's Report**

No Report

**FIRST WALNUT CREEK MUTUAL**

**7. President's Report**

No Report

**8. Landscape Manager's Report**

No Report

**9. Unfinished Business**

**Action Items**

- a. Approve Proposed Amendments to the Elections and Voting Policy 25.0  
*Motion made by Chung, seconded by Dowling, that if the amended policy includes electronic voting is not approved and available by February 1, 2025 then the original policy will be mailed to the members for a 28-day review and comment period.*  
*Approved by vote. (4-1 Kaiser opposed)*
- b. 2025 Board Meeting Schedule  
November and December Board Meeting dates were changed to November 21, 2025 and December 12, 2025.  
*Motion made by Dowling, seconded by Chung, to approve the Board Meeting date changes.*  
*Approved by vote. (4-1 Catalano abstained due to him leaving the meeting during the call for the vote)*
- c. Authorize Treasurer to forgive accounts receivables less than \$400  
Topic Deferred

**10. New Business**

**Action Items**

- a. Budget & Finance Committee Appointment Procedure Resolution  
Catalano requested the minutes reflect that resolutions are not required for Committees' procedures.  
No action was taken.
- b. Motion to write off \$ (1,334.41) of balances in 23 accounts in A/R-Other  
Topic Deferred
- c. Establishment of a Committee to prepare for GRF contract negotiations  
Catalano requested a committee be established to prepare for the GRF Agreement.  
Topic Deferred to the March Meeting

**11. Informational/Discussion Items**

- a. Proposed Amended Bylaws – Open Topics  
Language in the Bylaws was amended. The proposed amended Bylaws can be found on Rossmoor's website in First Walnut Creek Mutual's webpage under the Governing Documents tab.

*Motion made by Autrey, seconded by Dowling, that the Bylaws mandate that members must maintain an HO6 Condo Insurance Policy. Approved by vote. (4-1 Catalano opposed)*

*Motion made by Autrey, seconded by Dowling, to approve that Bylaws continue with a five member board. Approved by vote. (4-1 Catalano opposed)*

**FIRST WALNUT CREEK MUTUAL**

b. “Board Principles”

- Catalano requested that the minutes from the Executive Session meetings reflect the deliberation and reasoning behind the Board’s Action. Autrey informed the Board the legal counsel advised against this and to be discreetly vague to avoid revealing sensitive or potentially incriminating details.
  
- Discussions at executive sessions should be limited to what is on the agenda. Catalano stated that Autrey said, in the past, that any topic can be discussed in Executive Session without having to be on the agenda. Autrey clarified what she said - topics permissible for discussion in Executive Session are litigation, contract formation, personnel matters, disciplinary hearings, and payment plans, which do not need to be listed specifically on the agenda, allowing for flexible handling of these sensitive issues.
  
- Catalano stated the taking motions to action items and taking roll call is optional. Dowling stated that motions are needed for historical purposes reflected in the meeting minutes. Thomas highlighted that calling the roll of Board and Staff not only serves as a formality but also enhances transparency by informing the audience about the individuals involved and their roles.
  
- Actions of the Executive Meeting must be summarized  
Catalano thinks the executive session meeting be summarized at the next open meeting.  
This has recently been added to the agendas.
  
- Committee members should participate in the discussion at Board Meetings.  
Catalano opined that committee members should be able to participate with the Board at Board Meetings. Committee Chairs should be discouraged from reading their reports (or anything else the Board and the members already have).  
No discussion

12. **Announcements**

The next scheduled meeting is the Board of Directors Regular Meeting on January 24, 2025 at 10:00 a.m. in the Donner Room at the Event Center as well as virtually.

13. **Adjournment to Executive Session**

There being no further business, the Board of Directors Regular Meeting was adjourned at 12:00p.m. and the Board moved into Executive Session.

14. **Executive Session Summary**

The Board met in Executive Session from 12:02 to 12:39 p.m. to discuss a Disciplinary Hearing on construction beginning prior to obtaining a permit.

**Board Assistant Secretary's Certificate**

I hereby certify that the foregoing is a true and correct copy of the minutes.

*Victoria Thomas*