

## BOARD OF DIRECTORS SPECIAL MEETING

Tuesday, September 3, 2024 at 10:30 a.m.

Meeting was Conducted Virtually

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### MINUTES

1. **Call to Order**

President England called the meeting to order at 10:33 a.m.

2. **Roll Call of Directors**

Mary A. England – President – District 5  
Peter Catalano – 1st Vice President – District 4 – Absent  
Young Chung – 2nd Vice President – District 3  
Jen Moreau – Secretary – District 2 – Absent  
Jean Autrey – Treasurer – District 1

**Mutual Operations Staff**

Jeroen Wright – Director of Mutual Operations  
Charice Jimenez – 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:

- It was asked that detailed explanations be given on the resolution.

4. **New Business**

**Action Items**

- a. Preapproval for transfers of amounts greater than \$10,000 – *England*
- All Bay Heating, Air \$82,997.55 – Building Maintenance paid from the reserve account  
*Motion made by England, seconded by Autrey, to approve payment in the amount of \$82,997.55 to All Bay Heating. Approved by unanimous vote. (3-0)*
  - AMAC Construction \$16,314.45 – Rehab Project paid from the reserve account.  
*Motion made by Chung, seconded by England to approve payment in the amount of \$16,314.45 to AMAC Construction. Approved by unanimous vote. (3-0)*
  - Gauthier Construction \$12,417.63 – Building Maintenance paid from the reserve account.  
*Motion made by Autrey, seconded by England to approve payment in the amount of \$12,417.63 to Gauthier Construction. Approved by unanimous vote. (3-0)*
  - Hamilton Tree Service \$28,975.00 – Tree Removal paid from the reserve account  
*Motion made by England, seconded by Autrey to approve payment in the amount of \$28,975.00 to Hamilton Tree Service. Approved by unanimous vote. (3-0)*
  - Gauthier Construction \$21,928.81 – Various Operating and Repairs Maintenance paid from the operating account.  
*Motion made by Autrey, seconded by England to approve payment in the amount of \$21,928.81 to Gauthier Construction. Approved by unanimous vote. (3-0)*

**FIRST WALNUT CREEK MUTUAL**

- Terra Landscape \$50,187.00 – Currently there is no contract with Terra Landscape. The Board did not approve the payment due to not having a signed contract with Terra Landscape.

b. Resolution Authorizing Budgeted Transfers

Preapproved payments to vendors are:

Operating Account

MOD Fees

GRF

Building Maintenance & Public Works (Gauthier?)

Landscape Maintenance (Brightview)

Insurance

Utilities

Trash pickup (Republic Services)

Water (EBMUD)

PGE

Reserve Account

Building Maintenance & Public Works

Carpentry

Painting

Electrical

HVAC

AC Replacement

Water heaters

Landscape

Rehabilitation

- EBMUD water
- PG&E electric/gas
- Brightview contract payment
- Republic Services garbage
- Contra Costa County prop tax
- GRF share of Recycling Center
- GRF services
- GRF share of irrigation system
- GRF vendor fees
- GRF GRF coupon transfer
- GRF MOD per budget
- Transfers to reserves

Chung will edit the resolution and will bring back to the Board for final review and approval.

5. **Adjourned**

There being no further business the Board of Directors Special Meeting adjourned at 11:07 a.m.

**Board Assistant Secretary's Certificate**

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

*Victoria Thomas*