



## FIRST WALNUT CREEK MUTUAL

### BOARD OF DIRECTORS REGULAR MEETING

**Friday, February 20, 2026 at 10:00a.m.**  
(Social Gathering at 9:30am)

#### Meeting is Conducted In-Person and Virtually

**Creekside Clubhouse – Club Room**  
1010 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/81190098081> or use the Meeting ID: 811 9009 8081. Passcode 480537. 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 (305) 224-1968 on any phone, and they will be prompted to enter the Meeting ID: 811 9009 8081.

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**  
**Directors**

Young Chung – President  
Kevin Dowling – 1st Vice President  
Mike Sund – 2nd Vice President  
Paul Moderacki – Treasurer  
Peggy Kaiser – Secretary

**Rossmoor Property Management**

Jeroen Wright – Director  
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. Board of Directors Regular (ACC) Meeting Minutes – December 2, 2025
- b. Board of Directors Executive Session Meeting Minutes – December 3, 2025
- c. Tabulation Meeting Minutes – December 9, 2025

- d. Board of Directors Regular Meeting Minutes – December 12, 2025
  - e. Board of Directors Executive Session Minutes – December 12, 2025
  - f. Board of Directors Regular (ACC) Meeting Minutes – January 6, 2026
  - g. Board of Directors Regular Meeting Minutes – January 23, 2026
  - h. Board of Directors Executive Session Minutes – January 23, 2026
  - i. Board of Directors Executive Session Minutes – January 30, 2026
- Recommendation: The Board of Directors approve the Consent Calendar*

5. **Executive Session Meeting Summary**

- Executive Session Meeting on December 3, 2025
- Executive Session Meeting on December 12, 2025
- Executive Session Meeting on January 23, 2026
- Executive Session Meeting on January 30, 2026
  - All meetings discussed: litigation, matters relating to formation of contracts, member discipline, personnel matters, meeting with individual member(s) regarding payment of assessments, payment plans, and/or attorney/client privileged communications.

6. **Treasurer's Report** – Paul Moderacki

- a. Treasurer's Report

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

7. **Director's Report** – Jeroen Wright

8. **Chief Financial Officer's Report** – Todd Arterburn

9. **Building Maintenance Manager's Report** – Dave Peakes

- a. Carport Inspections

*Recommendation: The Board of Directors approve the contract in the amount of \$4,730.00 for all carports to be inspected.*

10. **Landscape Manager's Report** – John Tawaststjerna

- a. Lawn Conversion at 2301 Pine Knoll Dr. in the amount of \$10,946.65

*Recommendation: The Board of Directors approve the contract for a lawn conversion at 2301 Pine Knoll Dr. in the amount of \$10,946.65 from the reserves account.*

- b. Lawn Conversion at 2333 Pine Knoll Dr. in the amount of \$10,946.65

*Recommendation: The Board of Directors approve the contract for a lawn conversion at 2333 Pine Knoll Dr. in the amount of \$10,946.65 from the reserves account.*

- c. Tree Sculpture - Plum Tree Spraying to Reduce Fruit Growth in the amount of \$8,365.00

*Recommendation: The Board of Directors approve the contract for tree sculpture in the amount of \$8,365.00 from the operating account.*

11. **President's Report** – Young Chung

12. **Committee Reports**

- a. Budget and Finance Committee – *Jean Autrey*
- b. Landscape Committee – *Committee Chair Vacant*
- c. Capital Projects Committee – *Committee Chair Vacant*
- d. Social Engagement Committee – *Marcia Keating/Brenda Wilson*

13. **New Resident Orientation** – *Kevin Dowling*

Next Orientation Meeting: The next meeting scheduled is on March 20, 2026 at 10:00 a.m. in the Bunker Room at the Creekside Clubhouse.

14. **New Business**

**Action Items**

- a. Establish an Executive Committee for the Mutual's newsletter – *Young Chung*  
*Recommendation: The Board of Directors approve establishing an Executive Committee for the Mutual's newsletter.*
- b. Appoint Kevin Dowling as the Chair to the Executive Committee for the Mutual's newsletter – *Young Chung*  
*Recommendation: The Board of Directors appoint Kevin Dowling as the Chair to the Executive Committee for the Mutual's newsletter.*
- c. Funds for the Social Engagement Committee – *Young Chung*  
*Recommendation: The Board of Directors approve to earmark funds in the 2026 budget for the Social Engagement Committee.*
- d. Authorize Young Chung as the Mutual's representative on the RWC Management Agreement Taskforce – *Young Chung*  
*Recommendation: The Board of Directors authorize Young Chung as the Mutual's representative on the RWC Management Agreement Taskforce.*
- e. 2026 Shared Deductible Agreement – *Young Chung*  
*Recommendation: The Board of Directors approve the 2026 Shared Deductible Agreement and authorize Young Chung to sign the agreement on the Board's behalf.*
- f. Proposed Amendments to the Assessment Collection Policy – *Young Chung*  
*Recommendation: The Board of Directors adopt the proposed amendments to the Assessment Collection Policy.*
- g. ECHO Membership Renewal Invoice – *Peggy Kaiser*  
*Recommendation: The Board of Directors approve renewing the ECHO membership.*
- h. Maintenance Policy – *Young Chung*  
*Recommendation: The Board of Directors approve the Maintenance Policy.*
- i. Common Area Encroachments Policy – *Young Chung*  
*Recommendation: The Board of Directors approve the Common Area Encroachments Policy.*
- j. Landscaping and Exterior Décor Policy – *Young Chung*  
*Recommendation: The Board of Directors approve the Landscaping and Exterior Décor Policy.*

k. Resolution approving payments of \$10,000 or more forecasted in the 2026-27 Budget.  
*Recommendation: The Board of Directors approve the Common Area Policy.*

l. Resolution approving President and Treasurer authority to write off receivables of \$400 or less.  
*Recommendation: The Board of Directors approve the Resolution approving President and Treasurer authority to write off receivables of \$400 or less.*

15. **Informational/Discussion Items**

- a. Board President Role and Responsibilities
- b. Participation in the RWC Management Agreement Task Force – *Young Chung*

16. **Announcements** – The next meeting scheduled is the Board of Directors Regular Meeting on March 27, 2026 at 10:00 a.m. in the Donner Room at the Event Center as well as virtually.

17. **Adjournment to Executive Session** – If necessary, for legal issues, contracts, member discipline, personnel issues, delinquencies, or foreclosures.