

FIRST WALNUT CREEK MUTUAL**BOARD OF DIRECTORS REGULAR MEETING**

Friday, June 27, 2025 at 10:00a.m.

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/87359499154> or use the Meeting ID: 873 5949 9154. 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 (305) 224-1968 on any phone, and they will be prompted to enter the Meeting ID: 873 5949 9154.

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**

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
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 Meeting Minutes – May 23, 2025
 - b. Board of Directors Executive Session Meeting Minutes – May 23, 2025
 - c. Architectural Control Committee Meeting Minutes – June 3, 2025
 - d. Board of Directors Executive Session Meeting Minutes – June 6, 2025
- Recommendation: The Board of Directors approve the Consent Calendar.*

5. Report Out from Executive Session Meeting

- Report out from Executive Session on May 23, 2025
 - Landscape Violation – Fined \$100
 - Occupancy Violation – Researching
 - Pets – Researching
 - Alteration – Approved
 - Common Area – Approved
 - Formation of contract
- Report out from Executive Session on June 6, 2025
 - Litigation

6. President's Report – *Young Chung*

7. Treasurer's Report – *Peggy Kaiser*

- a. Treasurer's Report
Recommendation: The Board of Directors certifies compliance with Civil Code §5500.

8. Mutual Operations Reports – *Jeroen Wright/Dave Peakes*

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

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

11. Committee Reports

- a. Budget and Finance Committee Report – *Paul Moderacki*
- b. Landscape Committee – *Committee Chair Vacant*
- c. Capital Projects Committee – *Mike Sund*
- d. Social Engagement Committee – *Maria Keating and Brenda Wilson*

12. New Resident Orientation – *Jerry Priebat*

Next Orientation Meeting: The next meeting scheduled is on July 8, 2025 at 10:00 a.m. in the Bunker Room at the Creekside Clubhouse.

13. Unfinished Business

Action Items

- a. Proposed Amended Bylaws – *Young Chung*
- b. Landscape Committee Policy Procedures – *Young Chung*

14. New Business

Action Items

- a. Cyber Security Presentation – *Todd Arterburn*
- b. Mail Chimp Email Account – *Kevin Dowling*
- c. Appoint Jim Menard to the Budget and Finance Committee – *Young Chung*
- d. Appoint Barry Swank to the Landscape Committee – *Young Chung*

15. Informational/Discussion Items

- a. Procedures for follow up on manor transfer issues – *Young Chung*
- b. Maintenance Policy – Proposed Amendments – *Jean Autrey*
- c. Firewise Committee – *Young Chung*

16. **Announcements** – The next scheduled meeting is the Board of Directors Regular Meeting on July 25, 2025 at 10:00 a.m. at the Event Center in the Donner Room as well as virtually.
17. **Adjournment to Executive Session** – If necessary, for legal issues, contracts, member discipline, personnel issues, delinquencies, or foreclosures.