

## **ORGANIZATIONAL MEETING**

**Tuesday, October 15, 2024**  
**Immediately Following Annual Meeting**

**Meeting was Conducted In-Person and Virtually**

Gateway Clubhouse – Fireside Room  
1001 Golden Rain Road, Walnut Creek, CA 94595

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### **MINUTES**

**Call to Order** – Jeroen Wright called the meeting to order at 11:05 a.m.

**Roll Call of Directors Present**

Jeanne Steidel  
Marv Ryken  
Lon Bruce  
Michele Colucci  
Vona Scott

**Mutual Operations Staff**

Jeroen Wright, Mutual Operations Director  
Todd Arterburn, Chief Financial Officer  
Eric Howard, Building Maintenance Manager  
John Tawaststjerna, Landscape Manager  
Victoria Thomas, Board Services Coordinator  
Lisa Kam, Administrative Services Manager

**Members' Forum**

Residents were afforded the opportunity to express their concerns, make comments, or pose questions to the Board. There were no comments made.

**Selection of Officer Positions**

- a. President  
Motion made by Colucci, seconded by Scott, to appoint Lon Bruce as the President of the Board.  
Approved by unanimous vote (5/0)
- b. Vice President  
Motion made by Bruce, seconded by Scott, to appoint Michele Colucci as the Vice President of the Board. Approved by unanimous vote (5/0)
- c. Treasurer  
Motion made by Bruce, seconded by Colucci, to appoint Vona Scott as the Treasurer of the Board. Approved by unanimous vote (5/0)
- d. Secretary  
Motion made by Bruce, seconded by Scott, to appoint Jeanne Steidel as the Secretary of the Board. Approved by unanimous vote (5/0)
- e. Director-at-Large

Motion made by Bruce, seconded by Colucci, to appoint Marv Rykin as the Director at Large of the Board. Approved by unanimous vote (5/0)

#### **Appointment of Committee Chairs**

a. Water & Conservation Committee

Motion made by Bruce, seconded by Scott, to appoint Therese Welter as the Chair to the Water & Conservation Committee. Approved by unanimous vote (5/0)

b. Trash Committee

Motion made by Bruce, seconded by Scott, to appoint Kathleen Epperson as the Chair to the Trash Committee. Approved by unanimous vote (5/0)

c. Finance & Insurance Committee

Motion made by Bruce, seconded by Colucci, to appoint Vona Scott as the Board Liaison and Victoria Skerritt as the Co-Chair to the Finance & Insurance Committee. Approved by unanimous vote (5/0)

d. Landscape Committee

Motion made by Bruce, seconded by Scott, to appoint Kathy Romanoff as the Chair to the Landscape Committee. Approved by unanimous vote (5/0)

e. EPICS

Motion made by Bruce, seconded by Scott, to appoint Marv Ryken as the Board Liaison to the EPICS committee. Will defer naming a chair until reorganization can be done.

f. Communications & Technology

Motion made by Bruce, seconded by Scott, to appoint Dan Davis as the Chair to the Communications & Technology Committee. Approved by unanimous vote (5/0)

g. Welcoming Committee

Motion made by Bruce, seconded by Scott, to appoint Susan Hay Bishop as the Chair to the Welcoming Committee. Approved by unanimous vote (5/0)

#### **Appointment of Todd Arterburn as Assistant Treasurer**

Motion made by Bruce, seconded by Colucci, to appoint Todd Arterburn as the Assistant Treasurer of the Board. Approved by unanimous vote (3-0)

#### **Appointment of Anna Rocha as Assistant Secretary**

Motion made by Bruce, seconded by Colucci, to appoint Anna Rocha as the Assistant Secretary of the Board. Approved by unanimous vote (3-0)

#### **New Business**

##### 2025 Annual Budget

Motion made by Bruce, seconded by Colucci, to approve the 2025 Budget. Approved by vote (4/1)

#### **Announcements**

The next scheduled Regular Session Meeting of the Board of Directors is November 7, 2024, at 4:00 p.m. in the Club Room at the Creekside Clubhouse.

#### **Adjournment**

There being no further business, the meeting was adjourned at 11:27 a.m.

#### **Secretary's Certificate**

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