

# NOTICE

## AGENDA

### WALNUT CREEK MUTUAL NO. TWENTY EIGHT

#### BOARD OF DIRECTORS MEETING WEDNESDAY, 05/22/2024, at 10:30 A.M. IN-PERSON AND ON ZOOM ONLY

**To Join Zoom:** For video/audio participation on your laptop, tablet, or smartphone, enter <https://rossmoor.zoom.us/j/85004044545> **Meeting ID: 850 0404 4545** in your browser and follow the on-screen instructions to enter the meeting. Be sure your computer speakers are turned on.

For audio only, dial **669-900-6833** on your phone and enter **Meeting ID: 850 0404 4545** at the prompt.

\*\*\*For technical support to join a meeting, contact I.T. at 925.988.7627\*\*\*

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1. CALL TO ORDER: *Susan Hildreth*

ROLL CALL: Susan Hildreth, President  
Don Kurtz, Vice President  
Isabelle Chen, Treas/Sec

Staff: Jeroen Wright, Director of Mutuals Operations  
Rick West, Sr. Building Maintenance Manager  
John Tawaststjerna, Landscape Manager  
Todd Arterburn, Assistant Treasurer  
Linda Schoeffner, Assistant Secretary

2. APPOINT CFO TODD ARTERBURN AS ASSISTANT TREASURER: A motion is required to appoint CFO Todd Arterburn as Assistant Treasurer who will replace Amanda Davis who was appointed as Assistant Treasurer on 04/19/2024 in a Special Meeting).

3. INSPECTOR OF ELECTIONS: *Deanne Libert* – Count Ballots and Report Results  
Bylaws Amendment, CC&Rs Amendment, and Special Assessment

4. CONSENT CALENDAR

MINUTES FOR APPROVAL:

- 03-27-2024 Board of Directors Meeting
- 04-19-24 Special Meeting by Zoom Only

5. CERTIFICATION OF REVIEW OF MONTHLY FINANCIAL STATEMENTS

- 03-31-2024
- 04-30-2024

6. REPORT of BUILDING MAINTENANCE REPRESENTATION – *Rick West*
  - a. Building Maintenance Report
    - o Utility Closet Doors
7. REPORT of LANDSCAPE REPRESENTATION
  - a. Landscape Maintenance Report – Landscape Manager – *John Tawaststjerna*
8. REPORT of TREASURER – *Treasurer Chen*
9. REPORT of OFFICERS
  - a. STANDING COMMITTEES
    - o Social Committee
    - o Landscape Committee
10. UNFINISHED BUSINESS
11. NEW BUSINESS – *President Hildreth*
  - a. Asphalt Repairs E11 by 2153
  - b. Determine Roofing Start Dates
  - c. 2101 #2 Structure Damage
  - d. Contract for Gutter Cleaning
  - e. Inspection for Interior Electrical Panels
12. MEMBER FORUM - ***3-minute limit on resident comments***
13. ANNOUNCEMENT: Next Board Meeting, Wednesday, July 24, 2024, at 10:30 A.M. in the Board Room at Gateway. This will be an In-Person meeting.
14. ADJOURNMENT

Executive Session - Litigation, Formation of Contracts, Disciplinary Hearings, Personnel Issues, Payment Plans.

- NOTE: Executive Session - The above list of topics is not exhaustive and does not exclude other matters that require confidentiality.