



BOARD OF DIRECTORS ORGANIZATIONAL MEETING

Wednesday, September 18, 2024, at 10:30 a.m.

Meeting was Conducted In Person

Fairway Room – Creekside Building
1010 Stanley Dollar Rd., Walnut Creek, CA 94595

MINUTES

1. **Call to Order**

Roz Reiter called the meeting to order at 10:30 a.m.

2. **Roll Call of Directors Present**

Roz Reiter – President
Victoria Rice – Vice President
Linda Herron – Treasurer
Sarah Odegaard – Secretary
Richard Engle – Director-at-Large

3. **Mutual Operations Staff**

Anna Rocha – Board Services Coordinator

4. **Election of Officer Positions**

a. President

Motion made by Rice; Seconded by Engle, to appoint Roz Reiter as President of the Board. Approved by unanimous vote. (4-0)

b. Vice President

Motion made by Reiter; Seconded by Herron, to appoint Victoria Rice as Vice President of the Board. Approved by unanimous vote. (4-0)

c. Treasurer

Motion made by Reiter; Seconded by Engle, to appoint Linda Herron as Treasurer of the Board. Approved by unanimous vote. (4-0)

d. Secretary

Motion made by Reiter; Seconded by Rice, to appoint Sarag Odegaard as Secretary of the Board. Approved by unanimous vote. (4-0)

e. Director – at – Large

Motion made by Rice; Seconded by Reiter, to appoint Richard Engle as Director – at – Large of the Board. Approved by unanimous vote. (4-0)



5. **Appointment of Committee Chair**

a. Finance Committee

Motion made by Reiter; Seconded by Rice, to appoint Linda Herron as Finance Chair. Approved by unanimous vote. (4-0)

b. Building Facilities Committee

Motion made by Reiter; Seconded by Rice, to appoint Richard Engle as Chair of the Building Facilities Committee. Approved by unanimous vote. (4-0)

c. Landscape Committee

Motion made by Reiter; Seconded by Rice, to appoint Victoria Rice as Chair of Landscape Committee. Approved by unanimous vote. (4-0)

d. Emergency Preparedness Committee

Motion made by Reiter; Seconded by Rice, to appoint Beth Hume as Chair of Social Committee. Approved by unanimous vote. (4-0)

e. Social Committee

Motion made by Reiter; Seconded by Rice, to appoint Lynda Caputo as Chair of Social Committee. Approved by unanimous vote. (4-0)

6. **ANNOUCEMENT** – Next meeting is the Board of Directors Meeting on October 9, 2024, at the Gateway Clubhouse.

7. **ADJOURNMENT** – Meeting was adjourned at 10:37 a.m.

Secretary's Certificate

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

Anna Rocha