

FIFTH WALNUT CREEK MUTUAL

ANNUAL MEMBERS MEETING

Friday, June 21, 2024 at 10:00 a.m.

Meeting was Conducted In Person and Virtually

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

MINUTES

1. Call to Order

Wright called the meeting to order at 10:02 a.m.

2. Roll Call of Directors

Sandra Lew – President - *Virtually*
Joy Todd – Vice President
Mary Fielder – Treasurer
Marlene Farrell – Secretary - *Absent*
Nancy Valencia – Director-at-Large

Mutual Operations Staff

Jeroen Wright – Director of Mutual Operations
Todd Arterburn – Chief Financial Officer
Rick West – Sr. Building Maintenance Manager - *Virtually*
John Tawaststjerna – Landscape Manager
Victoria Thomas – Board Services Coordinator

3. Certification of Notice of Meeting

Thomas read the Certification of Notice of Meeting.

I, Victoria Thomas, Assistant Secretary to Walnut Creek Mutual Five, certify that a Call for Candidates notice was published in the Rossmoor newspaper. The notice announced that, if at the close of the time period for making nominations, there are the same number or fewer qualified candidates as there are board positions to be filled, then the Board of Directors may, after voting to do so, seat the qualified candidates by acclamation without balloting.

In accordance with Corporations Code § 7511(b), a notice of the Annual Members Meeting was mailed to the membership.

In accordance with the Davis Stirling Act, Mutual 5 was eligible to appoint by acclamation for the 2024 election as the Mutual received two nominations for the two vacant positions.

- Sandra Lew
- Marlene Farrell

Sandra Lew and Marlene Farrell will be seated on the Board at the Board of Directors Organizational meeting via acclamation.

Motion made by Fielder, seconded by Todd, to appoint Sandra Lew and Marlene Farrell as Directors on the Board via acclamation. Approved by unanimous vote. (4-0)

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4. **Residents' Forum** – *Sandra Lew*

Residents were afforded the opportunity to express their concerns, make comments, or have questions for the Board. Comments were: Request for a tree to be inspected, resident responsible for gutter cleaning, duct cleaning, wants to install solar panels, would like electrical outlet in carport.

5. **Mutual Operations Report**

Wright reported that Staff will begin preparing the budget soon.

Firewise Program recently had a Townhall on June 10th. Walnut Creek Police and Contra Costa County Fire were in attendance and presented on emergency evacuation. The meeting was recorded and can be found on Rossmoor's YouTube channel as well as Channel 128. Each participant at the Townhall, watching virtually, and the people that watch the recorded meeting will count as 2 hours per person towards the annually required volunteer hours.

6. **Treasurer's Report** – *Mary Fielder/Arterburn*

Arterburn and Wright's primary objective is to enhance transparency and customer service.

The Accounting Department is undergoing a reorganization to maximize the expertise of its team members to provide more effective support to the Mutual.

Currently creating a three-year forecast on operations and how that ties in the reserve funds.

Data is currently being downloaded into the new software program NetSuites.

In his role as Assistant Treasurer, Arterburn will implement best practices and fulfill his fiduciary duties to ensure the Mutual's financial management is prudent and responsible.

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

Members can request to have plants replaced. Email requests to plantreplacement@rossmoor.com no later than August 15th. Requirements for plants to be replaced are: there must be a 4x4 vacant space, previously irrigated, and no pots. Plants will be replaced in the fall.

The scheduled date for the MOD workday is June 26th. Focus will be on irrigation.

8. **Building Maintenance Manager's Report** – *John Tawaststjerna*

GBG is the general contractor that has been completing the deck repairs and excel coating. To date, the contractor has completed ten balconies.

The Mutual is now in compliance with SB326. The report will be provided once completed.

9. **Committee Reports**

a. President's
No Report

b. Treasurer's
No Report

c. Secretary's
No Report

d. Landscape Committee
No Report

e. Building Maintenance Committee
No Report

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f. Budget and Finance Committee
No Report

g. Alterations Committee
No Report

10. **Announcements** – The Board of Directors Organizational Meeting will follow the adjournment of the Annual Members Meeting.

11. Adjournment

There being no further business the meeting was adjourned at 10:47 a.m.

Secretary's Certificate

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

Victoria Thomas

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BOARD OF DIRECTORS ORGANIZATIONAL MEETING

Friday, June 21, 2024 at 10:00 a.m.

Meeting was Conducted In Person and Virtually

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

MINUTES

1. Call to Order

Wright called the meeting to order at 10:48 a.m.

2. Roll Call of Directors

Sandra Lew – President - *Virtually*
Joy Todd – Vice President
Mary Fielder – Treasurer
Marlene Farrell – Secretary - *Absent*
Nancy Valencia – Director-at-Large

Mutual Operations Staff

Jeroen Wright – Director of Mutual Operations
Todd Arterburn – Chief Financial Officer
Victoria Thomas – Board Services Coordinator

3. Members' Forum

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

4. Consent Calendar

a. Board of Directors Regular Meeting Minutes – May 17, 2024

Motion made by Todd, seconded by Valencia, to approve the Consent Calendar. Approved by unanimous vote. (4-0)

5. Selection of Officer Positions

a. President

Motion made by Valencia, seconded by Fielder, to approve Sandra Lew as the Board President. Approved by unanimous vote. (4-0)

b. Vice President

Motion made by Valencia, seconded by Fielder, to approve Joy Todd as the Board Vice President. Approved by unanimous vote. (4-0)

c. Secretary

Motion made by Todd, seconded by Valencia, to approve Marlene Farrell as the Board Secretary. Approved by unanimous vote. (4-0)

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d. Treasurer

Motion made by Todd, seconded by Valencia, to approve Mary Fielder as the Board Treasurer. Approved by unanimous vote. (4-0)

e. Director at Large

Motion made by Fielder, seconded by Todd, to approve Nancy Valencia as the Board Director-at-Large. Approved by unanimous vote. (4-0)

6. Appointment of Assistant Treasurer

a. Todd Arterburn

Motion made by Fielder, seconded by Todd, to appoint Todd Arterburn as the Assistant Treasurer. Approved by unanimous vote. (5-0)

7. Appointment of Assistant Secretary

a. Victoria Thomas

Motion made by Fielder, seconded by Todd, to appoint Victoria Thomas as the Board Secretary. Approved by unanimous vote. (5-0)

8. Appointment of Committee Chairs

a. Landscape Committee

Motion made by Fielder, seconded by Valencia to appoint Sandra Lew as Chair to the Landscape Committee. Approved by unanimous vote. (5-0)

b. Building Maintenance Committee

Motion made by Valencia, seconded by Todd, to appoint Sandra Lew as Chair to the Building Maintenance Committee. Approved by unanimous vote. (5-0)

c. Budget and Finance Committee

Motion made by Todd, seconded by Valencia, to appoint Mary Fielder as Chair to the Budget and Financial Committee. Approved by unanimous vote. (5-0)

d. Alterations Committee

Motion made by Fielder, seconded by Valencia, to appoint Marlene Farrell as Chair to the Alterations Committee. Approved by unanimous vote. (5-0)

9. Old Business

Nothing to report.

10. New Business

Nothing to report.

11. Announcements – The next scheduled meeting is the Board of Directors Regular Meeting on July 19, 2024 at 11:00 a.m. at the Gateway Clubhouse in the Board Room.

12. Adjournment

There being no further business the meeting was adjourned at 11:22 a.m.