

**FIFTH WALNUT CREEK MUTUAL**

**BOARD OF DIRECTORS REGULAR MEETING**

**Friday, May 17, 2024 at 11:00 a.m.**

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

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**AGENDA**

**1. Call to Order**

**2. Roll Call of Directors**

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

**Mutual Operations Staff**

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

**3. Members’ Forum – Sandra Lew**

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 will be limited to three minutes per person.

**4. Approval of Minutes**

- a. Board of Directors Regular Meeting Minutes – April 3, 2024
- b. Board of Directors Special Meeting - April 5, 2024
- c. Board of Directors Special Meeting - April 10, 2024

**5. President’s Report – Sandra Lew**

**6. Vice-President’s Report – Joy Todd**

**7. Secretary’s Report – Marlene Farrell**

**8. Treasurer’s Report – Mary Fielder/Todd Arterburn**  
Motion to certify compliance with Civil Code §5500.

**9. Manager’s Report – Jeroen Wright**

**10. Building Maintenance Manager’s Report – Rick West**

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### **11. Committee Reports**

- a. Landscape Committee – *Joy Todd*
- b. Building Maintenance – *Rick West*
- c. Budget and Finance – *Mary Fielder*
- d. Alterations Committee – *Marlene Farrell*

### **12. Old Business**

### **13. New Business**

- a. Appoint Todd Arterburn as Assistant Treasurer
- b. Approve Mary Fielder and Sandra Lew to sign checks over \$5,000.00
- c. Manor Lube

14. **Announcements** – The next scheduled meeting is the Annual Members and Organizational Meetings which will be held on Friday, June 21, 2024 at 11:00a.m. in the Board Room at the Gateway Clubhouse.

15. **Adjournment to Executive Session** – If necessary for legal issues, contracts, disciplinary hearings, personnel issues, delinquencies, or foreclosures.