

## FIFTH WALNUT CREEK MUTUAL

### BOARD OF DIRECTORS REGULAR MEETING

Friday, November 15, 2024 at 11:00 a.m.

Meeting is Conducted In-Person and Virtually

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

#### Join Meeting Virtually

To view the meeting on your computer, iPad, or smart phone, residents should log-in to <https://rossmoor.zoom.us/j/84342226400> or use the Meeting ID: 843 4222 6400. You will see a few prompts to click on such as allowing “the page to open [zoom.us](https://zoom.us),” “join with video,” and “join with computer audio.” Be sure to have your computer speakers turned on.

If residents just want to hear the deliberations, they can dial (669) 444-9171 on any phone, and they will be prompted to enter the Meeting ID: 843 4222 6400.

For technical support to join a meeting, contact (925) 988-7627 or [Support@rossmoor.com](mailto:Support@rossmoor.com).

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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 – September 27, 2024

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

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6. **Vice-President's Report** – *Joy Todd*
7. **Secretary's Report** – *Marlene Farrell*
8. **Treasurer's Report** – *Mary Fielder*  
Motion to certify compliance with Civil Code §5500.
9. **Mutual Operations Director's Report** – *Jeroen Wright*
10. **Chief Financial Officer's Report** – *Todd Arterburn*
11. **Building Maintenance Manager's Report** – *Rick West*
12. **Landscape Manager's Report** – *John Tawaststjerna*
13. **Committee Reports**
  - a. Landscape Committee – *Joy Todd*
  - b. Building Maintenance Committee – *Rick West*
  - c. Budget and Finance Committee – *Mary Fielder*
  - d. Alterations Committee – *Marlene Farrell*
14. **Old Business**
15. **New Business**
  - a. 2025 Proposed Budget
  - b. Co-Occupancy Guidelines. Request for Co-Occupancy.
16. **Announcements** – The next scheduled meeting is the Board of Directors Regular Meeting which will be held on Friday, January 17, 2024 at 11:00a.m. in the Board Room at the Gateway Clubhouse.
17. **Adjournment to Executive Session** – If necessary for legal issues, contracts, disciplinary hearings, personnel issues, delinquencies, or foreclosures.