



## Walnut Creek Mutual Fifty (Mutual 50)

### **FIRST ANNUAL MEMBERS MEETING OF MUTUAL 50 AND ORGANIZATIONAL MEETING OF THE BOARD (ZOOM MEETING) FRIDAY, MAY 28, 2021 AT 1:00 P.M. (PACIFIC TIME)**

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**Zoom instructions:** To view the meeting on your computer, tablet, or smart phone, residents should log-in to <https://rossmoor.zoom.us/j/93783107922> or use the meeting ID: 937 8310 7922. You will see a few prompts to click on such as allowing “the page to open 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 669 900 6833 on any phone, and they will be prompted to enter the meeting ID: 937 8310 7922.

#### **ANNUAL MEETING AGENDA**

1. **Call to Order**

2. **Roll Call of Directors**

Rich Johnstone  
Donna Landeros  
Rodney Lee  
Abigail Ogawa  
Joan Schwanz

3. **Residents’ Forum**

4. **Announce election results**

- a. Election results of Bylaws
- b. Election results of CC&Rs
- c. Election results for Board of Directors.

5. **Adjournment to Organizational Meeting**

#### **ORGANIZATIONAL AGENDA**

1. **Call to Order and Roll Call**

2. **Organizational Formation**

- a. Directors’ Election of Officers
  - (1) Appointment of President, Vice President, Secretary, Treasurer, and Director-at-Large
  - (2) Appointment of Assistant Secretary
  - (3) Appointment of Assistant Treasurer

- (4) Appointment of Terms of Office
  - a. Two approximate three-year terms of office (May 27, 2021 to May 31, 2024)
  - b. Two approximate two-year terms of office (May 27, 2021 to May 31, 2023)
  - c. One approximate one-year term of office (May 27, 2021 to May 31, 2022)
- b. Next election of one director of the board will be held on May 31, 2022. The election will be for a three-year term of June 1, 2022 to May 31, 2025.
- c. Establishment of Committees and Committees' Roles and Responsibilities, and Appointment Chairpersons and Committee Members
  - (1) Finance Committee – Appoint Rich Johnstone, as Chair
  - (2) Governing Documents Committee – Appoint Abbie Ogawa & Rich Johnstone as Co-Chairs and Anne Foreman as Member
  - (3) Landscape Committee – Appoint Joan Schwanz as Chair and Lee Wright, Susan Granico, Rod Lee as Members
  - (4) Social Committee – Need Volunteers
  - (5) Buildings and Facilities Committee – Appoint Donna Landeros & Rich Johnstone as Co-Chairs and Doug Bettencourt, Russell Ogawa, Lou Feinberg as Members
  - (6) Solar Exploration Committee – Appoint Anne Foreman & Lou Feinberg as Co-Chairs and Doug Bettencourt, Russell Ogawa, Hari Singh, Carolyn Byerly as Members

### **3. New Business**

- a. Certification of CC&RS by Secretary
- b. Certification of Bylaws by Secretary
- c. President's Report
- d. Motion to authorize the Assistant Treasurer and MOD Accounting Department to close all current "Project 50" accounts; open new accounts under Walnut Creek Mutual Fifty (Mutual 50) for operations, reserves, and deposit sweep program.
- e. Motion to authorize the President, Vice President, Treasurer, and Secretary of Mutual 50 to sign checks or instruments on behalf of Mutual 50 for account held by City National Bank on terms and conditions as agreed with City National Bank.
- f. Committee Report – Governing Documents Committee
  - (1) Initial Policies and Procedures
- g. Motion to adopt of Mutual Operations Department (MOD) Contract
- h. Motion to adopt Commercial Support Services Contract

- i. Motion to appoint attorney for Mutual 50
- j. Motion to approve the distribution and presentation of the proposed Policies and Procedures to the Members for the mandated comment period before the Board can make a motion and vote on adopting those Policies and Procedures.
- k. Motion to delegate permitting authority to MOD for alteration requests, except as to issues of upper-unit flooring, enclosure of back porch/deck/balcony, encroachment on common area, and the installation of rooftop solar panels.

**4. Announcement of Next Board Meeting**

**5. Executive Session**

As needed for related to legal issues, contracts, disciplinary hearings, personnel issues, delinquencies, or foreclosures.