



## Walnut Creek Mutual Fifty-Five (Mutual 55)

### **FIRST ANNUAL MEMBERS MEETING OF MUTUAL 55 AND ORGANIZATIONAL MEETING OF THE BOARD (ZOOM MEETING) WEDNESDAY, JANUARY 20, 2021 AT 10:00 A.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/96700964746> or use the meeting ID: 967 0096 4746. 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: 967 0096 4746.

#### **ANNUAL MEETING AGENDA**

1. **Call to Order**

2. **Roll Call of Directors**

Kelly Boruszewski  
Kris Carey  
Rob Ingalls  
Joe Pehl  
Bobbie Richards

3. **Residents’ Forum**

4. **Announce election results**

- a. Election results of CC&RS
- b. Election results of Bylaws
- 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 (Jan. 20, 2021 to Jan. 31, 2024)
  - b. Two approximate two-year terms of office (Jan. 20, 2021 to Jan. 31, 2023)
  - c. One approximate one-year term of office (Jan. 20, 2021 to Jan. 31, 2022)
- b. Next election of one director of the board will be held on January 31, 2022. The election will be for a three-year term of February 1, 2022 to January 31, 2025.
- c. Establishment of Committees and Committees' Roles and Responsibilities, and Appointment Chairpersons and Committee Members
  - (1) Finance Committee
  - (2) Governing Documents Committee
  - (3) Landscape Committee
  - (4) Community/Social Committee
  - (5) Emergency Preparedness Committee

### **3. New Business**

- a. Certification of CC&RS by Secretary
- b. Certification of Bylaws by Secretary
- c. President's Report
- d. Committee Report – Emergency Preparedness Committee
- e. Motion to accept recommendations of Emergency Preparedness Committee
- f. Motion to authorize use of funds based on Board authorization of Emergency Preparedness Recommendations
- g. Committee Report – Finance Committee
  - (1) Initial Fiscal Year Issues
  - (2) Conversation Third Mutual's Budget to Mutual 55 Budget
- h. Motion to authorize the Assistant Treasurer and MOD Accounting Department to close all current "Project 55" accounts; open new account under Walnut Creek Mutual Fifty-Five (Mutual 55) for operations, reserves, and CDARS; and investigate account receivables for possible sweep account transfers.
- i. Motion to authorize the Officers of Mutual 55 to sign checks or instruments on behalf of Mutual 55 for account held by City National Bank on terms and conditions as agree on with City National Bank.

- j. Motion to have Finance Committee to review Third Mutual “Project 55” 2021’s Budget and Coupon and determine if that budget should be modified and in preparation for establishing Mutual 55’s 2021/2022 Budget for Fiscal Year April 1, 2021 to March 31, 2022
- k. Committee Report – Landscape Committee
  - (1) Juniper Removal/Replacement
  - (2) Tree Removal/Replacement
  - (3) The “Crik” (Common-Area between Project 50 and Mutual 55)
  - (4) Conversion to Five-Year Plan as outlined and presented on July 2, 2020
    - (a) Landscape Designer
    - (b) Cost
    - (c) Estimated time frame
- l. Motion to adopt Rossmoor Landscape Department 2020 “Strategic Five-Year Plan for Mutuals”
- m. Motion to accept recommendations of Landscape Committee
- n. Motion to authorize use of landscape reserves funds based on Board authorization of Landscape Committee Recommendations
- o. Committee Report – Governing Documents Committee
  - (1) Initial Rules and Regulations
- p. Motion to adopt Directors and Officers Liability Insurance
- q. Motion to adopt of Mutual Operations Department (MOD) Contract
- r. Motion to appoint attorney for Mutual 55
- s. Motion to adopt Rules and Regulations
- t. Motion to delegate permitting authority to MOD for alteration requests, except as to issues of upper-level, enclosure of back porch/desk/balcony, encroachment on common area, and the installation of rooftop solar panels.
- u. Committee Report – Community Committee

**4. Announcement of Next Board Meeting**

**5. Executive Session**

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