



WALNUT CREEK MUTUAL FIFTY-FIVE

## ANNUAL MEMBERS' MEETING AGENDA

Tuesday, January 28, 2025 at 2:30 p.m.

Meeting will be Conducted In Person and Virtually

### MEETING LOCATION CHANGE

Meeting will be held in the Vista Room at Hillside  
3400 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/81413596399> or use the Meeting ID: 814 1359 6399. 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) 900-6833. on any phone, and they will be prompted to enter the Meeting ID: 814 1359 6399.

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

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## AGENDA

### Directors

Bobbie Richards – President  
Dave Blanchard – Vice President  
Jan Klein – Treasurer  
Kris Carey – Director-at-Large  
Nancy Gibbs – Secretary

### Mutual Operations Staff

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

1. Certification of Notice of Meeting – *Victoria Thomas*

2. Announce Election Results

3. Residents' Forum

All residents are invited to address the Board with questions, comments, and suggestions. The Board does not directly answer questions posed by speakers during the Residents' 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. Report of Officers & Committees

- a. President
- b. Vice President

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- c. Treasurer
- d. Secretary
- e. Community Committee
- f. Building and Facilities Committee
- g. Governing Documents Committee
- h. Landscape Committee
- i. Governing Documents Committee

5. **Manager's Report**

- a. Director of Mutual Operations
- b. Chief Financial Officer
- c. Building Maintenance Manager
- d. Landscape Manager

6. **Announcements** – Board of Directors Organizational Meeting to follow adjournment of the Annual Members' Meeting.

7. **Adjournment**

## **BOARD OF DIRECTORS ORGANIZATIONAL MEETING**

**Tuesday, January 28, 2025 at 2:30 p.m.**

**Meeting will be conducted In Person and Virtually**

### **MEETING LOCATION CHANGE**

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## **AGENDA**

### **1. Call to Order**

### **2. Roll Call of Directors**

Bobbie Richards – President  
Dave Blanchard – Vice President  
Jan Klein – Treasurer  
Kris Carey – Director-at-Large  
Nancy Gibbs – Secretary

### **Mutual Operations Staff**

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

### **3. Residents’ Forum**

All residents are invited to address the Board with questions, comments, and suggestions. The Board does not directly answer questions posed by speakers during the Residents’ Forum, but it does hear the viewpoints and ideas presented and the Board considers them as they act during the meeting. Comments will be limited to three minutes per person.

### **4. Consent Calendar**

- a. Board of Directors Regular Meeting Minutes – December 16, 2024

*Recommendation: The Board of Directors approve the Consent Calendar as posted.*

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**5. Election of Officer Positions**

- a. President
- b. Vice President
- c. Treasurer
- d. Director-at-Large
- e. Secretary

**6. Appointment of Committee Chairs**

- a. Community/Social Committee
- b. Building and Facilities Committee
- c. Emergency Committee
- d. Governing Documents Committee
- e. Landscape Committee
- f. Finance Committee

**7. Appointment of Todd Arterburn as Assistant Treasurer**

**8. Appointment of Victoria Thomas as Assistant Secretary**

**9. Old Business**

- a. Update on 4773 & 4885 Rehabilitation Work – *Clark*
- b. Update on Dry Vent Cleaning – *Klein*

**10. New Business**

- a. 2025-26 Budget – *Wright*
- b. 2025 Shared Deductible Agreement – *Wright*
- c. Insurance Premium – *Wright*
- d. Mutual Entry Signs – *Richards*
- e. Fire Sprinkler Inspections – is this activity still planned for March 2025 – *Clark*

**11. Announcements** – The next meeting scheduled is the Board of Directors Regular Meeting held on April 1, 2025 at 1:30 p.m. in the Board Room at the Gateway Clubhouse.

**12. Adjournment to Executive Session** – If necessary, for legal issues, contracts, member discipline, personnel issues, delinquencies, or foreclosures.