

## NOTICE

### A G E N D A

**Walnut Creek Mutual Seventy  
ORGANIZATIONAL MEETING  
Thursday, July 20, 2023, at 2:00 p.m.  
Board Room-Gateway  
In Person and ZOOM**

For video/audio participation on your laptop, tablet or smartphone, enter <https://rossmoor.zoom.us/j/82740365861> **Meeting ID: 827 4036 5861** in your browser and follow the on-screen instructions to enter the meeting. Be sure to have your computer speakers turned on.

For audio only, **dial 669-900-6833** on your phone and enter **Meeting ID: 827 4036 5861** at the prompt.  
\*\*\*For technical support to join a meeting, contact I.T. at 925.988.7627

[support@rossmoor.com](mailto:support@rossmoor.com)

1. **Call to Order** – Linda Schoeffner
2. **Election of Officers**
  - a. President
  - b. Vice President
  - c. Treasurer
  - d. Secretary
3. **Appointment of Committees**
  - a. Committees
  - b. Chairs
  - c. Volunteers
4. **Appointment of Assistant Treasurer** – Tom Hand
5. **Appointment of Assistant Secretary** – Linda Schoeffner
6. **Adjournment**

### A G E N D A

**Walnut Creek Mutual Seventy  
BOARD OF DIRECTORS MEETING  
Thursday, July 20, 2023  
Following the Organizational Meeting  
Board Room-Gateway  
In Person and ZOOM**

1. **Call to Order** – Herma Lichtenstein
2. **Roll Call** – Linda Schoeffner  
Directors – Lichtenstein, Cheung, Brohaugh
3. **Consent Calendar** – Herma Lichtenstein  
Minutes: May 18, 2023, Regular Meeting

June 16m 2023, Annual Membership Meeting

**4. Members' Forum** – Herma Lichtenstein (*Please use resident forum forms*)  
(Please note time limit of 3 minutes per resident.)

**5. MOD Reports** (Paul Donner/Rick West, Jesus Morales)

a. Building and Facilities Reports

Building Report Updates

- Update on Smoke Detector Replacement
- Update on E4/E7 & E6 Bollard Light Replacement
- Update on 3425 Terra Granada Handrail Replacement
- Update on Open Bids:
  - Phase 2 Painting
  - Gutter Cleaning
  - 3747 Terra Granada Sewer Repair
  - Membrane Roof Bids

Approval of Work Not to Exceed

Phase I Termite Repair - \$150,000

Phase II Termite Repair - \$45,000

b. Landscape Report

Status of Major Projects

**6. Secretary's Report**

**7. Treasurer's Report** – Jeff Cheung

- a. Motion to Certify Board's compliance with Civil Code Section 5500
- b. 2024 Budget and Strategic Plan
- c. Review of May 2023 Financial Statements
- d. Repayment of the Reserve Fund Borrowings
- e. Change in Operating & Reserve Fund Sweep Threshold Levels

**8. Committee Reports**

- a. Landscape – Chair Linda Ostro  
P. Krauss/Rosenzweig, Co-Chair
  - General Landscape Issues/Approvals
  - Comments/Updates – TBA
- b. Building – West, MOD
  - Action Items – Rick West
  - Maintenance and/or Repair Proposals Entries 3 & 4 Terra Granada Dr.
  - Gutter Cleaning Proposal
  - 2023 Painting Proposal Phase II Inspection (Out to Bid)
  - Smoke Detection Bid for Remaining Manors
- c. Governing Documents – Herma Lichtenstein
- d. Communication Committee – Herma Lichtenstein

**9. Emergency Preparedness**

- a. Entry Coordinators

**10. President's Report** – Herma Lichtenstein

**11. Old Business**

## **12. New Business**

- a. Appointment of New Director Guy Pollack

**Next Meeting: Board Meeting, Thursday – August 17, 2023, at 2:00 p.m. – Board Room**

## **14. Adjourn**

Executive Session to follow re: Member Matters, Legal Matter, Contracts  
Minutes can be found at [www.rossmoor.com](http://www.rossmoor.com)

**\*\*\*\*The Board held an Executive Session on July 17<sup>th</sup>, 2023, to discuss Legal/Policy Matters\*\*\*\***