

# NOTICE

## AGENDA

WALNUT CREEK MUTUAL NO. TWENTY-EIGHT  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
WEDNESDAY, 9/27/2023, at 10:30 A.M.  
BOARD ROOM-GATEWAY

THIS IS AN IN-PERSON MEETING

1. CALL TO ORDER: Susan Hildreth, President – President Hildreth called the Regular Board Meeting to order at 10:30 a.m.  
  
ROLL CALL: Susan Hildreth, President  
Marsha Young, Vice President  
Isabelle Chen, Treas/Sec
2. CONSENT CALENDAR  
MINUTES FOR APPROVAL:
  - 07-26-2023, Regular
  - 09-08-2023, Special Board Meeting
3. CERTIFICATION OF REVIEW OF MONTHLY FINANCIAL STATEMENTS
  - 07-31-2023
  - 08-31-2023
4. REPORT of BUILDING MAINTENANCE REPRESENTATION
  - a. Contract for Gutter Cleaning
  - b. Update on Electrical Panel Replacement
  - c. Dellamar Electric, Inc.- Lighting Contract - Approval Requested
5. REPORT of LANDSCAPE REPRESENTATION
  - a. Completion of Turf Reduction in Entry 11
  - b. Turf Reduction in Entry 12
  - c. Annual Plant Replacement – October 2023
5. REPORT of TREASURER
  - a. Collection Process for Late Assessments
  - b. 2024 Budget Development
  - c. Audit Management Letter – 2022 Year-End Review
    - Conflict of Interest Policy - Mutual 28
    - Internal Controls
    - Review and Preparation of Bank Reconciliation
  - d. T Bills Investment of \$204,000- The T Bill Investment will mature on 9/28/2023. Funds will be transferred from City National Securities to the Reserve Fund Sweep account with City National Bank.
  - e. Repaid \$63,000 Borrowed from Reserves – On 8/1/2023, the Board repaid \$63,000 to the Reserve Fund for the 2023 insurance premium with the fund from the Special Assessments of \$42,000 (\$500/unit). The difference of \$21,000 (\$250/unit) will be levied in 2024.
6. UNFINISHED BUSINESS
  - a. Outdoor Library

7. NEW BUSINESS
  - a. Resignation of Marsha Young as of 10/1/2023
  - b. Appointment of Don Kurtz at Next Board Meeting
8. REPORT of OFFICERS
  - a. STANDING COMMITTEES
    - i. Social Committee
    - ii. Landscape Committee
9. UNFINISHED BUSINESS
- 10 MEMBER FORUM - 3-minute limit on resident comments
11. ADJOURNMENT

NEXT MEETING: BOARD MEETING, WEDNESDAY, October 25, 2023, AT 10:30 AM  
IN THE BOARD ROOM at GATEWAY