

M I N U T E S  
WALNUT CREEK MUTUAL TWENTY-EIGHT  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
IN THE GATEWAY BOARD ROOM AND ON ZOOM  
WEDNESDAY, 05/22/2024, AT 10:30 A.M.

CALL TO ORDER: President Susan Hildreth called to order the regular meeting of the Board of Directors of Walnut Creek Mutual Twenty-Eight at 10:30 a.m. on Wednesday, May 22, 2024. This meeting was in person and on zoom.

ROLL CALL: Present: Susan Hildreth, President  
Don Kurtz, Vice President  
Isabelle Chen, Treasurer/Secretary

Excused: None

Mutual Operations staff represented by: Jeroen Wright, Director of Mutual Operations, Rick West, Senior Building Maintenance Manager, John Tawaststjerna, Landscape Manager, Todd Arterburn, Assistant Treasurer, and Linda Schoeffner, Assistant Secretary.

Several resident members were present at this in person meeting.

A motion was made and seconded to appoint Todd Arterburn as Assistant Treasurer. The motion passed without dissent (3-0).

Deanne Libert, Inspector of Elections, counted the ballots received and reported the results of the Mutual 28 election.

On May 22, 2024, the Walnut Creek Mutual No. Twenty-Eight (“Mutual”) conducted an election regarding Ballot Measure #1 (CC&Rs Amendment), Ballot Measure #2 (Bylaws Amendment) and Ballot Measure #3 (Special Assessment). Ballot Measures #1 and #2 require the approval of at least a majority of a quorum of the Members where the quorum is 1/3 of the total voting power. This means at least 28 Members must cast their ballots and a majority of those votes must be “FOR” the CC&Rs Amendment or Bylaws Amendment. Ballot Measure #3 requires the approval of a majority of a quorum of the Members where the quorum is more than 50% of the Members. This means at least 43 Members must cast their ballots and a majority of those votes must be “FOR” the Special Assessment. All three ballot measures passed based upon the following:

The tabulated results are as follows:

Total Ballots received: 77

Ballots invalid or not otherwise counted: 6

Vote on Ballot Measure #1 (CC&Rs Amendment)

FOR: 67

AGAINST: 4

Ballot Measure #2 (Bylaws Amendment)

FOR: 70  
AGAINST: 1  
Ballot Measure #3 (Special Assessment).  
FOR: 62  
AGAINST: 9

#### CONSENT CALENDAR

- **MINUTES FOR APPROVAL**

It was moved and seconded that the minutes of the March 27, 2024, Board of Directors regular meeting and the minutes of the April 19, 2024, Board of Directors special meeting be approved. The motion passed without dissent (3-0).

#### CERTIFICATION of REVIEW OF MONTHLY FINANCIAL STATEMENTS

It was moved and seconded to certify compliance with civil code §5500 for the March 31, 2024 and April 30, 2024, financial statements. The motion passed without dissent (3-0).

#### GRF/MOD REPRESENTATION

- BUILDING MAINTENANCE REPORT: Rick West

#### INFORMATIONAL ITEMS: Work scheduled, In Progress or Completed

##### **2024 Dryer Vent Cleaning – Contractor: Bay AirFlow**

###### **Scope of work:**

- **Dryer Vent Exhaust Cleaning: Clean 84 dryer vents – Reverse clean to inside/outside exhaust points.**
  - **Clean all lint debris. Verify unit is operational. Check air flow pressure.**
  - **Check exhaust points to make sure louver doors/exhaust flaps are functioning correctly.**

**Total Amount: \$5,460**

###### In Progress

**Electrical Scope of Work: -Removal & Replacement of Electrical Main Service Panels:  
Includes All Labor & Materials**

**2101 PT (5 Meter Main Panel) = \$12,545.01**

**2109 PT (5 Meter Main Panel) = \$12,595.71**

**2201 PT (3 Meter Main Panel) = \$11,144.01**

**Total = \$36,284.73 (Discount - \$4000.00) New Total = \$32,284.73**

**Contract awarded to KR Electric - 2101 completed - scheduling remaining Buildings.**

###### 2024 approved Budget \$70,000.00

##### **2024 Phase IV DuraLast Flat Roof Replacement Project**

**Phase IV Roof replacements in 2024 for**

**buildings**

**#2001, #2009, #2013, #2021, #2025,**

**#2029, #2033 & #2037, total 8 buildings-3 Santa Cruz and 5 Santa Clara**

This will complete the replacements for all the buildings in our mutual.

Phase V Attached Carports will complete the project.

Fiala Roofing was awarded this project for a cost of \$250,120.00.

2024 Budget was set at \$260,000.00 due to permits and Possible change orders.

Two -Way cleanouts, there are 11 buildings need to be installed the cleanouts,

Entry 11 - #2133, #2141, #2149, #2157, #2169 - Total Cost \$16,376 scheduled for 2024.

Entry 12 - #2201, #2205, #2209, #2217, #2225 & #2229. -Total Cost \$19,650 Scheduled for 2025.

### Contractor: Five Star Work Completed

Gutter / downspout / metal Cleaning. December cleaning. Contractor: Welcome Building Maintenance.

ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
<b>GUTTERS &amp; DOWNSPOUTS</b>	30 BUILDINGS (SINGLE STORY)	30	150.00	4,500.00
<b>GUTTERS &amp; DOWNSPOUTS</b>	27 CARPORTS	27	90.00	2,430.00

### **PRESSURE WASHING**

FLASHING ON ALL BUILDINGS & CARPORTS \$2,850.00

TOTAL COST \$9,780.00

To approve new contract.

#### REPORT of LANDSCAPE REPRESENTATION – John Tawaststjerna

- Proposal for a bench in Entry 12 was discussed. MOD provides benches made of recycled plastic in 4' or 6' widths.

#### TREASURER'S REPORT – Isabelle Chen

- Treasurer Chen reported that there was \$26,510 in the operating fund, with a balance of \$216,366; and there was \$55,083 in the reserve fund, with a balance of \$506,495.

#### REPORTS of OFFICERS

- PRESIDENT – Susan Hildreth

a. Standing Committees:

- Social Committee - President Hildreth reminded residents that the mutual's socials are on the last Friday of month beginning in May. The next social will be on May 31, 2024.
- Landscape Committee- No Report

UNFINISHED BUSINESS

- There was no unfinished business,

NEW BUSINESS

- Asphalt repairs in Entry 11 by Building #2153 will be completed soon.
- Roofing project start date will be the first week in June.
- Determination of repairs needed for 2101 #2 is ongoing.
- Motion was made and seconded that the contract for gutter cleaning in 2024 for \$9,780 be approved. Motion passed without dissent (3-0).
- Inspection on interior electrical panels will be considered in 2025 budget.

MEMBERS FORUM

A Members Forum held. There were no comments.

ANNOUNCEMENT

The next Board of Directors meeting is scheduled for Wednesday, July 24, 2024, at 10:30 a.m., in Person in the Board Room / Gateway.

ADJOURNMENT

Having no further business, the meeting adjourned at 11:30 a.m.

