

M I N U T E S
WALNUT CREEK MUTUAL TWENTY-EIGHT
REGULAR MEETING OF THE BOARD OF DIRECTORS
IN THE MULTI-PURPOSE ROOM #3
WEDNESDAY, 01/11/2024, AT 12:00 P.M.
IN PERSON

CALL TO ORDER: President Susan Hildreth called to order the regular meeting of the Board of Directors of Walnut Creek Mutual Twenty-Eight at 12:00 p.m. on Wednesday, January 11, 2024. This meeting was in person.

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, Building Maintenance Manager, John Tawaststjerna, Landscape Manager, and Linda Schoeffner, Assistant Secretary.

Seven resident members were present at this in person meeting.

CONSENT CALENDAR

- MINUTES FOR APPROVAL

President Hildreth moved to approve the minutes of the October 25, 2023, Board of Directors Meeting. Treasurer/Secretary Chen seconded, and the motion passed without dissent. 3-0

CERTIFICATION of REVIEW OF MONTHLY FINANCIAL STATEMENTS

Treasurer Chen moved to certify compliance with civil code §5500 for the October 31, 2023, and November 30, 2023, Financial Statements. In the November 30, 2023, Financial Statements the Ending Fund Balance for the Operating Fund was \$193,706 in the Reserve Fund \$454,409. President Hildreth seconded the motion, and it passed without dissent. (3-0)

REPORT of BUILDINGS MAINTENANCE REPRESENTATION

- BUILDING MAINTENANCE REPORT: Rick West

INFORMATIONAL ITEMS: Work scheduled, In Progress or Completed

2024 Phase IV DuraLast Flat Roof Replacement Project

Phase IV Roof replacements in 2024 for buildings #2001, #2009, #2013, #2021, #2025, #2029, #2033 & #2037, a total of 8 buildings (3 Santa Cruz and 5 Santa Clara).

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

Fiala Roofing estimate presented to the Board for Approval.

Treasurer Chen made a motion to approve Fiala Roofing's (new) \$250,120 contract coming for the 2024 Phase IV, DuraLast Flat Roof Replacement Project on 8 buildings. Vice President Kurtz seconded the motion, and it passed without dissent. 3-0

Installation of new sidewalk / landscape lighting. Converting to LED lighting.

Exterior Pagoda Light Replacement Estimate to remove and replace existing Mushroom post lights and 6" Pagoda lights with new Focus industries 10" hat 3 tier Pagoda fixtures. (92) fixtures to be installed with 3000k bulbs Total cost for labor and materials: \$15,180 (3) new LED flood lights with motion sensors to be installed Total labor and materials: \$2200 (6) additional fixtures to be ordered as spares. Three for 3" post and three for 6" stem mount Total fixture cost: \$630 10% Profit and Overhead: \$1800 TOTAL \$19,810.00.

Project Completed in 2023.

Two -Way cleanouts, there are 11 buildings that need cleanouts installed,

Entry 11, #2133, #2141, #2149, #2157, #2169,
Entry 12, #2201, #2205, #2209, #2217, #2225 & #2229.
Contractor: Five Star to complete this project in 2024.

Treasurer Chen made a motion to approve the Five Stars proposal for two-way cleanouts on the remaining 11 Buildings: (2024) E 11, \$16,375 (5 buildings) and (2025) E 12 for the remaining (6 buildings) for \$19,650. Vice President Kurtz seconded the motion, and it passed without dissent. 3-0

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

ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
Gutters & Downspouts	30 Bldgs. (Single Story)	30	150.00	4,500.00
Gutters & Downspouts	27 Carports	27	90.00	2,430.00

Pressure Washing Flashing on All Buildings & Carports

\$2,850.00 (add to estimate 10/24/23)

Total Cost: \$9,780.00 – Work was completed December 2023.

REPORT of LANDSCAPE REPRESENTATION – John Tawaststjerna

- Plans for Annual Tree Review for Trimming and Removal
Tree Removal – Tree walks in February.
- Priorities for Landscape Projects with Limited Budget
MOD Days on March 4 – 11. There will also be MOD Days in July and September 2024.
Rebate papers sent to EBMUD, changed turf to dirt area.
Mulch (rotating) #11 this year. If plants died, replace.

TREASURER'S REPORT

Financial Statements: Treasurer/Secretary Chen reviewed the 11/30/23 financial statement and reported that the mutual's fund balances were – Operating Fund: \$193,706 and Reserve Fund: \$454,409.

Treasurer/Secretary Chen made a motion to approve the 11/30/23 financial statement and ending balance for the Operating Fund: \$193,706 and Reserve Fund: \$454,409. President Hildreth seconded the motion, and it passed without dissent. (3-0)

Treasurer Chen moved to certify compliance with civil code §5500 for the November 30, 2023, Financial Statements. President Hildreth seconded, and the motion passed without dissent. (3-0)

- a. Approve 2024 Shared Deductible Agreement.

Treasurer Chen made a motion to approve the 2024 Shared Insurance Deductible Agreement with the majority of the other Mutuals. The way this works is whoever makes a claim that Mutual would pay the first \$10,000 of the \$250,000 deductible and all Mutuals signed-up would share equally in paying off the \$240,000 balance. Vice President Kurtz seconded the motion, and it passed without dissent. (3-0)

- b. Approve Transfer of \$100,000 from the Reserve Fund to the Operation Fund to Pay the 2024 Insurance Premium.

Treasurer Chen made a motion to transfer \$100,000 from the Reserve Fund to the Operating Fund to pay the 2024 insurance premium. Vice President Kurtz seconded the motion, and it passed without dissent. (3-0)

- c. Approve Transfer of \$150,000 from CD Maturing on 1/25/24 to Reserve Fund Sweep Program.

Vice President Kurtz made a motion to transfer \$150,000 from a CD Maturing on 1/26/24 to the Reserve Fund Sweep Program. Treasurer Chen seconded the motion, and it passed without dissent. (3-0)

- d. Approve Resolution of the Walnut Creek Mutual 28 Board of Directors Authorizing 2024 Budgeted Transfers.

Treasurer Chen made a motion to approve the Resolution of the Walnut Creek Mutual 28 Board of Directors Authorizing 2024 Budgeted Transfers. Vice President Kurtz seconded the motion, and it passed without dissent. (3-0)

- e. Approve Resolution of the Walnut Creek Mutual 28 Board of Directors Authoring Specific Transfer of Funds and Appointing a Committee of the Board.

Treasurer Chen made a motion to approve the Resolution of the Walnut Creek Mutual 28 Board of Directors Authoring Specific Transfer of Funds and Appointed President Hildreth and Treasurer Chen as the Committee of the Board. The Board Vice President Kurtz seconded the motion, and it passed without dissent. (3-0)

- f. Added Deposit Sweep Program in the Mutual 28 Operation Fund Checking Account in November 2023 to Earn Interest.

Vice President Kurtz made a motion to approve the Deposit Sweep Program for Mutual 28 Operating Fund Checking Account that changed in November 2023 to earn interest. Treasurer Chen seconded the motion, and it passed without dissent. (3-0)

- g. Planning for 2024 Special Assessment.

The Board is considering a Special Assessment of approximately \$1,500 per unit that would be due in 2 payments. The Board would combine amending the CC&Rs/Bylaws and the Special Assessment to cover the insurance with separate ballots. The Board is waiting for the final insurance cost 2024. No details provided at this time.

REPORTS of OFFICERS

- a. Standing Committees:

- Social Committee - President Hildreth reminded residents that the “Winter Get Together” will take place on February 28, 2024, a room has been scheduled and the final additions will be worked out. Additional information will follow.

UNFINISHED BUSINESS

- CC&R Revision in Spring 2024 – Will be added to the Organizational Meeting agenda. The attorney will help with verbiage. Due to the cost of insurance for 2024, Mutuals at Rossmoor are considering amending the Bylaws/CC&Rs verbiage in the Insurance section to remove the 100% percentage Replacement Cost regarding property valuation. There would have to be a 100-year catastrophic occurrence at Rossmoor to not qualify for the 100% replacement cost at this time. Rossmoor has \$1.6B in insurance coverage, to date the highest claim at Rossmoor was \$5,000,000. Without amending the governing documents Rossmoor would be out of compliance and would not qualify for Fannie Mae, Freddie Mac, or FHA to purchase loans offering mortgages, refinancing, reverse mortgages, etc. They would also not be able to qualify for insurance.

NEW BUSINESS

- a. Appoint Isabelle Chen to the Board of Directors by Acclamation at the March 6, 2024, Annual Meeting.

President Hildreth made a motion to appoint Isabelle Chen to the Board of Directors by acclamation at the Annual Meeting of the Members due to no other nominations submitted by the time the Nomination period ended. Vice President Kurtz seconded the motion, and it passed without dissent. (3-0)

MEMBERS FORUM

A Members Forum held. Items noted: With excess light fixtures consider a storage shed, EBMUD turf reduction Entry 12; Special Assessment if it does not pass board would look at using Op funds (2023 assessed \$500 per manor); Forest, up to 18 trees (not a single green tree in there); safety, firebreak to start January 29, 2024. Firewise, an \$80,000 remote-control can-do work of forty man-hours in 2 hours.

ANNOUNCEMENT

President Hildreth reported that the next meeting will be the Fifty-Third Annual Meeting of the Members, Wednesday March 6, 2024, at 9:30 a.m., in Person at the Donner Room/Event Center.

ADJOURNMENT

Having no further business, the meeting adjourned at 1:08 p.m.

