
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, 03/27/2024, AT 10:30 A.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 10:30 p.m. on Wednesday, March 27, 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.

Five resident members were present at this in person meeting.

A motion is required to amend the agenda to include the following:

- January 11, 2024, Board of Director Meeting minutes,
- Building Maintenance: Work Order Open Detail Report
- Report of Officers, President -Susan Hildreth, Land Use

Vice President Kurtz made a motion to approve the amendment to the agenda to include:

- *January 11, 2024, Board of Director Meeting minutes,*
- *Building Maintenance: Work Order Open Detail Report*
- *Report of Officers, President -Susan Hildreth, Land Use*

Treasurer/Secretary Chen seconded the motion, and it passed without dissent. 3-0

CONSENT CALENDAR

- MINUTES FOR APPROVAL

President Hildreth moved to approve the minutes of the March 6, 2024, Fifty-Third Annual Meeting of the Members minutes, the March 6, 2024, Organizational Meeting minutes, and January 11, 2024, Board of Directors Meeting minutes. Vice President Kurtz seconded the motion, and it passed without dissent. 3-0

CERTIFICATION OF REVIEW OF MONTHLY FINANCIAL STATEMENTS

Treasurer Chen moved to certify compliance with civil code §5500 for the December 31, 2024, January 31, 2024, and February 29, 2024, financial statements. The Ending Fund Balance for the Operating Fund on the February 29, 2024, financial statement was \$210,799 and in the Reserve Fund \$500,578. President Hildreth seconded the motion, and it passed without dissent. (3-0)

GRF/MOD REPRESENTATION

- DIRECTOR OF MUTUAL OPERATIONS – Jeroen Wright
Jeroen spoke about insurance and the .001 chance of a catastrophic event at Rossmoor. He also mentioned that residents HO6 insurance according the each mutuals governing documents.

The cost of HO6 insurance is pennies to the dollar. Residents should ask their insurance company for a discount on the HO6 policy since Rossmoor has Firewise recognition. The Firewise USA program provides the community with a framework for reducing the risk of wildfire. Meeting the criteria for becoming a Firewise USA community helps homeowners get organized and find direction for their wildfire safety efforts.

- 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.

Estimated Start Date: TBD

Total Amount: \$5460

Scheduling with residents

Bay AirFlow is doing a respectable job. Almost done. Received an updated homeowner list.

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

2101 PT (5 Meter Main Panel) = \$12,545.01 – Needs painting (panel done)

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

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

MOD to check need mesh repair 4 corners on door panel, rodent proof. Entry 12, cabinets still open.

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,
a total of 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.

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

1)- 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.

2) - (92) fixtures to be installed with 3000k bulbs Total cost for labor and materials: \$15,180

3) - (3) new LED flood lights with motion sensors to be installed Total labor and materials: \$2200

4) - (6) additional fixtures to be ordered as spares. Three for 3" post and three for 6" stem mount.

TOTAL Cost \$19,810.00. Project Completed in 2023.

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. Double cleanouts.

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

Five Star was awarded this project.

Cleanouts, five buildings, \$3,275 per building for a total of \$16,375.

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

ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
GUTTERS & DOWNSPOUTS	30 BUILDINGS (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

TOTAL COST \$9,780.00

REPORT of LANDSCAPE REPRESENTATION – John Tawaststjerna

- Con-Fire is working on a fire path and will be creating brush and wood piles. Most will be hauled away, but what is left will be burned onsite. A Nixle Alert will go out to residents to alert them that this is a controlled burn.
- Irrigation will turn on April 15th but could be delayed until late April if we get rain.
- MOD finished the MOD days. The next MOD days are July 1-3. The Board/Committee is working on the plant replacement list.
- Turf Replacement - There may be another location in the back that is constantly wet that may need the turf removed.
- Rehab – 2037 & carport area look great! Identified next tree trim. Entry 12 one main tree, Entry 11 tree removal. Applied for permit.

TREASURER'S REPORT – Isabelle Chen

The Financial Statements for December 2023, January 2024, and February 2024 were reviewed and certified per Civil Code §5500 at the beginning of the meetings under, "Certification of Review of Monthly Financial Statements."

a. Planning for 2024 Special Assessment. I think this is wrong. Agenda says report of \$100k transfer from reserves to operating for 2024 insurance payment and this does not reflect that.

A letter and ballot will be mailed to the members for a vote to approve amending the CC&Rs and Bylaws and voting on a Special Assessment. The CC&Rs would be to change the verbiage of the Replacement Fund Valuation in the Insurance section and remove the "100%" coverage. The board is considering a Special Assessment of \$120,960 (\$1,440 per unit) to pay for Mutual's increased annual insurance premium. Options for payment would be to pay a one-time payment of \$1,440 due August 1, 2024, or pay two (2) payments of \$720 first on August 1, 2024, and the second \$720 payment on November 1, 2024. The Board will combine amending the CC&Rs/Bylaws and the Special Assessment to cover the insurance with separate ballots.

REPORTS of OFFICERS

- **PRESIDENT – Susan Hildreth**
 - Land Use – President’s Forum discussed Land Use and the amount of building/insurance cost it takes. Garden and Tice Gym most impacted by development “traffic.” Board and Planning Committee talking about it. No vote by mutuals. It would cost \$20,000 for a survey on the land useability, not dead in the water on the planning agenda. Right now, nothing has started. There was also discussion on evacuation and how there is one way into Rossmoor and one way out. In the case of an emergency all residents would leave through the main gates while emergency vehicles would enter over dug paths and trails, and any other means available.
- 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**. Additional information will follow.
 - Landscape Committee- No Report

UNFINISHED BUSINESS

NEW BUSINESS

- BALLOT TO AMEND THE CC&Rs, BYLAWS, & SPECIAL ASSESSMENT:
 - a. A letter and ballot will be mailed to the members asking for your vote to approve amending the CC&Rs and Bylaws and voting on a Special Assessment. Inspector of Elections, Dianne Libert of Liberty HOA Election Services will manage the ballot process.
 - The CC&Rs would be to change the verbiage in the Insurance section by removing the 100% Replacement Cost on the property valuation. Without amending the governing documents Mutual would be out of compliance and would not qualify members and new purchasers to obtain loans. It could also be difficult for Mutual to qualify for insurance.
 - The board is requesting the membership vote to amend the Bylaws. The board would like to increase the number of Directors on the Board from three (3) to five (5). The current board feels that three directors is not enough for the work it takes to manage the Mutual and that more help is needed.
 - The board is considering a Special Assessment of \$120,960 (\$1,440 per unit) to pay for Mutual’s increased annual insurance premium. Options for payment would be to pay a one-time payment of \$1,440 due August 1, 2024, or pay two (2) payments of \$720 first on August 1 2024, and the second \$720 payment on November 1, 2024. The Board will combine amending the CC&Rs/Bylaws and the Special Assessment to cover the insurance with separate ballots.

I thought we had a separate vote to approve this ballot package prior to approving Inspector of elections

- APPROVE INSPECTOR OF ELECTIONS FOR THE CC&Rs, BYLAWS, & SPECIAL ASSESSMENT ELECTION
Vice President Kurtz made a motion to have Deanna Liebert, Inspector of Elections from Liberty HOA Elections Services, LLC manage the election for the Amendment of the CC&Rs, Bylaws, and Special Assessment. Treasurer/Secretary Chen seconded the motion, and it passed without dissent. 3-0

MEMBERS FORUM

A Members Forum held. Items noted: HO6 insurance, one resident informed those in attendance what the Insurance Task Force was discussing units across the street from John Muir Health having to pay insurance on that building and suggested that MOD move into it rather than pay \$17,000,000 to rebuild.

ANNOUNCEMENT

The next Board of Directors meeting is scheduled for Wednesday, May 22, 2024, at 10:30 a.m., in Person in the Board Room / Gateway.

ADJOURNMENT

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

