

M I N U T E S
WALNUT CREEK MUTUAL TWENTY-EIGHT
REGULAR MEETING OF THE BOARD OF DIRECTORS
WEDNESDAY, JANUARY 25, 2023 AT 10:30 A.M.
ZOOM

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, January 25, 2023, via Zoom.

ROLL CALL: Present: Susan Hildreth, President
Marsha Young, Vice President
Isabelle Chen, Treasurer/Secretary

Excused: None

Mutual Operations staff was represented by; Paul Donner, Director of Mutual Operations; Rick West, Building Maintenance Manager; John Tawaststjerna, Landscape Manager and Anne Paone, Administrative Secretary.

Seven resident members were also present.

APPROVAL OF MINUTES

Ms. Young moved to approve the minutes of the regular Board meeting of October 26, 2022, and the Special Meeting on January 10, 2023. Ms. Chen seconded and the motion carried without dissent.

Voice vote taken. Hildreth-y, Young-y, Chen-y

CERTIFICATION OF REVIEW OF MONTHLY FINANCIAL STATEMENTS

Ms. Chen moved to certify compliance with civil code §5500 for the October 31, and November 30, 2022 Financials. Ms. Young seconded and the motion carried without dissent.

Voice vote taken. Hildreth-y, Young -y, Chen-y

Mr. Donner reported the November ending balance in the operating fund was \$132,619 and the reserve fund was \$561,383. The Mutual received \$47,237 from GRF and MOD. \$34,982 came from the PPP loan and \$12,252 from MOD.

BUILDINGS AND FACILITIES REPORT

Mr. West reported the following:

ACTION ITEMS: Proposals for review or Approval

2023 Phase 3 DuraLast Flat Roof Replacement Project

Roof replacement Estimate – Phase 3, (Buildings #2101, 2109, 2117, 2129, 2133, 2137, 2141 & 2145 – a total of 8 buildings (3 Santa Cruz and 5 Santa Clara, same as 2022).

There is no amount yet, so no action to be taken. Mr. West will send amount to the Board once received.

INFORMATIONAL ITEMS: Work scheduled, In Progress or Completed

1. The Board has hired Sang Electric to begin installing new sidewalk / landscape lighting.
Converting to LED lighting. This scheduled as a 5-year project. Mutual 2023 Lighting Budget is \$7,470.00
Waiting for final Board decision for Sang Electric to order and install the Light fixtures. (Project pending).

2. Concrete repairs for tripping hazards. Completion of sidewalk grinding & Replacement of concrete (\$5,480 budgeted in 2023 reserve fund)

10/26/2022 Contractor: Five Star Open Mutual Reserve Grinds Ptarmigan Entry 11 & 12: Total 38 grinds
CONCRETE REPAIR 2109 Ptarmigan Dr. Unit 4. 4 grinds
2117 Ptarmigan Dr. Unit 1. 3 grinds / 2129 Ptarmigan Dr. Unit 2, 3 & 4. 6 grinds.
2121 Ptarmigan Dr. Unit 3 & 4. 2 grinds / 2161 Ptarmigan Dr. Unit 2. 3 grinds
2173 Ptarmigan Dr. Unit 2. 6 grinds / 2101 Ptarmigan Dr. Unit 1. 2 grinds
2001 Ptarmigan Dr. Unit 2 & 1. 5 grinds / 2033 Ptarmigan Dr. Unit 2. 1 grind
2021 Ptarmigan Dr. 2 grinds / 2209 Ptarmigan Dr. Unit 3 & 2 . 3 grinds
2229 Ptarmigan Dr. Unit 2. 1 grind

TOTAL ESTIMATE: \$5,380.00
APPROVAL GIVEN BY DOCUSIGN ON 10/27/22. /LCL

3. 653650 10/27/2022 Contractor: Five Star Mutual Reserve MU28 Remove and replace approximately 42 square feet of new asphalt. Supply ASPHALT REPAIR and install 4 inches of base rock and compact with vibrating plate. Apply tack coat vertical edges with SS-1H (Glue on all seams where new asphalt meets existing asphalt). Install 4 inches of hot plant mix asphalt and compact. Install asphalt in two separate lifts. Root removal as needed not to exceed \$500.00 Excludes unforeseen large or multiple roots not visible during inspection.

\$1,980.00 OK TO PROCEED WITH WORK 10-27-22 RW

4. 2023 Gutter and Downspout Cleaning. Contractor: Outdoor keepers – One time cleaning scheduled for January each year. Cleaning includes Building and carports.

Cost \$6,800.00 (Work completed earlier this month)
Mr. West recommended that the Board have the underground drains snaked. He will check to see if RootX should be done again. Ms. Hildreth reported that the Mutual went to one cleaning per year. She wondered if it should be done in December. Mr. West reported that December is not available with Outdoor Keepers. Other companies are willing to do it and will come out as needed. Ms. Hildreth asked Mr. West to get bids from other companies.

Future Proposed Projects for Board Discussion:

- Sewer clean-outs for additional buildings (6 buildings, the cost in 2022 was \$2,850 per building)

- Gutter replacement/repair – 2023 initial planning

(Per Isabelle - MOD Roofing Preventive Maintenance cost is \$19,203.41. Suggested to classify this as Reserve Fund's Roofing expenditures. May Need to increase the Roofing budget for this expense. M28 has budget from Operating Fund, Gutter Repair-\$500 and Rain Leaks \$2,000 for 2023.)

Ms. Hildreth reported that Mutual 28 is changing lights to LED type. Ms. Hildreth asked Mr. West if the electrical box will be placed underground. He will check with Sang. Mr. West reviewed the budget amounts for the lighting. Ms. Hildreth asked Mr. West if the Mutual can prioritize replacement of concrete. Mr. West reported they may have to go above the budget.

LANDSCAPE

Mr. Tawaststjerna reported the following:

Mutual 28 Landscape Report

MOD Days

Mutual	Total Days	Spring	Summer	Fall
28	17	6	3	8
		2/28 to 3/7	6/23 to 6/27	10/4 to 10/13

- Spring MOD days
 - o Plan is to mulch Zone B on the mulching plan
 - o Estimated 110 yards of C6 mulch
 - \$5,500.00

MULCHING CIRCUIT	YEARS	AREAS
A	2022, 2025, 2028	E.12
B	2023, 2026, 2029	Entry 11 Right (2117-2181)
C	2024, 2027, 2030-	Entry 12 Left (2001-2101)



Ms. Hildreth and Mr. Tawaststjerna will talk regarding reducing the turf for 2023.

TREASURER

Ms. Hildreth discussed the resolutions authorizing budgeted transfers and the transfer of funds with an appointed committee.

- A. *Ms. Chen moved to approve the resolution for the Board of Directors to authorize 2023 budgeted transfers. Ms. Young seconded and the motion carried without dissent.*

Voice vote taken. Hildreth-y, Young-y, Chen-y

- B. *Ms. Chen moved to approve the resolution authorizing Specific Transfers of funds and appointing a committee of the Board to include Susan Hildreth, President and Isabelle Chen, Treasurer. Ms. Young seconded and the motion carried without dissent.*

Voice vote taken. Hildreth-y, Young-y, Chen-y

- C. *Ms. Chen moved to approve the transfer of \$25,000 from the operating Fund to the Reserve Fund for the amount that was borrowed in 2022 to cover the insurance premium. Ms. Young seconded and the motion carried without dissent.*

Voice vote taken. Hildreth-y, Young-y, Chen-y

- D. Approving transfer of funds for 2023 insurance payment.
Ms. Hildreth reported the Board is not sure of the amount, so they will report on this at their next meeting.

SOCIAL COMMITTEE

Ms. Hildreth reported they are working on the February 22nd soup and chili gathering. The cost will be \$10.00.

LANDSCAPE COMMITTEE

Ms. Hildreth reported the committee will work on 2023 priorities.

UNFINISHED BUSINESS

None

NEW BUSINESS

None

RESIDENTS' FORUM

No comments or questions.

ANNOUNCEMENT

Ms. Hildreth reported that the next meeting will be the Annual Meeting, Wednesday, March 1, 2023 at 9:30 a.m., in person at the Donner Room in the Event Center.

ADJOURNMENT

Having no further business, the meeting adjourned at 11:27 a.m.



Anne Paone, Assistant Secretary
Walnut Creek Mutual Twenty-Eight