

M I N U T E S  
WALNUT CREEK MUTUAL TWENTY-EIGHT  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
WEDNESDAY, JANUARY 26, 2022 AT 10:30 A.M.  
ZOOM

President Richard Saillard 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 26, 2022, via Zoom.

ROLL CALL: Present:       Richard Saillard, President  
                                  Susan Hildreth, 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; and Anne Paone, Administrative Secretary. Rebecca Pollon, Landscape Manager was excused.

Eight resident members were also present.

APPROVAL OF MINUTES

Ms. Chen moved to approve the minutes of the regular Board meeting of October 27, 2021, and the Tabulation Meeting of November 10, 2021. Ms. Hildreth seconded and the motion carried without dissent.

CERTIFICATION OF REVIEW OF MONTHLY FINANCIAL STATEMENTS

*Ms. Chen moved to certify compliance with civil code §5500 for the September, October, and November 2021 financials. Ms. Hildreth seconded and the motion carried without dissent.*

BUILDINGS AND FACILITIES REPORT

Mr. West reported the following:

INFORMATIONAL ITEMS: Work scheduled, In Progress or Completed

1. Annual Contract to add Rootx into all 30 building sewer lines for tree root control.  
Also, this year the mutual scheduled the installation of new two-way sewer clean-outs in 7 buildings to prevent sewer back-ups into the buildings. All 30 buildings will have these cleanouts installed over the next five-year period.

Contractor: Five Star – Rootx Cost \$4,955.00. Cleanout Cost \$2,450.00 for each.

2021 Rootx installation has been completed and new double cleanouts has been installed on Buildings: 2001, 2009, 2013, 2021, 2025, 2029.

2022 Building cleanout installation scheduled for Buildings –  
2033 / 2037 / 2109 / 2129 / 2117 / 2121 / 2161.

2. The Board has hired Sang Electric to begin installing new sidewalk / landscape lighting. Converting to LED lighting in an effort to eliminate dark spots along sidewalks without creating light pollution into resident units. And lowering utility and maintenance costs.

This will also be a 5-year project. Mutual 2021 Lighting Budget is \$7,231.00.

(This Budget was unused in 2021).

Mutual 2022 Lighting Budget is \$7,470.00

Fixture style is in the process of being finalized by the Board.

Mr. Saillard reported that the Board is still considering styles. They are waiting for Sang to get the order in.

3. Replacement of all 45 carport electrical outlets with GFCI outlets ,properly grounded.

Also, this is a safety measure due to the outlets are now 50 years old.

Contractor: Sang Electric.

This project has been completed.

4. Replacement of Entry 11 Entry Sign. Contractor : MOD - Cost \$1,024.00.

This will include prime and paint.

This project will be scheduled as soon as approved.

5. Roofing project - Replacement of the Duro-Last (flat section of roofs) on the 8 buildings in Entry 11. This will be a four-year project. A fifth year is being added to the project for carport roofs that were not in the original plan. An allocation will be added to the reserve and budget for next year. Mutual 2022 Budget for this project is \$250,000.00. Entry 11 Cost \$153,454.00.

Note: the project does not include roofs over room additions or patios. These roofs are part of resident alterations and are the responsibility of the owner.

Contractor: Fiala Roofing – Waiting for Phase II Cost estimate.

(This Project is schedule for Spring 2022).

Entry 12 was done in 2021 and Entry 11 will be done in 2022

Mr. Saillard reported that Judy Canepa's outlet is in her storage area. Sang has to get access. Mr. West will follow-up. Mr. West will also follow-up with Tony regarding flashing on the roof.

## LANDSCAPE

Ms. Hildreth reported that Ms. Pollon will be leaving Rossmoor in February for another position. She was thanked and wished well. She will be missed.

Ms. Hildreth presented the following:

Mutual 28 Landscaping  
2021

Landscaping Budget (Reserves) - \$40,390; Expended - \$28,268; Balance - \$12,092

Tree Maintenance - \$13,600; Expended - \$11,014; Balance - \$2,586

Tree Removals (Reserves) - \$9,000; Expended - \$12,526; Balance - (\$3,525)

Completed Projects:

- Finished juniper removal and added replacements
- Rehabbed Entries 11 and 12
- Created retaining wall/plantings between Units 2173 and 2181, Entry 11
- Mulching, irrigation maintenance, replacement plants

2022

Landscaping Budget (Reserve) - \$41,723

Tree Maintenance - \$13,600

Tree Removals (Reserves) - \$9,270

Landscaping Planned Projects/Estimated Cost:

- Turf removal – Phase 1           \$17,700
- Mulching                               \$7,500
- Plant replacement               \$10,800
- Total                                   \$36,000
- Turf removal – Phase 2 or  
other projects                   \$5,723

They will work with Terra Landscape on some of the projects. They will talk more about this at the Annual Meeting.

Mr. Donner reported there will be an ad posted this week for the Landscape Manager position.

TREASURER

Mr. Donner reported on the November financials.

The operating fund ending balance was \$69,755 and the reserve fund ending balance was \$636,192. The Mutual is \$5,730 under budget. Mr. Donner reported the Mutuals should be on budget at the end of the year.

Mr. Saillard reported that the insurance costs for 2022 are coming higher than budgeted. They were budgeted at a 25% increase. The cost is coming in at 38% higher. It is difficult to get all of the coverage that Rossmoor wants.

OFFICERS REPORTS

### PRESIDENT

Mr. Saillard reported the CC&Rs and the Bylaws passed. Sixty one votes were returned. Sixty votes were yes and one ballot was returned blank.

### VICE PRESIDENT'S REPORT

No report.

### TREASURER/SECRETARY

No report.

### COMMITTEES

Social – No committee.

Landscape – Ms. Hildreth reported that the committee is still working. They want to have open discussions with residents.

### UNFINISHED BUSINESS

CC&Rs/Bylaws already discussed in meeting.

### NEW BUSINESS

Mutual 28 Policies – Ms. Hildreth reported they are reviewing the policies. The attorney will charge between \$2,000-\$3,200 to draft and review them.

*Ms. Hildreth moved to authorize a NTE of \$3,500 for the attorney to review the policies. Ms. Chen seconded and the motion carried without dissent.*

Terra Landscape – Mr. Saillard reported the contract has been renewed for 5 years.

*Ms. Hildreth moved to ratify the signing of the landscape contract for 5 years. Ms. Chen seconded and the motion carried without dissent.*

Tree Removals – Waraner and Quality Tree

*Ms. Hildreth moved to ratify the signing of the contract with Waraner for 3 pines in E11 in the amount of \$6,700. Ms. Chen seconded and the motion carried without dissent.*

*Ms. Hildreth moved to ratify the signing of the contract with Quality Tree for 1 Monterey Pine in E12 in the amount of \$6,000. Ms. Chen seconded and the motion carried without dissent.*

Mr. Saillard reported that accounting asked if the Mutual would change their delinquency practices regarding late fees on accounts with partial payments.

Mr. Saillard is not recommending this be changed at this time. Ms. Hildreth is concerned about delinquency notices going out. She feels if this helps, then they should change their policy.

Mr. Donner reported that he is not sure it is hindering anything, but universal polices are best.

Ms. Hildreth moved to adopt propose changes to the policy. It failed for lack-of-a-second.

### RESIDENTS' FORUM

Resident asked that her lighting issue be looked at.

Resident asked if the Mutual will add additional lighting. Mr. Saillard stated they will consider additional lighting. They are using brighter bulbs and that may help.

Resident shared her views on lighting.

Mr. Saillard sent an email asking resident to advise the Board of areas that may be too dark.

### ANNOUNCEMENT

Mr. Saillard reported that the next meeting will be the Annual Meeting, Wednesday, March 2, 2022 at 9:30 a.m., Board Room at Gateway or via Zoom. TBD.

### ADJOURNMENT

Having no further business, the meeting adjourned at 11:37 a.m.



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Anne Paone, Assistant Secretary  
Walnut Creek Mutual Twenty-Eight