

M I N U T E S
WALNUT CREEK MUTUAL TWENTY-EIGHT
REGULAR MEETING OF THE BOARD OF DIRECTORS
WEDNESDAY, JANUARY 27, 2021 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 10:42 a.m. on Wednesday, January 27, 2021, 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; Rebecca Pollon, Landscape Manager; Rick Chakoff, Chief Financial Officer; Tess Haskett, Assistant Controller; and Anne Paone, Administrative Secretary.

Five resident members were also present.

APPROVAL OF MINUTES

Ms. Hildreth moved to approve the minutes of the regular Board meeting of October 28, 2020, the Executive Session meeting of October 28, 2020, the Special meeting on November 18, 2020 and the Annual and Organizational Meeting minutes of March 4, 2020. Mr. Saillard 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 October and November 2020 financials. Mr. Saillard seconded and the motion carried without dissent.

BUILDINGS AND FACILITIES REPORT

Mr. West reported the following:

ACTION ITEMS: Proposal review for Approval

1. Fabricate and install 38 feet of two row pipe railing at sidewalk by building 2101 PT. Contractors: Eagle Iron Estimate \$3,800.00 Plus paint. Gauthiers estimate -
\$ 3,769.00 Plus paint.

(Presented to the board for approval).

Ms. Hildreth moved to approve the proposal from Gauthiers in the amount of \$3,769 and will include priming of railing. Ms. Chen seconded and the motion carried without dissent.

2. Contract to pour Root X into all 30 building cleanouts - Annually.
Contractor: Five Star – Estimate \$4,955.00.
(Presented to the board for approval).

Ms. Hildreth approved the proposal from Five Star to pour Root X in all cleanouts annually in the amount of \$4,955. Ms. Chen seconded and the motion carried without dissent.

INFORMATION ITEMS: Work Pending, Scheduled, In Progress or Completed

1. Inspection of all remaining 29 Building Interior and Exterior Service Panels.
Contractor: Sang Electric – Cost \$8,475.00.
Cost to replace one Exterior 400 -Amp main panel if needed. \$9,470.00.
Contractor: KR Electric Inc. Plus, Modifications to the utility closet. Total Project \$12,000.00 per building.

(Panel inspections have been completed).

2. Two Interior Electrical panels have now been replaced and relocated due to the new codes. Contractors: Pure Electric and Five Star. 2009 PT #1 Cost \$3,600.00 and 2201 PT #1 Cost \$4,125.00.

(This project has been completed).

3. Remove and Install 25 Square Feet on concrete due to tripping hazard. Cost includes tree root removal. Contractor; Five Star \$ 1,000.00.

(This project has been completed).

4. 2029 PT #1 Car into Building – Contractor: AMAC, MOD, Bertolami Engineering.
Cost to date \$22,500.00. Resident billable.

(Work in Progress).

Mr. West reported that requests for bids went out to 5 companies. Three pulled out. This is for phase 1 of the flat roof-DuroLast. The DuroLast rep came out and walked the roof. He put together a new scope of work because the prior specs were not up to code. A new package is being put together. It will be sent to A-1, Frank Fiala and Fidelity. Entry 12 is phase 1 with no carports included. Phase 5 will include all carports. Buildings are to be done first.

Mr. Saillard asked Mr. West if the project list for 2021 looks complete. Mr. West replied yes. Mr. Saillard reported the lighting will be done in phases. He asked Mr. West to get products for the Board to review. Sang Electric can do that.

Mr. Saillard reported the carport electrical outlets should be done by Sang this year. The caps on the patio fencing should be stained. The 2-way sewer cleanouts start this year. It is a 5-year project. Five Star should do about 6 each year.

LANDSCAPE

Ms. Pollon reported the committee identified which junipers should be removed and replaced right away. MOD will be on site starting February 8 for 2 weeks. There are 8 MOD days. There is \$40,000 in the budget and will be absorbed by the junipers. There is \$3,200 for irrigation upgrades. Two trees will be removed this year to enhance fire prevention.

Mr. Saillard advised Ms. Pollon that he wants the stumps removed from the junipers near the buildings, too. They should at least be ground down. Ms. Pollon reported that Waraner can do that. Waraner is purchasing special machines to do that type of work.

(Mr. Donner had to excuse himself from the meeting.)

TREASURER

Ms. Chen reported the new report received from accounting is not complete.

Ms. Haskett reported that accounting is testing out the new report. The report will go back to its previous format.

Ms. Chen reported there is one delinquency. Ms. Haskett will check to see if the correct amount of money is owed. She will report back to the Board.

Mr. Chakoff reported that he will be retiring at the end of March.

Mr. Saillard asked about a motion for borrowing from the reserves to pay for the insurance premium. There is currently \$111,000 cash on hand. The working capital has \$78,000.

Mr. Chakoff reported that the insurance will come in as budgeted or even less than budgeted.

Mr. Saillard stated then there is no need to borrow money from the reserves for this item.

Ms. Hildreth moved to extend paying back the \$20,000 borrowed in 2020 for the insurance premium to the end of 2021. Ms. Chen seconded and the motion carried without dissent.

OFFICERS REPORTS

PRESIDENT

Mr. Saillard reported that one unit has no registered resident. The person died about 9 years ago and the daughter lived there as a co-occupant. They are working with members of the family to clarify the status of this unit.

VICE PRESIDENT'S REPORT

No report.

COMMITTEES

Social – No report.

Landscape – No report.

UNFINISHED BUSINESS

None

NEW BUSINESS

- CCR and Policy Rewrite – Will Address Rental Policy

Ms. Hildreth reported they are working on the revisions to the documents with the Mutual attorney, Melissa Ward. The portion that refers to rentals must be changed due to the new law. There will need to be a vote of the membership to adopt the changes. Updates will be given throughout the year.

RESIDENTS' FORUM

Resident asked about the monthly coupon raise. Mr. Saillard stated that it is always a question of what people can afford. Ms. Hildreth stated that Special Assessments have been done in the past.

Resident asked about caregivers putting adult diapers in recycling. Mr. Saillard stated that the Board is trying and has tried to address this matter.

Resident reminded the Board to be careful that lights do not shine in residents' windows.

ANNOUNCEMENT

Next meeting: Annual Meeting, Wednesday, March 3, 2021 at 9:30 a.m.
ZOOM meeting.

ADJOURNMENT

Having no further business, the meeting adjourned at 11:35 a.m.



Anne Paone, Assistant Secretary
Walnut Creek Mutual Twenty-Eight