

M I N U T E S  
WALNUT CREEK MUTUAL TWENTY-EIGHT  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
WEDNESDAY, JULY 27, 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, July 27, 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; Rick West, Building Maintenance Manager; John Tawaststjerna, Landscape Manager and Anne Paone, Administrative Secretary.  
Paul Donner, Director of Mutual Operations – Excused

Six resident members were also present.

APPROVAL OF MINUTES

*Ms. Hildreth moved to approve the minutes of the regular Board meeting of May 25, 2022, and the Executive Session Meetings of June 7, 2022 - 2 sets.*

*Ms. Chen seconded and the motion carried without dissent.*

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

CERTIFICATION OF REVIEW OF MONTHLY FINANCIAL STATEMENTS

*Ms. Chen moved to certify compliance with civil code §5500 for the March 31 and April 30, 2022 Financials. Ms. Hildreth seconded and the motion carried without dissent.*

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

Mr. Saillard reported that the Mutual was charged for a pickup in the amount of \$1,500. This was Mutual 48's bill and needs to be corrected.

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 cleanouts 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.

Scheduled Start Date June 15<sup>TH</sup>

Cleanouts have been completed for 2022. Building #2037 was not done because it was not needed. It had previously been done. #2161 was added.

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.

(Project update).

3. 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 2021 Budget for this project is \$250,000.00. Entry 12 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 – Phase II signed \$239,454.00.

(Project update).

Mr. West reported the concrete work would cost \$1,185. Mr. Saillard will look at the paperwork after the meeting. Mr. Saillard advised Mr. West to go ahead with the sidewalk grinding. He should get 5-Star out to identify locations.

## LANDSCAPE

See Mr. Tawaststjerna's report as follows:

### MOD Days

- 8/25 to 9/9 (10 total workdays)

- o Plant replacements

- Please submit all plant replacement requests by August 19<sup>th</sup>

- Email [plantreplacement@rossmoor.com](mailto:plantreplacement@rossmoor.com)

- Alternatively, please use the form link below for requests

- <https://forms.gle/XsmbyaCMRiVxoB877>

- o Any additional rehabs can also be completed at this time

- If board wishes to walk the area before MOD days, please schedule with John Tawaststjerna

#### Landscape Maintenance from Terra

- Deadheading of perennials
- Pruning of overgrown shrubs
- Crews are mowing the lawns every week
- Weed removal by hand and herbicide spray

#### Lawn Removal Projects

- Lawn removal projects at 2161, 2117, & 2101 are half complete
- Lawns were removed in July, but planting is scheduled for October
- Billing is being processed for work completed to date
- Flags will be stuck into the landscape before plantings commence to mark where new plantings will be placed

### TREASURER

Mr. Saillard reported the Mutual is on budget. Mr. West reported on the June 30 preliminary financials. The ending operating fund balance is \$84,420 and the reserve fund balance is \$598,928. Mr. Saillard reported that EBMUD will impose a surcharge if the 3 times per week watering mandate is violated. He also reported that the insurance costs will go up. Insurance companies are reassessing the valuation of the properties. Options are being considered.

Ms. Chen reported the Mutual will receive a refund from GRF in the amount of \$34,000. MOD will refund \$11,700 to the Mutual. She suggested keeping it in the operating fund/working capital to be used for next year's insurance premium payment.

*Ms. Hildreth moved to keep the refunded money from GRF and MOD in working capital. Mr. Saillard seconded and the motion carried without dissent.*

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

### SOCIAL COMMITTEE

Mr. Saillard reported there is no committee. Socials are held the last Friday of each month.

### LANDSCAPE COMMITTEE

Ms. Hildreth reported that the committee will get a list together for John Tawaststjerna with work to be done. Pam Bidleman has stepped down from the committee. They need another volunteer.

### UNFINISHED BUSINESS

Policy Rewrite: Ms. Hildreth reported that the policies have been sent out for comments. The Board will consider all comments. They will then vote on the adoption of them at their September 28<sup>th</sup> Zoom meeting.

## NEW BUSINESS

1. Audit Report for 2021 – Mr. Saillard reported the audit report for 2021 gave the Mutual a clean bill of health.
2. The Helsing contract is for 2023, 2024, and 2025. This report helps with the reserve analysis. It helps to determine if the reserves are adequate. There are two years of reports and one year for an on-site visit.  
*Ms. Hildreth moved to approve the proposal from Helsing for years 2023, 2024, and 2025 in the amount of \$2,100. Mr. Saillard seconded and the motion carried without dissent.*

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

3. Internal Control Review – Mr. Saillard reported that GRF will do an internal review of the accounting department. The Mutuals think they should participate. MOD needs a review, too.
4. Consulting Project for New MOD and Accounting Software – GRF is looking at new MOD accounting software. The Mutuals would like certain items included in the scope-of-work. Ms. Hildreth noted that she is a member of the audit committee. Mr. Lesser has asked for bids.
5. Late Fees – Mr. Saillard reported that Mr. Lesser told him that MOD has a policy of waiving late fees if the resident signs up for ACH. This should be a Board decision. Mr. Saillard thinks that the late fee is a good deterrent. Ms. Hildreth stated that waiving one late fee to sign up for ACH is a good idea. Ms. Chen reported that 65 residents have already signed up for ACH. Paying is the resident's responsibility. Mr. Saillard stated they can let people know that autopay is what they should be doing.  
*Ms. Hildreth moved to waive late fee if the resident signs up for ACH. No second. Motion failed for lack-of-a-second.*

## RESIDENTS' FORUM


No comments were made and no questions were asked.

## ANNOUNCEMENT

Mr. Saillard reported that the next meeting will be a regular meeting, Wednesday, September 28, 2022 at 10:30 a.m., via Zoom.

## ADJOURNMENT

Having no further business, the meeting adjourned at 11:36 a.m.

  
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Anne Paone, Assistant Secretary  
Walnut Creek Mutual Twenty-Eight

\*\*\*The Board of Directors met in executive session on June 7, 2022 at 2:00 p.m. to discuss the following:

1. Member Matter – Fines Imposed

Having no further business, the executive session adjourned at 2:35 p.m.

\*\*\*The Board of Directors met in executive session on June 7, 2022 at 3:00 p.m. to discuss the following:

1. Member Matter – Reimbursement Assessment

Having no further business, the executive session adjourned at 3:25 p.m.