

M I N U T E S
WALNUT CREEK MUTUAL TWENTY-EIGHT
REGULAR MEETING OF THE BOARD OF DIRECTORS
WEDNESDAY, JULY 28, 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, July 28, 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; and Anne Paone, Administrative Secretary. Rebecca Pollon, Landscape Manager – Excused

Four resident members were also present.

APPROVAL OF MINUTES

Ms. Hildreth moved to approve the minutes of the regular Board meeting of May 26, 2021, and Executive Session meetings of June 22 and June 24, 2021. 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 April, and May, 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 Root X 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 6 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.

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

2. In summer 2021 – The mutual will begin installing new sidewalk / landscape lighting. Converting to LED lighting and will attempt to eliminate dark spots along sidewalks without creating light pollution into resident units. This will also be a 5-year project.

Mutual 2021 Lighting Budget is \$7,231.00.
(Fixture style and color to be finalized by the Board).

3. The mutual installed a New 400 -Amp main panel at building # 2229 for all 4 units
This project included Modifications to the utility closet. Total Project \$12,920.00.
Contractor: KR Electric - Cost \$9,470.00. Contractor: AMAC - Cost \$3,450.00.
(KR work has been completed / AMAC work has been completed).

4. 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.

Ms. Hildreth moved to approve the proposal from Sang Electric in the amount of \$4,750 for the replacement of all 45 carport electrical outlets with GFCI outlets, including the possibility of an additional charge. Mr. Saillard seconded and the motion passed without dissent.

5. Summer 2021 – The mutual will complete your unit dryer vents cleaning.
The mutual pays for this service every 3 years due to building fire safety efforts.
Contractor: Bay Air Flow – Cost \$4,995.00.
(This Project has been completed).
6. Status Update on 2029 PT #2 Car into Building Damage and repairs.
(This Project has been completed).

Mr. West reported that Mutual 28 does not have any Zinsco electrical panels. He recommended that all exterior and interior electrical panels be inspected. The Mutual can do a 10-year project and change as needed. Interior panels range from \$2,500 - \$3,500 per panel. They must be relocated to outside of the closet.

The Board is considering cleaning dryer vents every 2 years. Depending on the budget, Mr. West suggested they do half of the buildings one year and the other half the next year.

LANDSCAPE

Ms. Hildreth read Ms. Pollon's report.

1) The new hydroseed appears to be taking root well, though we continue to have weeds coming up. Until the fescue has sufficiently established and taken cover, the weeds will likely continue to be an issue.

2) The MOD crew will have finished their summer MOD block of days by the time of this

meeting. They started by running an irrigation systems check looking for breaks, adjusting misdirected sprinkler heads, cleaning filters as needed, and confirming that the programmed information matches with what is actually the case in the field. Five minor breaks were found and repaired, and one program discrepancy was found and reprogrammed.

They then removed the declining shrubbery including rosemary and dietes at the entrance of 11, as well as at the end of the e.11 driveway on the right side between buildings 2173 and 2181. These areas will be evaluated shortly and replacement plans made. The demolition activities caused a break in a sprinkler line which has been repaired.

3) We do not yet have a contract prepared for a proposed irrigation system conversion to a subscription based model which will allow us to stay up to date with current technologies. Once we have a proposal this will be discussed in more detail.

TREASURER

Ms. Chen reported she and other Treasurers have formed a group to be able to address concerns with the accounting department and MOD.

Mr. Saillard reported that accounting did not send out late notices to members for a few months. Mr. Donner reported that the department is now fully staffed.

Mr. Saillard asked that the Board consider a Sweeps Account. Ms. Chen explained that this is for amounts of \$250,000. Money over that amount gets placed in a separate account which ensures that the money is covered under FDIC.

Mr. Donner reported that the ending operating fund for June was \$78,546, the reserve fund had \$569,364 for a total of \$647,910. The Mutual was under budget by \$1,453 in insurance. YTD, the Mutual is under budget by \$14,159. The Mutual received \$5,472 for an insurance refund due to a cap on commissions.

OFFICERS REPORTS

PRESIDENT

Mr. Saillard reported he has not considered solar for the Mutual as he is concerned about paying for the feasibility study.

VICE PRESIDENT'S REPORT

No report.

COMMITTEES

Social – Mr. Saillard reported the chair has resigned from the Social Committee. There is no replacement at this time. There will not be a BBQ in August, but they are still having the end of the month socials. These are held separate from the Social Committee.

Landscape – Ms. Hildreth reported they will be working with Ms. Pollon regarding replanting at Entry 11 and Entry 12's entryway. They will do an annual review for plant replacements.

UNFINISHED BUSINESS

Ms. Hildreth reported that the CC&Rs rewrite is ongoing. They are expecting a draft from Melissa and next week. It may cost about \$2,000 for the mailing. Ms. Hildreth is working on getting a contract for an Inspector of Elections.

NEW BUSINESS

None

RESIDENTS' FORUM

Resident asked about cleaning dryer vents. Owners should make sure they keep them clean. She asked who pays for electrical usage in the carports. She reported a light out at the end of the driveway in the street in front of her unit. Mr. West will have Sang Electric look at it.

ANNOUNCEMENT

Next meeting: Board Meeting, Wednesday, October 27, 2021 at 10:30 a.m.
Board Room at Gateway.

ADJOURNMENT

Having no further business, the meeting adjourned at 11:18 a.m.



Anne Paone, Assistant Secretary
Walnut Creek Mutual Twenty-Eight