

M I N U T E S  
WALNUT CREEK MUTUAL TWENTY-EIGHT  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
WEDNESDAY, JULY 31, 2019 AT 10:30 A.M.  
BOARD ROOM – GATEWAY

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 31, 2019, in the Board Room, Gateway Clubhouse, 1001 Golden Rain Road, Walnut Creek, California.

ROLL CALL: Present:       Richard Saillard, President  
                                  Jon Rasmussen, Vice President  
                                  Virginia Lawson, 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, and Anne Paone, Administrative Secretary.

Eight resident members were also present.

APPROVAL OF MINUTES

Mr. Saillard moved to approve the minutes of the regular Board meeting of May 22, 2019, and Executive Session meetings on April 22 and June 24, 2019. Ms. Lawson seconded and the motion carried without dissent.

CERTIFICATION OF REVIEW OF MONTHLY FINANCIAL STATEMENTS

*Ms. Lawson moved to certify compliance with civil code §5500 for the May 30<sup>th</sup> and June 30<sup>th</sup> financials. Mr. Rasmussen seconded and the motion carried without dissent.*

BUILDINGS AND FACILITIES REPORT

Mr. West reported the following:

*PENDING ITEMS: Proposal review and Approval*

1. Side Walk Tripping Hazard grinding and slab replacement. Contractor: Five Star  
Cost to grind down 65 locations \$4,975 .00. Replacement cost for 5 new walkway  
slabs \$5,090.00  
Total project cost \$10,065.00 (Work has been completed ).  
(Authorization has been signed Contract Presenting to the Board for approval).

INFORMATION ITEMS: Work scheduled, In Progress or Completed

1. 2229 PT #1 Under Slab Leak Repair – Re-pipe with Pex line. Contractor: Five Star Construction  
Cost - \$10,900.00. Includes drywall, texture and paint – Excludes permits and possible change orders . (Scheduling with resident).
2. Motion Lighting at 2029 PT. Contractor Sang Electric – Cost \$850.00.  
(Work has been Completed).
3. Rehabilitate of 2 signs in entry 11. Contractor : MOD ( Work has been completed).
4. 2145 PT #1 Attic Beam Project – Contractors: A-One Construction – Cost \$22,012.00 /  
Protera – Cost \$755.00 / ERI – Cost \$4,162.40 / AMAC – Cost \$5,716.74  
Total Project cost \$32,646.14  
(Work has been Completed). \$3,337-MOD fee for 44 hours

Three-year gutter contract for \$3,610. One cleaning per year in November. Will do spot cleaning as needed.- MOD can do.

Mr. West reported on the reserve study. The carport jelly jar lights were not done in 2015. They need to be replaced and converted to LED lights. The Board should think about replacing the pagoda lights on the ground. The Board should increase money for concrete repair. The budget should have a line item for asphalt repair in the reserve study. It will need to be funded. The budget for under slab leaks, including the put-back, is \$43,000.

### LANDSCAPE COMMITTEE

Ms. Pollon reported the following:

#### SUMMER 2019 MAINTENANCE REPORT

Warm days are here!

Residents can assist in conserving water and keeping the landscape healthy by reporting dry spots on lawns or evidence of irrigation issues to the work order desk.

LAWN MAINTENANCE	Mowing is occurring weekly and lawns are being edged on alternating weeks.
WATER USE	Irrigation will continue to become more frequent as the temperatures rise. Irrigation will peak in August due to day length and high temperatures. Water use will begin to decline in September even if temperatures do not.
ENTRY MAINTENANCE	Entry maintenance crews are performing summer pruning tasks including tip pruning shrubs and hard pruning Catmints and Daisies.

## RESIDENT REQUESTS

If you have landscape *maintenance* requests (pruning or irrigation), please direct them to the MOD work order desk. If you have landscape *improvement* requests, please contact your mutual landscape representative.

### WORK ORDER DESK

By phone: 988-7650

By email: [WORKORDER@ROSSMOOR.COM](mailto:WORKORDER@ROSSMOOR.COM)

### REHAB REPORT

Remaining Annual Budget ~\$5,800

### Juniper removal proposals

Terra	\$10,075
Dumpsters	\$9,000
Total	\$19,075

This does NOT include cost of replacements

### Long Term Plan

The cost of re-landscaping the entire mutual would be approximately \$1 million dollars. This is obviously not a viable solution but re-landscaping in phases could be. The preliminary numbers have been built into a ten-year plan for reserves budgeting. This will be discussed in more depth during budget negotiations.

Given the ultimate scale of the project, hiring a consultant to create a plan is highly recommended for a reliable document to guide renovations over the next ten years, at minimum.

### TREE REPORT

Remaining Annual Budget ~9,600

We removed two trees for fire remediation and have one left to remove.

Annual tree maintenance has not yet occurred for this year.

### IRRIGATION REPORT

Remaining Annual Budget ~\$4,700

You have one irrigation controller that is 13 years old and should be replaced. The cost is \$2,500 and includes 5 years of service.

You are only expected to incur approximately \$500 in subscription fees this year for controllers that are older than 5 years old.

## *DISCUSSION ITEMS*

- What else is needed for development of long-range plan and 2020 budget?

*Ms. Pollon reported that she has done a rough budget using square foot figures for landscape replacements. This will be discussed during reserves and budget planning.*

*For lawn replacements, a document was made in order to obtain prices for budgeting purposes. Those prices are being developed by Terra.*

- Juniper removal – what did we learn in first phase?

*Ms. Pollon reported they learned that it takes a long time and that the dumpster cost adds up quickly. We have sourced a new vendor for green waste dumpsters that is substantially cheaper.*

*Next phase \$10,075 not including dumpsters. 15 dumpsters will add approximately \$7,500-\$10,000 onto the total price. These prices do not include replacement plantings.*

- Status of grants for replacement of junipers

*Ms. Pollon reported the Fire Abatement grant has been informally approved, but we haven't heard for sure yet.*

- Update on irrigation work performed so far this year and work planned.

*Ms. Pollon reported that nothing was performed yet this year. In the summer months we will run extra system checks and convert sprays to MP rotators where possible.*

Ms. Pollon reminded members to call the work order desk if they see any water issues. Breaks should be reported right away. The Diablo Fire Safety Council offers a \$5,000 grant. It has tentatively been approved. The money won't come until later in the year. The Mutual has 7 irrigation controllers.

Mr. Saillard reported that personal irrigation was connected to Mutual lines. The landscaper was asked to remove them. He was the one that helped the resident connect them.

## SOCIAL COMMITTEE

August 3<sup>rd</sup> is the BBQ. Thirty-nine people have signed up. If there is not enough attendance, it may be canceled in the future.

## LANDSCAPE COMMITTEE

Ms. Hildreth reported the committee spent time checking spot areas for new plantings. The committee did a walk-through and identified trees on residents' patios. Mr. Saillard suggested that people be asked to do some trimming on these trees. Ms. Hildreth reported that they need a protocol in place for people that are willing to pay for plants to be installed. The area would be maintained by the Mutual. Plants must be approved by the Mutual.

## OFFICERS REPORTS

### PRESIDENT

No report.

### VICE PRESIDENT'S REPORT

No report.

TREASURER/SECRETARY'S REPORT

No report.

FINANCIAL

Mr. Donner reported the June operating fund has \$41,141 and the reserve fund has \$517,383. The total is \$558,524. The Mutual has a cash balance of \$57,149. The Mutual is \$43,856 ahead of budget, mostly due to less water usage. The insurance is \$8,057 over budget and will be over \$2,500 every month.

UNFINISHED BUSINESS

Policies: The Board is waiting for the final solar policy. They are working with the attorney doing a rewrite of the CC&Rs. Ms. Lawson will set a date to meet with the attorney.

NEW BUSINESS

Mr. Saillard reported that he has emailed an updated resident directory to the members. He also has some hard copies available. Mr. Saillard reported that he spoke to Bill Parsons regarding the ceiling involved in an alteration. If the short wall will be taken out, it will require an engineer's report. Mr. Parsons said that 100 square feet or less allows for a regular contractor to do asbestos abatement. Mr. Saillard has advised the alteration department that a report would be required.

Mr. Saillard reported that white is now allowed as a window color.

RESIDENTS' FORUM

None

ANNOUNCEMENT

Next meeting: Board Meeting, Wednesday, October 23, 2019 at 10:30 a.m.  
in the Board Room – Gateway.

ADJOURNMENT

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



---

Anne Paone, Assistant Secretary  
Walnut Creek Mutual Twenty-Eight