

M I N U T E S
WALNUT CREEK MUTUAL TWENTY-EIGHT
REGULAR MEETING OF THE BOARD OF DIRECTORS
WEDNESDAY, MARCH 22, 2023 AT 10:30 A.M.
ZOOM

President Susan Hildreth called to order the regular meeting of the Board of Directors of Walnut Creek Mutual Twenty-Eight at 10:30 a.m. on Wednesday, March 22, 2023 via Zoom.

ROLL CALL: Present: Susan Hildreth, President
Marsha Young, 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; John Tawaststjerna, Landscape Manager and Anne Paone, Administrative Secretary.

Two resident members were also present.

APPROVAL OF MINUTES

Ms. Young moved to approve the minutes of the regular Board meeting of January 25, 2023, Special Meeting on February 3, 2023, Tabulation Meeting on February 21, 2023, Annual Meetings on March 2, 2022, March 1, 2023, and Organizational Meetings on March 2, 2022 and March 1, 2023. Ms. Chen seconded and the motion carried without dissent.

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

CERTIFICATION OF REVIEW OF MONTHLY FINANCIAL STATEMENTS

Ms. Chen moved to certify compliance with civil code §5500 for the December 2022 Preliminary Financials, and the 2021 Audited Financial Statements. Ms. Young seconded and the motion carried without dissent.

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

BUILDINGS AND FACILITIES REPORT

Mr. West reported the following:

INFORMATIONAL ITEMS: Work scheduled, In Progress or Completed
2023 Phase 3 DuraLast Flat Roof Replacement Project

Roof replacement Estimate – Phase 3, (Buildings #2101, 2109, 2117, 2129, 2133, 2137, 2141 & 2145 – a total of 8 buildings (3 Santa Cruz and 5 Santa Clara's).
Bid was awarded to Contractor: Fiala Roofing Estimated cost \$248,036.00.
Project scheduled for Summer 2023.

The Board plans to begin installing new sidewalk / landscape lighting.
Converting to LED lighting. This scheduled as a 5-year project. Mutual 2023

Lighting Budget is \$7,470.00

Waiting for final Board decision to order and install the Light fixtures.
(Project pending)

Concrete repairs for tripping hazards. Completion of sidewalk grinding
& Replacement of concrete (\$5,480 budgeted in 2023 reserve fund)

10/26/2022 Contractor: Five Star Open Mutual Reserve Grinds Ptarmigan Entry 11 & 12:
Total 38 grinds

CONCRETE REPAIR 2109 Ptarmigan Dr. Unit 4. 4 grinds
2117 Ptarmigan Dr. Unit 1. 3 grinds / 2129 Ptarmigan Dr. Unit 2, 3 & 4. 6 grinds.
2121 Ptarmigan Dr. Unit 3 & 4. 2 grinds / 2161 Ptarmigan Dr. Unit 2. 3 grinds
2173 Ptarmigan Dr. Unit 2. 6 grinds / 2101 Ptarmigan Dr. Unit 1. 2 grinds
2001 Ptarmigan Dr. Unit 2 & 1. 5 grinds / 2033 Ptarmigan Dr. Unit 2. 1 grind
2021 Ptarmigan Dr. 2 grinds / 2209 Ptarmigan Dr. Unit 3 & 2. 3 grinds
2229 Ptarmigan Dr. Unit 2. 1 grind

TOTAL ESTIMATE: \$5,380.00

APPROVAL GIVEN BY DOCUSIGN ON 10/27/22. /LCL

Future Proposed Projects for Board Discussion:

- Sewer clean-outs for additional buildings (6 buildings, the cost in 2022 was \$2,850 per building)
 - Gutter replacement/repair – 2023 initial planning.
 - Update on cleaning-stained gutters/mossy sidewalks
Schedule for 2023 gutter cleaning
Update on cleaning-stained gutters/mossy sidewalks

MOD Roofing Preventive Maintenance cost is \$19,203.41. Suggested to classify this as Reserve Fund's Roofing expenditures. May Need to increase the Roofing budget for this expense. M28 has budget from Operating Fund, Gutter Repair-\$500 and Rain Leaks \$2,000 for 2023.

Mr. West asked if the Board has decided to wipe down the metal flashing. Ms. Hildreth reported they should clean off the gutters and will wipe down the flashing on some buildings. Mr. West reported that for \$60 Welcome will clean and wipe the gutters per building. Ms. Hildreth would like the gutters cleaned in December. Mr. West will check to see if it can be scheduled. Mr. West reviewed the 10-year projects with the costs to date. He sent his report to the Board. Ms. Hildreth reported there is a damaged gutter from the tree falling on it. She asked if they should wait for the roofing to begin or repair/replace it now? She will send the address to Mr. West and he will check. (2149 Pt #1)
Ms. Hildreth reported the Board is still looking for alternatives for lighting.

LANDSCAPE

Mr. Tawaststjerna reported the following:

Mutual 28 Landscape Report

MOD Days

- Mulching in Zone B completed
- Small lawn strips in front 2181, 2169, & 2157 removed
- \$5,033.46 (Reserves)

Mutual	Total Days	Spring	Summer	Fall
28	17	6	3	8
		2/28 to 3/7	6/23 to 6/27	10/4 to 10/13

Tree Maintenance

- Yearly pruning for health, safety, and building clearance
 - o \$12,780.00 (Operating)
- Tree Permits
 - o 2109 Liquidambar and Blue Spruce
 - o 2121 Monterey Pines

Drainage

- Proposal to install a drain behind 2169 PT
- Waiting on a proposal for drains at 2037 PT

TREASURER

Ms. Chen discussed the insurance premium. The Mutual used the GRF surplus to pay for the 2022 insurance. They borrowed \$63,000 to pay the 2023 insurance premium.

REPORTS of OFFICERS

Ms. Hildreth reported they are still working on the resident directory. It should be about 5 pages each.

SOCIAL COMMITTEE

Ms. Hildreth stated everyone did a great job on the chili cook-off.

LANDSCAPE COMMITTEE

Ms. Hildreth reported the committee is working on annual plant replacement and turf reduction for 2023.

UNFINISHED BUSINESS

None

NEW BUSINESS

None

MEMBERS FORUM

No comments or questions.

ANNOUNCEMENT

Ms. Hildreth reported that the next meeting will be the Regular Board Meeting, Wednesday, May 24, 2023 at 10:30 a.m., in person at the Board Room at Gateway.

ADJOURNMENT

Having no further business, the meeting adjourned at 11:01 a.m.



Anne Paone, Assistant Secretary
Walnut Creek Mutual Twenty-Eight