

M I N U T E S  
WALNUT CREEK MUTUAL TWENTY-EIGHT  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
WEDNESDAY, MAY 24, 2023, AT 10:30 A.M.

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, May 24, 2023. This meeting was in person.

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; Tom Hand, CFO; Rick West, Building Maintenance Manager; John Tawaststjerna, Landscape Manager and Anne Paone, Administrative Secretary and Linda Schoeffner, Board Coordinator.

Six resident members were also present.

APPROVAL OF MINUTES

*Ms. Young moved to approve the minutes of the March 22, 2023, Board of Directors Meeting. Ms. Chen seconded, and the motion carried without dissent. (3-0)*

CERTIFICATION OF REVIEW OF MONTHLY FINANCIAL STATEMENTS

*Ms. Chen moved to certify compliance with civil code §5500 for the January 31, 2023, February 28, 2023, and March 31, 2023, Financial Statements. Ms. Young seconded and the motion carried without dissent. (3-0)*

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

Phase III Roof replacement, (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. Mr. West stated they will start mid-September and finish October 31<sup>st</sup>. These dates will be in the contract.

The Board plans to begin installing new sidewalk / landscape lighting. Converting to LED lighting. This is scheduled as a 5-year project. Mutual 2023 Lighting Budget is \$7,470.00

Board to finalize contract.  
(Project pending)

2023 Concrete Repairs

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 - **COMPLETED**

Future Proposed Projects for Board Discussion:

- Gutter replacement/repair – 2023 initial planning.

Scope of work: Install 6 new double clean-outs on 6 buildings. 2101 / 2137 / 2145 / 2153/ 2173 / 2181 Ptarmigan Dr. Excavate to provide access around existing clean out that goes to the street. Install double clean out one that goes to the street and the other that goes to the building to provide to run snake inside building. Back fill with gravel around pipe and then backfills with existing dirt. Leave job clean and neat. \$3,275.00 each building Excludes unforeseen large or multiple roots not visible during inspection EXCLUDED: Unforeseen concrete that is buried around sewer line. All work is to be using 4-inch abs. Additional damage that is not visible. Permits / fees (if needed). Any service not listed above. We propose to furnish all labor and materials necessary to complete the above specifications for the sum of \$19,650.00.

Contractor: Five Star Project scheduled

*Vice President Marsha Young moved to approve the Five Star proposal in the amount of \$19,650 to install six (6) new double cleanouts on six buildings. Treasurer/Secretary Chen seconded, and the motion carried without dissent. (3-0)*

New Gutter / Downspout / Metal Cleaning Contract out to bid for December cleaning.

Vice President Young reported on replacing the pathway lighting. The infrastructure is very old. She is trying to expedite the process. They can make the pathway lights brighter, but they cannot add new ones.

Mr. West reported the Helsing Group due date is June 30, 2023, for the worksheets. They can add or delete any suggested components if the Board wants to do so. He will give Helsing the first draft, then the Board and Rick West can sit down with Helsing to review.

President Hildreth advised Rick West they can do one (1) electrical panel. Mr. West reported that he is waiting to hear from Sang Electric regarding the list.

## LANDSCAPE

Mr. Tawaststjerna reported MOD days in the summer are usually used for irrigation and irrigation checks. President Hildreth and John Tawaststjerna will discuss turf reduction in Entry 12. Mr. Tawaststjerna has permits for the removal of three (3) liquid ambers at a cost of \$6,200 to be taken from Reserves. He will plant a more appropriate tree in that area. He will also look at drains due to water going between two buildings.

## TREASURER

Treasurer/Secretary Chen reported the March 31, 2023, ending balance in the Operating Fund was \$156,577 and the ending balance in the Reserve Fund was \$638,226.

### REPORTS of OFFICERS

There were no reports.

### SOCIAL COMMITTEE

President Hildreth stated that the last Friday of the month Socials are starting again this Friday in June, July, August, and September.

### LANDSCAPE COMMITTEE

President. Hildreth reported the committee will get together to firm up the details for turf reduction.

### UNFINISHED BUSINESS

Residents Eileen and Holly talked about the book exchange. They would like a permanent location. Holly's family would donate little houses to store the books. Lots of people use the book exchange and want it to continue. John T. reported that MOD could install them as part of the workdays. President Hildreth is concerned because per the documents and policies no material may be stored in common areas. Vice President Young stated the problem is the location. President Hildreth stated they need to find out the cost of the installation.

*Vice President Young moved that the books be removed from Holly's carport by June 1<sup>st</sup>. Treasurer/Secretary Chen seconded, and the motion carried without dissent. (3-0)*

### NEW BUSINESS

- a. Appoint Tom Hand as Assistant Treasurer.

*Vice President Young moved to appoint Tom Hand as Assistant Treasurer. Treasurer/Secretary Chen seconded, and the motion carried without dissent. (3-0)*

- b. Appoint Linda Schoeffner as Assistant Secretary

*Vice President Young moved to appoint Linda Schoeffner as Assistant Secretary. Treasurer/Secretary Chen seconded, and the motion carried without dissent. (3-0)*

- c. 2023 Special Assessment

Treasurer/Secretary Chen discussed the insurance premium. Mutual used the GRF surplus to pay for the 2022 insurance. The Board borrowed \$63,000 from the Reserve Fund to pay the 2023 insurance premium. The Board does not believe they can repay the \$63,000. President Hildreth reported there were challenges regarding the fire insurance. The Board touched on this at the Annual Meeting. Therefore, the Board recommends action to levy a Special Assessment in 2023 to begin to repay the borrowed Reserve Funds.

*Vice President Young moved to levy a Special Assessment of \$500 per manor for 2023. Treasurer/Secretary Chen seconded, and the motion carried without dissent. (3-0)*

The Board agreed the Special Assessment should be paid in one (1) payment.

#### MEMBERS FORUM

Members Forum was held. The items discussed were dirty fascia boards and the roofing schedule.

#### ANNOUNCEMENT

Ms. Hildreth reported that the next meeting will be the Regular Board Meeting, Wednesday, July 26, 2023, at 10:30 a.m., in person at the Board Room at Gateway.

#### ADJOURNMENT

Having no further business, the meeting adjourned at 11:31 a.m.

*Linda Schoeffner*

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Linda Schoeffner, Assistant Secretary

Walnut Creek Mutual #28