

M I N U T E S  
WALNUT CREEK MUTUAL TWENTY-EIGHT  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
WEDNESDAY, MAY 25, 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, May 25, 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 Paul Donner, Director of Mutual Operations; Rick West, Building Maintenance Manager; John Tawaststjerna, Landscape Manager and Anne Paone, Administrative Secretary.

Seven resident members were also present.

APPROVAL OF MINUTES

*Ms. Hildreth moved to approve the minutes of the regular Board meeting of March 23, 2022, and the Executive Session Meetings of March 31, 2022 and April 12, 2022. Ms. Chen seconded and the motion carried without dissent.*

Voice vote taken. Each Director responded aye.

CERTIFICATION OF REVIEW OF MONTHLY FINANCIAL STATEMENTS

*Ms. Chen moved to certify compliance with civil code §5500 for the January 31, and February 28, 2022 Financials. Ms. Hildreth seconded and the motion carried without dissent.*

Voice vote taken. Each Director responded aye.

Ms. Chen reported that she is waiting for some answers on the March 31 financials. There were some posting errors. The year-end 2021 financials have not been finalized yet. The auditors are still working on them.

Mr. Donner reported the March financials had the operating fund ending balance at \$76,214 and the reserve ending balance at \$706,426.

The Mutual is \$1,721 over budget, but some of that is seasonal.

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 clean-outs 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>

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 Cost estimate signed \$239,454.00. Board to ratify contract.

(Project update).

Mr. Saillard will walk the mutual with 5-Star to make sure there are no more tripping hazards. There is one that needs to be done.

Sang will come out to check the photocells on the landscape lights. They are not working correctly right now. Mr. West does not think it will be too much money to fix them.

## LANDSCAPE

See Mr. Tawaststjerna's report as follows:

### MOD Days

- 7-20 - 7/21 (2 total days)
  - o Irrigation work
    - System checks

- System repairs
- System upgrades

#### Landscape Maintenance from Terra

- Fire abatement work
  - o 100 ft of defensible space from buildings
  - o Pruning of low hanging limbs on trees so there is 6 ft of vertical clearance from the ground to the lowest limbs
- Edging of ivy for areas where it is growing over the edges of curbs or overgrown
- Removal of dead or dying plants

#### Future Landscape Rehab Plans

- 2117 Ptarmigan lawn removal scheduled for within the next two weeks
- 2161 Ptarmigan lawn removal scheduled for within the next two weeks

#### Drought Restrictions

- **Mandatory 10 percent water use reduction** District-wide as compared to 2020 with a plan to review progress towards achieving this goal in November.
- **Updated outdoor water restrictions**, including limiting outdoor watering to three times per week, prohibiting washing down sidewalks and driveways, and requiring restaurants and cafes to only provide water upon request, among other provisions.

#### Budget

- Landscape Rehab
  - o Total Budget - \$41,723.00
  - o YTD = \$18,010.00
  - o Remaining = \$23,713.00
- Tree Maintenance Operating
  - o Total Budget - \$13,600.00
  - o YTD = \$6,300.00
  - o Remaining = \$7,300.00
- Tree Maintenance Reserves
  - o Total Budget - \$9,720.00
  - o YTD = \$8,200.00
  - o Remaining = \$1,070.00

Kevin from Terra is working on a bid for the removal of a private garden. Ms. Hildreth thanked the landscape committee for their help.

Mr. Saillard stated that trees on patios must not have a height that does not exceed the roof line and must be contained within the patio. He has talked to owners.

#### OFFICERS REPORTS

##### PRESIDENT:

Mr. Saillard reported there is no social committee. A volunteer is needed to step as the chair and take the lead. The presidents proposed for 2023 that GRF conduct an internal control review of the accounting department. Currently, they only do this for the GFR side.

The Mutual side needs to be done, too Ms. Hildreth will look at the scope of work.

#### VICE PRESIDENT'S REPORT:

No report.

#### TREASURER/SECRETARY:

Ms. Chen reported that the accounting department seem to be getting better after a large turnover in staffing.

#### UNFINISHED BUSINESS

Ms. Hildreth reported that the initial draft is done for the policy rewrites. Pam Bidleman and Georgia Clima volunteered to review them. They hope to be done by the end of the summer.

Transfers 5502: Mr. Saillard explained the annual transfer resolution. A director should sign all checks issued by MOD. The second resolution states Rick Saillard and Isabelle Chen will be on the committee to authorize transfers.

*Ms. Hildreth moved to approve the Resolution allowing the Board of Directors to authorize budgeted transfers. Ms. Chen seconded and the motion carried without dissent.*

A voice vote was taken. Each Director responded aye.

*Ms. Hildreth moved to approve the Resolution authorizing specific transfers of funds and appointing a committee of Richard Saillard and Isabelle Chen. Ms. Chen seconded and the motion carried without dissent.*

A voice vote was taken. Each Director responded aye.

#### NEW BUSINESS

Co-Op Tax Penalty: Mr. Saillard reported the taxes have been paid (\$761,000). Hopefully, the penalty will be waived.

Legal Representative: Mr. Saillard reported that Melissa Ward has moved to a different firm. The Mutual decided to remain with Hughes-Gill-Cochran-Tinetti and are using Hahn Pham and Amy Tinetti. Ms. Tinetti is a partner. They have taken over the policy project.

Mutual Book Exchange: Mr. Saillard reported that some residents like this, but some find the location an eyesore. Perhaps the appearance may be improved. It constitutes external storage. It is in Entry 11 and is TV trays with cases of books on top. Residents should think about it.

#### RESIDENTS' FORUM

Resident reminded everyone that there is a wonderful library at Gateway.

Resident stated that Stanly dollar also has books in a room which are mostly paperbacks.

#### ANNOUNCEMENT

Mr. Saillard reported that the next meeting will be a regular meeting, Wednesday, July 27, 2022 at 10:30 a.m., Board Room at Gateway or via Zoom. TBD.

ADJOURNMENT

Having no further business, the meeting adjourned at 11:22 a.m.



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Anne Paone, Assistant Secretary  
Walnut Creek Mutual Twenty-Eight

\*\*\*The Board of Directors met in executive session on April 12, 2022 at 11:00 a.m. to discuss the following:

1. Legal

Having no further business, the executive session adjourned at 11:38 a.m.