

M I N U T E S  
WALNUT CREEK MUTUAL TWENTY-EIGHT  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
WEDNESDAY, MAY 27, 2020 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 27, 2020, 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; Rebecca Pollon, Landscape Manager and Anne Paone, Administrative Secretary.

Six resident members were also present.

APPROVAL OF MINUTES

Ms. Hildreth moved to approve the minutes of the regular Board meeting of January 22, 2020, the Special meeting on March 30, 2020, and March 30, 2020 Executive Session minutes. Ms. Chen 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 January, February, March, and April 2020 financials. Mr. Saillard seconded and the motion carried without dissent.*

BUILDINGS AND FACILITIES REPORT

Mr. West reported the following:

PENDING ITEMS: Proposals for Review or Approval

1. Sewer Line Snaking and Videotaping of all 29 remaining buildings.  
Contractor: Five Star – Estimate \$6,300.00.  
(Proposal presented to the Board for approval).
2. Contractor: Five Star – Excavation and installation of double cleanouts including backfill. Cost \$1,750.00 each as needed. Five Star to determine which buildings will need these cleanouts from their videotape inspections.  
(Proposal presented to the Board for approval).

3. Inspection of all remaining 29 Building Interior and Exterior Service Panels. Contractor: Sang Electric – Cost \$8,475.00. - Sang will determine which panels may need to be replaced. Cost to replace one Exterior 400 -Amp main panel if needed. \$9,470.00. Contractor: KR Electric Inc. (Proposal presented to the Board for approval. Work Scheduled to begin in May).

INFORMATION ITEMS: Work Pending, Scheduled, In Progress or Completed

1. Installation of 44 New LED Jelly Jar Carport Light Fixtures. Contractor: Sang Electric. Cost \$5,500.00. (This Project was completed in Early May).
2. Installation of 44 New GFCI electrical outlets in all 14 detached carports. Contractor: Sang Electric. Material cost \$1,100.00 - Plus labor and new wiring as needed. (This Project to begin in May).

Mr. West reported the double cleanouts can be installed, if needed for \$1,750 each.

Mr. Saillard would like to get status of what is needed before moving forward with cleanouts. Snaking the lines should alleviate immediate problems and video will help the Board prioritize work and develop an appropriate timeline for repairs.

Mr. West reported that the cost to inspect 29 buildings for exterior and interior electrical panels is \$8,475. Sang will continue to do inspections and come back with recommendations to the Board. A Risk assessment will help to determine immediate repair needs and an appropriate timeline for rest of buildings.

Mr. Saillard reported that the Board may ask Sang to hold off on the outlets in carports due to a lack-of-funds. They can be done in 2021.

The Board discussed gutter cleaning. The January 2020 cleaning was not in the budget. The Board agreed to delay another cleaning until January of 2021.

Mr. Saillard reported that the water bill doubled in March, but went back down in April. He will monitor it.

Mr. West thought the abnormal electric bill may have been because PG&E billed additional charges regarding a panel that was installed.

LANDSCAPE

Mr. Saillard reported the tree work bid is for \$26,000. There is only \$19,600 in the budget. If the Board delays the removal of 2 pines in E12 (\$9,500) + delays removal of 2 pines by 2109 (\$3,000) + delays removal of pine by 2161 (\$4,000), that will save \$16,500. The proposed expenditures of \$29,925 minus work delayed of \$16,500 would equal \$13,425. The budget currently has \$19,600, so the revised budget will be \$13,425. This is a savings of \$6,175.

There are trees that are healthy, but clustered too close together. Ms. Pollon suggested reviewing again closer to the end of the year to see if there is money left in the budget to remove them.

Mr. Saillard reported that tree maintenance should move forward.

Ms. Hildreth reported that the trees are separate from landscaping. The Committee met and looked at the proposal from the landscape architect. Ms. Pollon is developing a modified plan for E12 hillside.

Ms. Pollon reported there is \$39,000 in the landscape budget, but some money has already been spent. She is trying to strategize how to get work done. The proposals are expensive and it is a large area.

MOD days have been rescheduled to the end of August and then in the fall. Planting is done in the fall.

Mr. Saillard would like a bid from Ed Waraner for E11 and E12 slope to have stumps removed or ground down.

The landscape committee and Ms. Pollon will discuss a plan for that area.

Mr. Saillard stated that the removal of juniper remains a top priority, but the rehabilitation of E12 hillside needs to be started this year. Removal of juniper should be delayed to 2021.

Mr. Saillard and Ms. Pollon will walk the asphalt repairs on E12, so Mr. Saillard can assess work.

Mr. Saillard asked about having the trash cans cleaned. After some discussion. Mr. Donner suggested that Lisa Lankford could contact Republic Services to see what they can do. Nice Cans cannot do the large trash bins.

#### SOCIAL COMMITTEE

No report.

#### LANDSCAPE COMMITTEE

No other items to discuss.

#### OFFICERS REPORTS

##### PRESIDENT

No report.

##### VICE PRESIDENT'S REPORT

No report.

##### TREASURER/SECRETARY'S REPORT

No report.

#### FINANCIAL

Mr. Donner reported the operating fund had \$80,566 and the reserve fund had \$578,372.

Revenues are ahead of budget by \$25,259.

Revenues are ahead of expenses by \$31,466. Water is \$7,000 better than budget.

#### UNFINISHED BUSINESS

None

### NEW BUSINESS

Mr. Saillard reported there are some projects that were not included in the budget. The Mutual would be \$40,110 short if they did everything.

The electric panels need to be done in 2020, but the Mutual can delay the outlets in the carports to 2021. The Mutual needs to snake and video the sewer lines in 2020.

The CC&Rs will be postponed to 2021.

Juniper removal will be delayed to 2021.

Some tree removals can be done.

With these actions, there would be \$900 left in the budget.

Mr. Donner reported that the outlets can be delayed and that will not be a problem.

Mr. West advised the Board that they will need to do roof work to avoid roof leaks. New line items should be created for work that has not been done before.

Mr. Saillard reported that the Board will be meeting with a resident regarding a collection matter.

### RESIDENTS' FORUM

Resident would like notice when gutters will be cleaned. Mr. Saillard said he can do that via email.

Resident asked about gutter screens. Mr. West reported they are usually only installed in certain areas.

Resident asked about PPP loan due to Covid-19. Mr. Donner reported that GRF will receive a loan of \$3.5 million with \$1.3 million allotted for MOD wages. If there is an excess of funds, the money would go back to the Mutuels and they can decide what to do with it.

Resident offered suggestion to use a backhoe to remove stumps. Ms. Pollon explained that doing so would destroy the area. It disrupts the stability of the slope.

### ANNOUNCEMENT

Next meeting: Board Meeting, Wednesday, July 22, 2020 at 10:30 a.m.  
ZOOM meeting.

### ADJOURNMENT

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



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Anne Paone, Assistant Secretary  
Walnut Creek Mutual Twenty-Eight

\*\*\*The Board of Directors met in executive session on March 30, 2020 at 1:04 p.m. to discuss the following:

1. Member Matter – Fine imposed

Having no further business, the executive session adjourned at 1:33 p.m.