

M I N U T E S  
WALNUT CREEK MUTUAL TWENTY-EIGHT  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
WEDNESDAY, OCTOBER 23, 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, October 23, 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; Jo Ann Cooper, Financial Analyst and Anne Paone, Administrative Secretary.

Four resident members were also present.

APPROVAL OF MINUTES

Mr. Rasmussen moved to approve the minutes of the regular Board meeting of July 31, 2019, and Executive Session meeting on July 31, 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 July, August, and September financials. Mr. Rasmussen seconded and the motion carried without dissent.*

PRESENTATION OF PROPOSED 2020 BUDGET

Mr. Rick West presented the proposed 2020 budget as follows:

He reported that there are 3 parts to the budget. The operating fund is for day-to-day items. The reserve fund is for major items such as painting and roofing. The GRF portion is for maintaining the Trust properties and providing cable to residents.

The management fee will increase by \$2.03 due to COLA (Cost of Living Adjustment). The total Building Maintenance & Public Works will increase by \$1.58. Landscape Maintenance will have a decrease of \$0.57. Most work has been transferred to reserves. Insurance will have an increase of \$17.87. This is due to the extra increase for 2019 and to cover 2020. Last year there was a 30% increase built into the budget, but when the insurance was placed in December, the increase was actually 50%. Total Utilities will have a decrease of \$27.40. Much of this is due to water savings. The decrease in Working Capital will be \$0.49. The Mutual Maintenance & Operations

Assessment will be decreased by \$7.29. The Mutual Reserve Assessment will be increased by \$15.61. The Total Mutual Assessment will be \$8.32. The GRF Assessment will be \$12.68. The Total Basic Assessment will be \$21.00. The monthly amount per manor will be \$806.00.

Mr. West reported that the Mutual works with Helsing Group. They do a 30-year plan. The Mutual has a 10-year plan. \$2.3 million will be spent in expenses at the end of the 10 years. In 2029, Reserves will have a balance of \$812,576.

### BUILDINGS AND FACILITIES REPORT

Mr. West reported the following:

#### *PENDING ITEMS: Proposal review and Approval*

1. Collapsed Retaining wall by 2153 PT #1 –  
(Estimates presented to the board for approval).  
*Mr. Saillard moved to approve the estimate from 5-Star for concrete blocks in the amount of \$1,245. Ms. Lawson seconded and the motion carried without dissent.*
2. 2001 PT #2 - There is no dry rot on the side of the building. The exterior wall needs repair, to be textured, and painted.  
*Mr. Saillard moved to approve the proposal form 5-Star in the amount of \$1,100. Mr. Rasmussen seconded and the motion carried without dissent.*

#### 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.  
(Work has been Completed).
2. One additional building # sign in entry 11. Contractor : MOD  
( Work has been completed).  
One additional building # sign in entry #12 (Scheduled to be installed).
3. Gutter Cleaning – Contractor Professional Gutter Services.  
(Scheduled for Late November).

### LANDSCAPE COMMITTEE

Ms. Pollon reported the following:

#### FALL 2019 MAINTENANCE REPORT

As the weather cools and the day lengths shorten irrigation will become less frequent even if the warm weather continues.

Residents can look forward to the fall colors of Red Maples, Liquidambar, Pistache trees,

and Nyssas.

LAWN MAINTENANCE	Lawns will be over seeded between October 1 <sup>st</sup> and November 15th.
WATER USE	As temperatures decrease and day lengths shorten, irrigation use will decline.
ENTRY MAINTENANCE	Entry maintenance crews will finish summer pruning tasks and start transitioning to fall cleanup. When leaf fall is at its heaviest, maintenance crews keep sidewalks clear but do not remove all leaves from the property until the trees have finished defoliating.

### 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

#### 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.

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.

UPDATE; Estimates were received by two of the three requested bidders;

Brightview \$64,320

Macke \$10,800-\$24,300

Ripley ? A follow up email has been sent (10/23/2019)

Does the board have comments or shall I wait to discuss with land comm once the final proposals arrive? The landscape committee will review and make a recommendation to the Board.

#### Juniper removal proposals

Terra \$10,075

Dumpsters \$9,000

Total \$19,075

This does NOT include cost of replacements-proceed with portion of work or wait until 2020 when we have a plan?

Lawn conversion proposals-WAIT

Terra \$48,325

Plant replacements as specified by Land Comm

Approximately 35 plants to be replaced, not to exceed \$1,200.

*Mr. Rasmussen moved to approve the replacement of the plants with a NTE of \$1,200. Ms. Lawson seconded and the motion carried without dissent.*

TREE REPORT

Remaining Annual Budget ~9,000

An estimate for \$4,550 for maintenance and the removal of some Pear trees and a stone pine has been approved. We have pending proposals (and active permits) to remove two more Monterey Pine trees at 2117 and 2037 for a total of \$3,500.

The fire abatement grant has officially been offered to M28. I am in the process of submitting the paperwork *however* the offer specifies the removal of Monterey Pine trees so to keep things simple that is the reimbursement I will seek.

*Mr. Saillard moved to approve the landscaping tree removal for a total of approximately \$7,500. Ms. Lawson seconded and the motion carried without dissent.*

The Board asked Ms. Pollon to complete the work on the work order to expediate the grant funds for \$5,000.

IRRIGATION REPORT

Remaining Annual Budget ~\$4,700

Over the summer we replaced heads, risers, performed extra irrigation checks and repairs.

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.

*Mr. Saillard moved to approve the purchase of the irrigation controller for \$2,500. Ms. Lawson seconded and the motion carried without dissent.*

DISCUSSION ITEMS

- Damage to asphalt in E12 during juniper removal
- Personal Irrigation Systems – connections to Mutual irrigation-

The Board discussed personal irrigation, which is connected to the Mutual's water. Mr.

Saillard directed Ms. Pollon to have the MOD crew disconnect those systems. There was some damage to E12 asphalt during the juniper removal. Ms. Pollon reported that it will be repaired at no cost to the Mutual. Mr. Saillard reported that the issue of overgrown trees on patios has been resolved.

### 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 September operating fund had \$42,368 and the reserve fund has \$528,804. The Mutual is \$45,088 favorable to budget.

### UNFINISHED BUSINESS

Policies: Solar Energy Policy

*Ms. Lawson moved to adopt the Solar Energy Policy as drafted. Mr. Rasmussen seconded and the motion carried without dissent.*

Towing Policy

*Ms. Lawson moved to adopt the Towing Policy as drafted. Mr. Rasmussen seconded and the motion carried without dissent.*

Assessment Collection Policy

*Ms. Lawson moved to adopt the policy as drafted. Mr. Rasmussen seconded and the motion carried without dissent.*

There is some money in the budget to update the CC&Rs. Ms. Lawson will take the lead on this. She will begin next year.

### NEW BUSINESS

*Mr. Saillard moved to adopt the 2020 budget as presented, which includes a \$21.00 Basic Assessment increase for a total of \$806.00 per month per manor. Ms. Lawson seconded and the motion carried without dissent.*

The Board discussed gasoline generators. They would have to be stored outside with the appropriate storage of gasoline. PG&E says electric can be out for 5 days or so. Mr. Saillard commented the Board might approve if the resident can document that it is for medical reasons.

After consideration by the Board:

*Mr. Saillard moved to not allow gasoline generators within Mutual 28. Mr. Rasmussen seconded and the motion carried without dissent.*

### RESIDENTS' FORUM

No questions or comments.

### ANNOUNCEMENT

Next meeting: Board Meeting, Wednesday, January 22, 2020 at 10:30 a.m.  
in the Board Room – Gateway.

### ADJOURNMENT

Having no further business, the meeting adjourned at 11:46 a.m.



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Anne Paone, Assistant Secretary  
Walnut Creek Mutual Twenty-Eight