

M I N U T E S  
WALNUT CREEK MUTUAL TWENTY-EIGHT  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
WEDNESDAY, OCTOBER 28, 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 10:42 a.m. on Wednesday, October 28, 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: Rebecca Pollon, Landscape Manager; and Anne Paone, Administrative Secretary. Jo Ann Cooper joined the meeting at 11:15 a.m. Paul Donner, Director of Mutual Operations - Excused  
Rick West, Building Maintenance Manager – Computer Problems

Five resident members were also present.

APPROVAL OF MINUTES

Ms. Hildreth moved to approve the minutes of the regular Board meeting of July 22, 2020, the Special meeting on August 17 and October 6, 2020, and August 18, 2020 Executive Session minutes. Mr. Saillard 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 July, August, and September 2020 financials. Mr. Saillard seconded and the motion carried without dissent.*

BUILDINGS AND FACILITIES REPORT

Mr. West reported the following:

PENDING ITEMS: Proposal review for Approval

1. Sewer Line Snaking and Videotaping of all 29 remaining buildings. Have Been completed. All lines are currently clear.  
Contractor: Five Star – Cost \$6,300.00.  
Secondary cleanouts have been recommended for 29 Buildings.  
Cost estimate for each cleanout is \$2,450.00 or \$71,050.00 to complete the entire project.  
(Proposal presented to the board for approval).

Mr. West reported that there should be double clean-outs on every building, otherwise toilets would need to be pulled out. Root X needs to go in cleanouts, not the toilets. He recommended doing Root X annually. He will get a price to present to the Board. They will do double cleanouts in phases.

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

1. Inspection of all remaining 29 Building Interior and Exterior Service Panels. Contractor: Sang Electric – Cost \$8,475.00. - Sang is completing the final report to determine which panels that may need to be replaced. Cost to replace one Exterior 400 -Amp main panel if needed. \$9,470.00. Contractor: KR Electric Inc. Plus, Modifications to the utility closet. Total Project \$12,000.00 per building.

(Work is in progress).

2. Two Interior Electrical panels have now been replaced and relocated due to the new codes. Contractors: Pure Electric and Five Star. 2009 PT #1 Cost \$3,600.00 and 2201 PT #1 Cost \$4,125.00.

(Work in progress Five Star scheduled to complete drywall and paint).

Mr. West reported that 2229 Ptarmigan had a panel that was overheating when the resident used more than one appliance. This panel will be replaced in the spring of 2021.

Mr. Saillard asked if there were any issues with 2201 or 2009. The panels have been replaced. Mr. West has not heard of any problems.

#### LANDSCAPE

Ms. Pollon reported Five Star has submitted a proposal for the asphalt work and it will be covered by MOD. Hydro seeding will start on November 2<sup>nd</sup>. Photos were taken of the plants. They were approved and ordered. MOD workdays will start on November 18<sup>th</sup>. There are 3 days and plants will be replaced during this time. Scheduled tree maintenance will be done. Ms. Pollon reported that she can try another exterminator for rodent control. P.I. Pest Control will not be used. She will wait to hear from Mr. Saillard for approval. Mr. Saillard asked about using leaf guards for the gutters. Mr. West reported that a few Mutualls have designated some areas and installed them to see how well they work. They have performed well, but they are expensive. Mr. Saillard stated they may look at this option, but they are not effective with pine needles.

#### LANDSCAPE COMMITTEE

No report.

#### FINANCIAL

Ms. Chen reported the operating fund has \$68,284 and the reserve fund has \$630,576 ending balances for September. The total amount is \$698,860.

Helsing reported that the balance is adequate. The Mutual will need to increase the reserve fund for the future.

Mr. Saillard reported that the Board submitted guidelines for collections to accounting.

## OFFICERS REPORTS

### PRESIDENT

Mr. Saillard reported that Mutual 28 needs to consider portable generators. Another Mutual is prohibiting them. There is a new law on rentals limits in the community. Rentals cannot be restricted to less than 45%. The Mutual will need to change its documents. They will put money in the budget for this. They want to do it in 2 phases. The CC&Rs will need to be done right away.

### VICE PRESIDENT'S REPORT

Ms. Hildreth stated that she supports Mr. Saillard's plan for updating the CC&Rs.

### TREASURER/SECRETARY'S REPORT

No report.

## COMMITTEES

Social – No report.

Landscape – No report.

## UNFINISHED BUSINESS

None

## NEW BUSINESS

Mr. Saillard reported he approved 2009 #1 Ptarmigan drywall repair for \$1,530-Five Star and 2201 #1 Ptarmigan drywall repair for \$1,530-Five Star.

The 2021 proposed budget was discussed. Resident asked about the breakdown for the reserve assessment increase of \$62.62. Ms. Cooper explained that there are site visits every 3 years. A site visit was done this year.

*Mr. Saillard moved to approve the 2021 budget in the amount of \$921 per manor per month. Ms. Hildreth seconded and the motion carried without dissent.*

## RESIDENTS' FORUM

Pam Bidleman volunteered to be on a committee for updating the CC&Rs.  
Mary Ramos thanked everyone for their hard work.

ANNOUNCEMENT

Next meeting: Board Meeting, Wednesday, January 27, 2021 at 10:30 a.m.  
ZOOM meeting.

ADJOURNMENT

Having no further business, the meeting adjourned at 11:48 a.m.



---

Anne Paone, Assistant Secretary  
Walnut Creek Mutual Twenty-Eight

\*\*\*The Board of Directors met in executive session on August 18, 2020 at 1:00 p.m. to discuss the following:

1. Member Matter – Violation of Mutual Policies – Fines Imposed

Having no further business, the executive session adjourned at 1:25 p.m.