

M I N U T E S
WALNUT CREEK MUTUAL TWENTY-EIGHT
REGULAR MEETING OF THE BOARD OF DIRECTORS
IN BOARD ROOM
WEDNESDAY, JULY 26, 2023, AT 10:30 A.M.
IN PERSON

CALL TO ORDER: President Susan Hildreth called to order the regular meeting of the Board of Directors of Walnut Creek Mutual Twenty-Eight at 10:31 a.m. on Wednesday, July 26, 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; Jerone Wright, Director of Mutual Operations; Rick West, Building Maintenance Manager; John Tawaststjerna, Landscape Manager and Linda Schoeffner, Assistant Secretary.

Six resident members were also present.

CONSENT CALENDAR

- MINUTES FOR APPROVAL

Vice President Young moved to approve the minutes of the May 24, 2023, Board of Directors Meeting. President Hildreth seconded, and the motion passed without dissent. (3-0)

CERTIFICATION of REVIEW OF MONTHLY FINANCIAL STATEMENTS

Treasurer Chen moved to certify compliance with civil code §5500 for the April 30, 2023, May 31, 2023, and June 30, 2023, Financial Statements. Vice President Young seconded, and the motion passed without dissent. (3-0)

REPORT of BUILDINGS MAINTENANCE REPRESENTATION

Mr. West reported the following:

INFORMATION 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 is in scheduled for July through August.

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

Board to finalize contract.

(Project pending).

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

Project update

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 (done, instead they will do 2001) / 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 for 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

- **New Gutter / downspout / metal Cleaning Contract out to bid for December cleaning.**

Contractors: Perfect Painting / Five Star / Welcome

Proposals presented to the Board.

Welcome Building Maintenance submitted a proposal for \$6,930 for an annual service to clean the gutters and downspouts on 30 buildings (single story) for \$4,500 and 27 Carports for \$2,430. The Board requested another proposal for cleaning sap off the gutters and wiping them down.

President Hildreth made a motion to ratify Fire Star's Re-piping proposal at 2229 #2 Ptarmigan for \$17,595. Treasurer Chen second and the motion passed without dissent. 3-0

Lighting – Pure Electric – The Board requested a special meeting for the light proposal work to do all in one (1) year (3rd year out of 5-year plan).

- Reserve Fund – 2023 Reserve spreadsheet, eliminate lights in 2024/2025 condensed 5-year project into one (1) year.

Manager's Report – Jeroen Wright, Director of Mutual Operations

Jeroen spoke to the residents about Firewise and how he works closely with CalFire, working on putting together a committee of volunteers who can be the eyes and ears of the Community. They will report back areas of potential fire danger and safety issues. This is a 3-year plan, and the result will be making Rossmoor the first certified fire preparedness association in California. Firewise is using drones to help watch over Rossmoor to get into areas that are not always visible. This program will help ensure that Rossmoor remains insurable.

REPORT of LANDSCAPE REPRESENTATION – John Tawaststjerna

The landscapers are currently working on 2023, Turf Reduction Plan is underway. Terra has completed the turf at Entry 11. The Board requested two (2) pine trees be removed and stump ground at 2181 and add trees in back. Resident plant replacement list deadline September 1st. The liquid amber trees were removed by Warner Tree Service and an electrical wire and pipe broke. Mutual paid to repair the wire because the tree company is not responsible for underground damage. The landscapers paid to repair fix irrigation pipe.

TREASURER'S REPORT

- a. Treasurer/Secretary Chen purchased \$200,000 in Treasury Bills on July 26, 2023.
- b. The Board borrowed \$63,000 from the Reserve Fund to pay the 2023 insurance premium. The final payment of the 2023 Special Assessment to pay back the money at \$500 per Manor is due by August 1, 2023. Forty percent of the Residents paid the Special Assessment through June.
- c. Accounting Late Notices have a \$50 late fee starting September 1st for those who do not pay the Special Assessment on time and a 12% interest on \$550.
- d. Treasurer/Secretary Chen reported the June 30, 2023, ending balance in the Operating Fund was \$148,648 and the ending balance in the Reserve Fund was \$683,710.

REPORTS of OFFICERS - Standing Committees:

- Social Committee - President Hildreth reminded residents that the last Friday of the month Socials are planned for July, August, and September. Friday is a get-together at 4:30 p.m. at Entry 12.
- Landscape Committee - President. Hildreth reported the committee will get together to firm up the details for turf reduction.

UNFINISHED BUSINESS

NEW BUSINESS

- a. Resident interested in Board Member Position
- b. Marsha stepped up on trash, lighting, and would like another member. Looking for another volunteer.

MEMBERS FORUM

Members Forum was held. Items reported: on GRF property there are dead trees and bushes not within 100' of the building, OK with PG&E near 28. Dead trees on hillside, John T. will get those closest to building. Controller boxes on side wall water maintaining boxes at road at \$248 per month for 9 years.

ANNOUNCEMENT

Ms. Hildreth reported that the next meeting will be the Regular Board Meeting, Wednesday, September 27, 2023, at 10:30 a.m., in person at the Board Room at Gateway.

ADJOURNMENT

Having no further business, the meeting adjourned at 11:18 a.m.

Linda Schoeffner

Linda Schoeffner, Assistant Secretary
Walnut Creek Mutual #28