

M I N U T E S  
WALNUT CREEK MUTUAL TWENTY-EIGHT  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
IN BOARD ROOM  
WEDNESDAY, SEPTEMBER 27, 2023, AT 9:30 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 10:30 a.m. on Wednesday, September 27, 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: 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 July 26, 2023, Board of Directors Meeting. Treasurer Chen seconded, and the motion passed without dissent. 3-0 Vice President Young made a motion to approve the September 8, 2023, Special Board Meeting minutes. Treasurer/Secretary Chen 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 July 31, 2023, and August 31, 2023, Financial Statements. Vice President Young seconded, and the motion passed without dissent. 3-0*

REPORT of BUILDINGS MAINTENANCE REPRESENTATION

- a. Update on Electrical Panel Replacement – The panels for 2217 and 2225 (both in Entry 12) were replaced in 2023.

Mr. West reported the following:

**INFORMATIONAL 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).**

**Contractor: Fiala Roofing Estimated cost \$248,036.00.**

**Project is complete.**

**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).**

*Vice President Young made a motion to approve Dellamar Electric's proposal for \$19,810 on the final stage of light fixtures to remove and replace existing Mushroom post lights and 6" Pagoda lights with new Focus Industries 10" hat 3 tier Pagoda fixture. Ninety-two (92) fixtures to be installed with 3,000K*

*bulbs. Two (2) new LED flood lights with motion sensors to be installed, (6) additional fixtures to be ordered as spares. Three for 3" post and three for 6" stem mount. Treasurer/Secretary Chen seconded the motion, and it passed without dissent. 3-0*

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

*A motion was made by Treasurer/Secretary Chen to ratify the concrete replacement at 2109 Ptarmigan Dr. for \$5,016 after three (3) trees were removed. Vice President Young seconded the motion, and it passed without dissent. 3-0*

#### 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 / 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. Backfill with gravel around pipe and then backfills with existing dirt. Leave job clean and neat. \$3,275.00 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.

Manager's Report – Jeroen Wright, Director of Mutual Operations – Not present, in budget meeting.

#### REPORT of LANDSCAPE REPRESENTATION

- For the rest of 2023, the crew will be working on Entry 11 turf reduction around roads, Terra to do the rest.
- Entry 12, turf reduction will take place around both building 2229 and the side of building 2217, units 2 & 4.
- Annual plant replacement will take place on MOD Days between October 4-13.

#### TREASURER'S REPORT

- a. Collection Process for delinquent residents. There are still a few owners who have not paid the \$500 Special Assessment. Receivables higher. One (1) unit selling.
- b. Accounting Late Notices have a \$50 late fee starting September 1<sup>st</sup> for those who do not pay the Special Assessment on time and a 12% interest on \$550.
- c. Developing the 2024 Budget with GRF/MOD. Insurance increase 50% anticipate an increase in the coupon.
- d. Year-End Audit has been completed for 2022. Management to obtain a sample of a Conflict-of-Interest

Policy to consider.

- e. T Bills investment of \$204,000 will be matured on 9/28/2023. Funds will be transferred from City National Securities to the Reserve Fund Sweep account with City National Bank. Need cash available to pay for Phase 4 roofs replacement and 2024 insurance premium.
- f. Treasurer/Secretary Chen reported the August 31, 2023, ending balance in the Operating Fund was \$186,070 and the ending balance in the Reserve Fund was \$446,319.

REPORTS of OFFICERS - Standing Committees:

- Social Committee - President Hildreth reminded residents that this Friday at Entry 12 bring a chair for a get together from 4:30pm – 6pm.
- Landscape Committee - President Hildreth reported that the landscape committee is doing a great job. Next walk will be for trees for trimming.

UNFINISHED BUSINESS

- Purchase of a New Outdoor Library by Entry 11

NEW BUSINESS

- a. Resignation of Marsha Young as of 10/1/2023.  
*Vice President Marsha Young resigned from the Board. A motion was made by President Hildreth to accept Ms. Young's resignation as of 10/1/2023. Treasurer/Secretary Chen seconded the motion, and it passed without dissent. 3-0*
- b. Resident interested in Board Member Position – Don Kurtz will be put on the agenda for the next October open meeting to be appointed to the Board.

MEMBERS FORUM

Members Forum was held. Items noted: black pine in front of a resident unit has a fungus infection recommends removal, also remove 2-3 big limbs over roof and patio "fire hazard", other trees fighting for light. John T. looked at it, the resident not accepting his recommendation. GRF Arborist said nothing needs to be done. New lighting quotation flood light did not know done deal, back of carport top focused onto sidewalk, light in bedroom. Constraints on lights, very little latitude changing placement would have had to go to more expense, permits, etc. No standard for lighting, mish mosh of lighting, not vetting contractors, expected more.

ANNOUNCEMENT

Ms. Hildreth reported that the next meeting will be the Regular Board Meeting, Wednesday, October 25, 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*

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Linda Schoeffner, Assistant Secretary  
Walnut Creek Mutual #28