

M I N U T E S
WALNUT CREEK MUTUAL TWENTY-EIGHT
REGULAR MEETING OF THE BOARD OF DIRECTORS
WEDNESDAY, SEPTEMBER 28, 2022 AT 10:30 A.M.
ZOOM

Acting 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 28, 2022, via Zoom.

ROLL CALL: Present: Susan Hildreth, V. P. as Acting President
Isabelle Chen, Treasurer/Secretary

Excused: None

Mutual Operations staff was represented by; Paul Donner, Director of Mutual Operations; Rick West, Building Maintenance Manager; John Tawaststjerna, Landscape Manager and Anne Paone, Administrative Secretary.

Nine resident members were also present.

APPOINTMENT TO VACANCY

Ms. Hildreth announced that Rick Saillard has resigned from the Board.

Ms. Chen moved to appoint Marsha Young to the vacancy and to complete the term of Rick Saillard. Ms. Hildreth seconded and the motion carried without dissent.

A voice vote was taken: Hildreth-y, Chen-y

RE-ORGANIZATION OF OFFICERS

Ms. Paone asked for nominations for the office of President. Ms. Chen nominated Ms. Hildreth, who accepted the nomination, and there were no additional nominations. By a voice vote of the Board, Ms. Hildreth was elected unanimously.

Ms. Paone asked for nominations for the office of Vice President. Ms. Hildreth nominated Ms. Young, who accepted the nomination, and there were no additional nominations. By a voice vote of the Board, Ms. Young was elected unanimously.

Ms. Chen remains the Treasurer/Secretary.

APPROVAL OF MINUTES

Ms. Young moved to approve the minutes of the regular Board meeting of July 27, 2022. Ms. Hildreth seconded and the motion carried without dissent.

Voice vote taken. Hildreth-y, Young-y, Chen-y

CERTIFICATION OF REVIEW OF MONTHLY FINANCIAL STATEMENTS

Ms. Chen moved to certify compliance with civil code §5500 for the June 30, July 31, and August 31, 2022 Financials. Ms. Young seconded and the motion carried without dissent.

BUILDINGS AND FACILITIES REPORT

Mr. West reported the following:

INFORMATIONAL ITEMS: Work scheduled, In Progress or Completed

1. Annual Contract to add Rootx into all 30 building sewer lines for tree root control. Also, this year the mutual scheduled the installation of new two-way sewer cleanouts in 7 buildings to prevent sewer back-ups into the buildings. All 30 buildings will have these cleanouts installed over the next five-year period.

Contractor: Five Star – Rootx Cost \$4,955.00. Cleanout Cost \$2,450.00.for each.
2021 Rootx installation has been completed and new double cleanouts has been installed on Buildings: 2001, 2009, 2013, 2021, 2025, 2029.

2022 Building cleanout installation for Buildings –
2033 / 2037 / 2109 / 2129 / 2117 / 2121 / 2161.
Completed.

2. The Board has hired Sang Electric to begin installing new sidewalk / landscape lighting. Converting to LED lighting in an effort to eliminate dark spots along sidewalks without creating light pollution into resident units. And lowering utility and maintenance costs.

This will also be a 5-year project. Mutual 2021 Lighting Budget is \$7,231.00.
(This Budget was unused in 2021).

Mutual 2022 Lighting Budget is \$7,470.00

Fixture style is in the process of being finalized by the Board.
(Project update).

3. Roofing project - Replacement of the Duro-Last (flat section of roofs) on the 8 buildings in Entry 11. This will be a four-year project. A fifth year is being added to the project for carport roofs that were not in the original plan. An allocation will be added to the reserve and budget for next year. Mutual 2021 Budget for this project is \$250,000.00. Entry 12 Cost \$153,454.00.

Note: the project does not include roofs over room additions or patios. These roofs are part of resident alterations and are the responsibility of the owner.

Contractor: Fiala Roofing – Phase II signed \$239,454.00.
(Phase II Completed).

Mr. West reported that some sections do not have downspouts and gutters where they should be installed. He will get an estimate to present to the Board. He will also send the Board the map for sidewalk grinding and advise the Board if it has been done.

Mr. West reported there may be a water outage on Friday, October 30th, due to re-piping in Entry 11. Notices will go out today.

LANDSCAPE

Mr. Tawaststjerna gave his report as follows:

MOD Days

- 11/10 to 11/15 (4 workdays)
 - o All plant replacements have been submitted
 - o Plant palette for areas will be created by the Landscape Manager and Landscape Committee
 - o Lawn removal projects will receive plantings at the following addresses
 - Entry 11
 - 2109, 2121, & 2145
 - Entry 12
 - 2217

Landscape Maintenance from Terra

- Clearing of v-ditches and drainage systems
- Fertilization of trees, shrubs, and ground covers
- Pruning of overgrown shrubs

Additional Lawn Removals

- Terra Landscape will plant at 2117 & 2161 in mid-October
- Plant type and location will follow the original plan that was created in June
- Irrigation time will be raised for the following two weeks after planting to better ensure the plantings succeed

TREASURER

Mr. Donner reported that the ending balances in the August 31, 2022 financials were as follows: Operating fund - \$121,860 and the Reserve fund - \$526,589 for a total of \$648,449. The Mutual is looking good.

Ms. Chen discussed insurance and explained the 2023 premium for property may go up to 64%. There might be a \$66.00 increase on the coupon. They are considering changing from the calendar year to a fiscal year starting in October. It will run from January to September 2023. Then in October, the Mutual will pay the insurance through 2024. They may have to borrow funds for 2023, but will be fine in 2024.

Mr. Donner reported that it may not happen because 65% of the Mutuals need to agree to the change.

Ms. Hildreth reported that the budget will be presented at the October annual meeting.

Mr. Donner stated that the draft budget had an increase of \$1.34 for the management fee for the Jenark repayment. GRF is now recommending that they pay for it, so no loan to the

Mutuals would be necessary. The GRF increase will be \$18.00. this will be presented tomorrow at the GRF meeting.

SOCIAL COMMITTEE

Ms. Hildreth reported there is no committee. Socials are held the last Friday of each month. A group of people organized this last social for Friday and they will start again next May.

LANDSCAPE COMMITTEE

Ms. Hildreth reported that the committee is in transition and Marsha Young will work with them.

UNFINISHED BUSINESS

Policy Rewrite: Ms. Hildreth reported that the policy rewrite will be considered for adoption at the October 26th meeting. Members may send any comments to Ann Paone in the Board office prior to that date.

NEW BUSINESS

None

RESIDENTS' FORUM

No comments were made and no questions were asked.

ANNOUNCEMENT

Ms. Hildreth reported that the next meeting will be a regular meeting, Wednesday, October 26, 2022 at 10:30 a.m., via Zoom.

ADJOURNMENT

Having no further business, the meeting adjourned at 11:05 a.m.



Anne Paone, Assistant Secretary
Walnut Creek Mutual Twenty-Eight