



WALNUT CREEK MUTUAL TWENTY-EIGHT

BOARD OF DIRECTORS REGULAR MEETING

Wednesday, July 24 at 10:30 a.m.

Meeting is Conducted Virtually Only

MINUTES

Call to Order

President Hildreth called the meeting to order at 10:30 a.m.

Roll Call of Directors

Susan Hildreth – President
Don Kurtz – Vice President
Isabelle Chen – Secretary/Treasurer

Mutual Operations Staff

Jeroen Wright – Director of Mutual Operations
Rick West – Sr. Building Maintenance Manager
John Tawaststjerna – Landscape Manager
Lisa Kam – Interim Board Services Coordinator

Absent

Todd Arterburn – Chief Financial Officer

Consent Calendar

May 22, 2024, Board Meeting Minutes

Motion made by Chen, seconded by Kurtz, to approve the minutes. Approved 3-0

June 25, 2024, Special Meeting Minutes

Motion made by Chen, seconded by Kurtz, to approve the minutes. Approved 3-0

Member Forum

No comments were made.

Certification of Review of Monthly Financial Statements

May 31, 2024

Motion made by Chen, seconded by Kurtz, to approve the May financial statements. Approved 3-0

June 30, 2024

Motion made by Chen, seconded by Hildreth, to approve the June financial statements. Approved 3-0

Manager's Report – Jeroen Wright

Wright reported he is distributing a *How to Check & Use a Fire Extinguisher* to all directors to share with their mutual. When to use it and when not to. He is working on a spreadsheet for all mutuals to use to inspect the extinguishers monthly. Unfortunately, MOD does not have this in their budget so is asking every Mutual to take ownership of this task.

Wright reported that the budget season is quickly approaching.

WALNUT CREEK MUTUAL TWENTY-EIGHT

Report of Building Maintenance Manager's Report – Rick West

INFORMATIONAL ITEMS: Work scheduled, In Progress or Completed

2024 Dryer Vent Cleaning – Contractor: Bay AirFlow

Scope of work:

- **Dryer Vent Exhaust Cleaning: Clean 84 dryer vents – Reverse clean to inside/outside exhaust points.**
- **Clean all lint debris. Verify unit is operational. Check air flow pressure.**
- **Check exhaust points to make sure louver doors/exhaust flaps are functioning correctly.**

Total Amount: \$5,460

In Progress

Electrical Scope of Work: -Removal & Replacement of Electrical Main Service Panels:

Includes All Labor & Materials

2101 PT (5 Meter Main Panel) = \$12,545.01

2109 PT (5 Meter Main Panel) = \$12,595.71

2201 PT (3 Meter Main Panel) = \$11,144.01

Total = \$36,284.73 (Discount - \$4000.00) New Total = \$32,284.73

Contract award to KR Electric

K R Electric estimates \$10,055 for repairing 9 buildings' circuit

2024 approved Budget \$70,000.00 All Items above Completed.

2024 Phase IV DuraLast Flat Roof Replacement Project

Phase IV Roof replacements in 2024 for buildings

#2001, #2009, #2013, #2021, #2025, #2029, #2033 & #2037,

A total of 8 buildings (3 Santa Cruz and 5 Santa Clara).

This will complete the replacements for all the buildings in our mutual.

Phase V Attached Carports will complete the project.

Fiala Roofing was awarded this project for a cost of \$250,120.00.

2024 Budget was set at \$260,000.00 due to permits and Possible change orders.

2101 Pt #2 Foundation and Interior Damage due to tree roots.

Progress update

WALNUT CREEK MUTUAL TWENTY-EIGHT

Gutter / downspout / metal Cleaning. December cleaning. Contractor: Welcome Building Maintenance.

<u>Activity</u>	<u>Description</u>	<u>Qty</u>	<u>Rate</u>	<u>Amount</u>
Gutters & Downspouts	30 buildings (single story)	30	\$150.00	\$4,500.00
Gutters & Downspouts	27 carports	27	\$90.00	\$2,430.00

PRESSURE WASHING
FLASHING ON ALL BUILDINGS & CARPORTS \$2,850.00
TOTAL COST \$9,780.00 To approve new contract.

Hildreth touched on the subject of panel situations. Is the interior and or exterior panels the responsibility of the homeowner? How to determine if the panel needs replacing? Should they set up a schedule to inspect units? What about homeowners who have already replaced their panels.

Smoke detectors in the units, who is responsible? Rick stated we have it in the budget to replace with lithium sealed batteries which have a 10 year warranty.

Report of Landscape Representation – *John Tawaststjerna*

MOD Days

Mutual	Total Days	Spring	Summer	Fall
28	17	6	3	8
		3/4 to 3/11	7/1 to 7/3	9/27 to 10/8

John reported that they will put a bench for entry 12 in the 2025 budget.

Plant Replacements

- Deadline for requests is August 15th
- Please email all requests to plantreplacement@rossmoor.com

Details can be found at <https://rossmoor.com/residents/resident-services/landscaping>

Report of Treasurer – *Todd Arterburn / Isabelle Chen*

Isabelle reported for the first half of 2024, our Operating Fund had an excess of \$31,766 and the Fund Balance was \$221,621. For the Reserve Fund, we had a deficiency of \$17,492 due to the roof replacement project, and the Fund Balance was \$433,920. Both Funds don't have big variance from the budgets.

Our 2024 Special Assessment of \$1,440 per Manor is to be paid in 2 installments, \$720 due on August 1 and again on November 1, 2024. The Accounting Dept. informed us they already collected 60K. Thank you for the residents' cooperation.

WALNUT CREEK MUTUAL TWENTY-EIGHT**Report of Officers****Landscape Committee**

We are considering removing turf in the large grassy area behind building 2121. We removed two pine trees last year to prepare for this removal.

Social Committee

We have a few summer get togethers planned; July 26 at 4:30 p.m. entry 11, August 30 at entry 12, September 27 at entry 11.

Unfinished Business

Process for Election of new 5-person Board. The timeline is July 1-September 30. We will send out a reminder mid-August

New Business

No Report

Announcement

Next board meeting is Wednesday, September 25 at 10:30 a.m. **via zoom only.**

Adjournment

There being no further business, the meeting was adjourned at 11:34 a.m.

Secretary's Certificate

I hereby certify that the foregoing is a true and correct copy of the minutes.

Lisa Kam