

M I N U T E S  
WALNUT CREEK MUTUAL TWENTY-EIGHT  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
WEDNESDAY, OCTOBER 24, 2018 AT 10:30 A.M.  
BOARD ROOM – GATEWAY

President Richard Saillard called to order the regular meeting of the Board of Directors of Walnut Creek Mutual Twenty-Eight at 10:30 a.m. on Wednesday, October 24, 2018, in the Board Room, Gateway Clubhouse, 1001 Golden Rain Road, Walnut Creek, California.

ROLL CALL: Present: Richard Saillard, President  
Carolyn Sheridan, Vice President  
Virginia Lawson, Treasurer/Secretary

Excused: None

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

Three resident members were also present.

APPROVAL OF MINUTES

Mr. Saillard moved to approve the minutes of the regular Board meeting of July 25, 2018 and Executive Session meeting of June 12, 2018. Ms. Sheridan seconded and the motion carried without dissent.

BUILDINGS AND FACILITIES REPORT

Mr. West reported the following:

ACTION ITEMS: Proposal review and Approval

1. 2201 PT #1 Under Slab Leak Repair – Estimates presented to the board to re-pipe with Pex line. Bid Proposals from Contractors: Five Star Construction for \$16,500.00 This includes Drywall, texture and paint. Precision Leak Detection's estimate is \$15,656.09 this price does not include Drywall, texture and paint. (Presented to the board for vote).  
*Mr. Saillard moved to approve the proposal from Five Star Construction in the amount of \$16,500. Ms. Lawson seconded and the motion carried without dissent.*
2. Gutter Cleaning estimates for 2 cleanings a year – Contractors:  
PGS \$9,044.00 / Five Star \$7,600.00 / Prefect Painting \$7,220.00 (Presented to the board for vote).

*Ms. Lawson moved to approve the proposal from Perfect Painting in the amount of \$7,220.00 for 2 gutter cleanings a year. Ms. Sheridan seconded and the motion carried without dissent.*

3. Installation of 44 new LED Carport Jelly Jar Light Fixtures – Contractor: Sang Electric - Estimate \$125 each installed - Total \$5,500.00. (Presented to the board for vote).

The Board will not do this yet because there is no money in the budget.

INFORMATION ITEMS: Work scheduled, In Progress or Completed

1. 2018 Phase II Building Painting & Fence staining - Contractor: Five Star Painting - Cost \$117,500.00. (Work Completed). Punch list in progress.
2. Main line Leak repaired Contractors: Precision Leak Detection, Roto Rooter & Five Star. 8" main line leak found and repaired. (Work Completed). Eric Howard is currently putting together a check off list and scheduling unit inspections.
3. Dryer Vent cleaning - Contractor: Welcome Services. Cost \$60 per unit x 84 units = \$5,040.00. (63 units Completed - Work in Progress on the 21 remaining).
4. Visitor Parking 24 Hour only signs – Contractor: MOD (On Order).

Mr. Saillard reported that a sign was needed at the end of Entry 11 and that was installed.

LANDSCAPE COMMITTEE

Ms. Pollon reported the following:

FALL 2018 MAINTENANCE REPORT

As the weather cools and the day lengths shorten irrigation will become less frequent even if the warm weather continues.

Residents can look forward to the fall colors of Red Maples, Liquidambar and Nyssas.

**LAWN MAINTENANCE** Lawns will be over seeded between October 1<sup>st</sup> and November 15th. Weed control in the lawns was completed in late September.

**WATER USE** August is the highest water consumption month of the year due to high temperatures and long day lengths. After September irrigation use will continue but drop steeply even if warm weather continues.

**ENTRY MAINTENANCE** Entry maintenance crews will finish summer pruning tasks

and start transitioning to fall cleanup.

### RESIDENT REQUESTS

If you have landscape *maintenance* requests (pruning or irrigation), please direct them to the MOD work order desk. If you have landscape *improvement* requests please contact your mutual landscape representative.

#### WORK ORDER DESK

By phone: 988-7650

By email: WORKORDER@ROSSMOOR.COM

### BOARD INFORMATIONAL ITEMS

Maintenance contracts are out to bid and due on November 14<sup>th</sup>.

#### TREE ITEMS

Total 2018 Tree Budget	\$13,600
Tree 2018 Budget Remaining	\$4,380

MAINTENANCE

Status of Waraner work

REMOVAL APPLICATIONS

Ptarmigan 11 Pine?

#### LANDSCAPE REHAB ITEMS

Total 2018 Rehab Budget	\$35,000
Rehab 2018 Budget Remaining	\$25,xxx

#### IRRIGATION ITEMS

Total 2018 Irrigation Budget	\$3,765
Rehab 2018 Irrigation Remaining	\$ 332

A full system inspection was completed on 7/23/2018 and 3 malfunctioning valves were found in addition to one irrigation break. Several heads were re-directed.

Mr. Saillard reported that the Board will keep trimming of Crepe Myrtles in this year's budget. Ms. Pollon stated that she will meet with the Landscape Committee for their input. Ms. Lawson and Ms. Pollon will do a walk-through in early February. Ms. Pollon will then prepare a plan for future plantings and irrigation systems. Ms. Lawson will review this with her.

Mr. Saillard suggested using MOD workdays to replace irrigation. Ms. Lawson would like to see the plan from Ms. Pollon to have a better idea of the big picture. Ms. Pollon reported that bids are due on November 14<sup>th</sup> from Gachina, BrightView and Terra Landscape for a contract with Mutual 28.

### SOCIAL COMMITTEE

Ms. Lawson reported the Mutual made \$3.46 on the BBQ. The ticket sales totaled \$1,508.

### LANDSCAPE COMMITTEE

No report.

### PRESIDENT'S REPORT

Mr. Saillard made his comments during the meeting.

### VICE PRESIDENT'S REPORT

Ms. Sheridan asked about the procedure for vent cleanings. How is contact made with the residents? Mr. Saillard briefly explained it to her.

### SECRETARY'S REPORT

Ms. Lawson reported that she will take the lead on the CC&Rs and Bylaws revision.

### UNFINISHED BUSINESS

Items discussed throughout the meeting.

### NEW BUSINESS

Budget 2019: Mr. Saillard was hoping for a compromise between directors. He wants to move faster regarding water issues, especially landscaping. This is not part of the 2019 budget.

In 2024, the Mutual will dip below the minimum amount that it should have in reserves. By holding the coupon down this year, (\$40), the Board almost guarantees an increase next year.

*Ms. Lawson moved to adopt the 2019 budget as presented, which includes a \$40 increase per manor per month for a total monthly assessment amount per manor of \$785.00 and notes the \$300 special assessment. Ms. Sheridan seconded and the motion carried 2-1 (Saillard).*

Solar Policy: Ms. Lawson reported that they have drafted a solar policy, but they don't have input regarding the roof space available. Ms. Sheridan and she will attend a meeting about solar. There is new technology and people are taking a "wait and see" attitude. Mr. Donner reported that it can be very expensive. There was discussion on the interpretation of the Davis-Stirling civil code regarding where solar can be located. The Board discussed the draft solar policy. Ms. Lawson will call the attorney. The Board will then address this matter in January.

### FINANCIAL

Mr. Saillard reported that as of September the Operating fund balance was \$22,482. The Reserve fund balance was \$464,465. The Mutual is over budget by \$38,679. Utilities is responsible for \$30,000 of that amount.

Mr. Saillard reported that he advised accounting to include items in their delinquency policy. The items match the Mutual's CC&Rs. They address the timeframe for payments and address interest and late charges.

*Ms. Lawson moved to send the proposed changes to the membership for a 30-day comment period along with the solar policy in January. Ms. Sheridan seconded and the motion carried without dissent.*

### RESIDENTS' FORUM

None

### ANNOUNCEMENT

Next meeting: Regular Meeting, Wednesday, January 23, 2019 at 10:30 a.m.  
in the Board Room Gateway.

### ADJOURNMENT

Having no further business, the meeting adjourned at 11:55 a.m.



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Anne Paone, Assistant Secretary  
Walnut Creek Mutual Twenty-Eight