

M I N U T E S
WALNUT CREEK MUTUAL TWENTY-EIGHT
REGULAR MEETING OF THE BOARD OF DIRECTORS
WEDNESDAY, OCTOBER 25, 2017 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 25, 2017, 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.

One resident member was also present.

APPROVAL OF MINUTES

Mr. Saillard moved to approve the minutes of the regular Board meeting of July 26, 2017. Ms. Lawson seconded and the motion carried without dissent.

BUILDINGS AND FACILITIES REPORT

Mr. West reported the following:

Action Item: Proposal review and approval

INFORMATION ITEMS: Work In Progress or Completed

1. Phase I Dry Rot rehab – Contractors: EmpireWorks and MOD (Completed).
2. Phase I Painting - Contractor: EmpireWorks (Completed).
3. Phase III Roofing - A ONE Construction (Completed).
4. Installation of 4 new LED pagoda lights across from 2009 PT – Contractors: Sang Electric and Five Star. (work scheduled for 10-25-17).

5. Gutter Cleaning – Contractor: Professional Gutter Services (Completed).
MOD will snake any underground items identified by PGS. If necessary, MOD will contact Roto Rooter.

Mr. West reported painting was inadvertently mixed in with building maintenance reserve numbers. Carpentry was budgeted at \$18,500, but came in at \$38,891. The increase was due to dry rot in the carports.

Painting was budgeted at \$71,673 and came in at \$71,000. Roofing was budgeted at \$107,880 and came in at \$106,000. The final total for building maintenance was \$195,500. This is \$30,726 over budget.

Mr. Saillard asked about the lights along the roadway. Mr. West stated that Sang is doing them.

ARCHITECTURAL CONTROL COMMITTEE

No report.

TREASURER'S REPORT

Mr. Donner reported the operating fund balance is \$81,258 and the reserve fund balance is \$492,734. The Mutual is \$14,339 better than budget.

Ms. Lawson would like the Board to plan ahead so members may have a choice of an increase in the coupon or a one-time special assessment.

FINANCE COMMITTEE – Richard Nishkian

No report.

SOCIAL COMMITTEE

Mr. Saillard reported Jan Saillard is the temporary chair of the committee.

LANDSCAPE COMMITTEE

Mr. Saillard reported that Pam is the only member left on the committee. Ms. Sheridan will work on recruiting members for the committee. They will need to be able to walk the entire Mutual.

PRESIDENT'S REPORT

Mr. Saillard reported that they have completed the evaluation of turf throughout the Mutual. They have reviewed where to keep sod and where to remove it.

Mr. Saillard will encourage residents to sign-up for the Nixle service. At the Presidents' Forum, the PG&E energy savings assistance program was discussed. PG&E will do an energy audit of your unit at no cost.

Fire preparedness was discussed. There are some concerns about only having one exit out of Rossmoor. Residents may only need to leave to go to another part of

Rossmoor. The police will advise residents where to go. The Fire Department will dictate any evacuation plan.

VICE PRESIDENT'S REPORT

No report.

SECRETARY'S REPORT

No report.

LANDSCAPE REPORT

Ms. Pollon reported the following:

LAWN MAINTENANCE: Turf mowing will become less frequent, as will irrigation as the weather cools.

ENTRY MAINTENANCE: Entry maintenance crews are using their time to keep paths clear and clean the leaves that have started to fall for the season. Rick Saillard will be walking with Terra Landscape to see if there are outstanding items to be completed before year's end.

TREE REMOVALS: There are no pending tree removal permits. A tree walk with Ed Waraner will be scheduled for December.

If you have landscape *maintenance* requests (pruning or irrigation), please direct them to the MOD work order desk. If you have other landscape requests please direct them to your Board president and Landscape Representative, Rick Saillard.

WORK ORDER DESK

By phone: 988-7650

By email: WORKORDER@ROSSMOOR.COM

LANDSCAPE REHAB
weeks including the following

Some small projects will be completed in the next 4-6

2129-3 Sod removal and landscape installation	\$1,815
2013-2 Lawn replacement and shrub replacement	\$885
2123-3 Remove stump and install 2 shrubs	\$335
2173-2 Plant 3 Azaleas and install cobble	\$530

FOR DISCUSSION

2209-4 Removal of brick patio, reinstall turf	\$2200
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The Board approved 2121 Ptarmigan #3 for removal of the stump and installation of 2 shrubs in the amount of \$335. The Board decided to wait until 2018 to address 2208

Ptarmigan #4 for the removal of a brick patio and to reinstall turf in the amount of \$2,200.

Mr. Saillard reported there is a spike in the water bill for September. Ms. Pollon stated that Armando did not find anything. Mr. Donner stated that it could be a resident issue such as a leaking toilet. August and September were really hot months and additionally, there was a 9% increase from EBMUD.

Mr. Saillard will check the EBMUD bills.

Mr. Saillard stated that they need to focus on sod replacement in the areas where the grass will be removed.

Ms. Pollon stated that they can decide on what projects to do once the budget is settled.

Ms. Lawson would like entries addressed.

Ms. Pollon and the Board will get together in December to review projects.

Mr. Saillard reported that 2017 Ptarmigan has a rodent problem. Tree trimming was done to keep the branches away from the units.

Mr. Donner stated that rats get in somehow. There should not be dog food left out or seeds from a birdfeeder. Tony, from MOD, should check the roof for any openings or entry points. Mr. West will start a work order.

UNFINISHED BUSINESS

Ms. Lawson reported the results of the survey for the Comcast offer of telephone service and a DVR were against accepting the offer.

Mr. Saillard moved not to approve the Comcast plan offering telephone service and DVR. Ms. Lawson seconded and the motion carried without dissent.

NEW BUSINESS

Mr. Saillard discussed the 2018 budget. There is a \$24.00 increase which brings the monthly coupon to \$745.00. Most items are out of the Mutual's control.

This year, 2017, the Mutuals' monthly coupon amounts range from a high of \$990 to a low of \$617.

Mr. Saillard moved to approve the 2018 budget as presented with a monthly coupon amount of \$745. Ms. Sheridan seconded and the motion carried without dissent.

Ms. Sheridan reported that the Mutual needs an updated directory She can have a committee work on it. Mr. Saillard will place an article in the Mutual's newsletter. Ms. Sheridan will be the contact person.

RESIDENTS' FORUM

No questions or comments.

ANNOUNCEMENT

Next meeting: **Regular Board Meeting**, Wednesday, January 24, 2018 at 10:30 a.m.
in the Board Room at Gateway Clubhouse.

ADJOURNMENT

Having no further business, the meeting adjourned at 11:45 a.m.

/s/ _____
Anne Paone, Assistant Secretary
Walnut Creek Mutual Twenty-Eight