

M I N U T E S  
WALNUT CREEK MUTUAL TWENTY-EIGHT  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
WEDNESDAY, OCTOBER 26, 2016 AT 10:30 A.M.  
CONFERENCE ROOM – MOD

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 26, 2016, in the Conference Room, Mutual Operations Division, 800 Rockview Drive, Walnut Creek, California.

ROLL CALL: Present:       Richard Saillard, President  
                                  Richard 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.

In addition to five residents, committee members Dick Nishkian and Holy Markel were present.

APPROVAL OF MINUTES

Ms. Lawson moved to approve the minutes of the regular Board meeting of July 27, 2016 and the Organizational Meeting of July 27, 2016 as written and reviewed. Mr. Sheridan seconded and the motion carried without dissent.

ARCHITECTURAL CONTROL COMMITTEE

Mr. Saillard has received the resignations of the two committee members.

*Mr. Saillard moved to state that the Board of Directors will officially assume the responsibilities of the Architectural Control Committee. Ms. Lawson seconded and the motion carried without dissent.*

Mr. Saillard would like to have an informal Landscape Committee. He reported on the responsibilities of the committee. The committee would recommend projects and expenditures to the Board. They would provide input to the Board on the size of the budget and use-of-funds during the budget development process. The committee would conduct a landscape walk twice a year. The purpose would be to identify landscape rehab projects that can be performed by MOD. They would act as a liaison to the landscape contractors and the irrigation technician. They would report on the status of landscaping to the Board at their regular meetings.

*Mr. Saillard moved to establish an informal landscape committee. Ms. Lawson seconded and the motion carried without dissent.*

Mr. Saillard appointed Pam Biddleman, Bruce Thom, and Dan Kaplan to the committee.

Mr. Saillard reported that the Board has until the end of 2017 to decide whether to accept the phone and DVR services offered by Comcast. The entire Mutual will have to participate in order to get the plan rate. The Board will do a survey before deciding.

### TREASURER'S REPORT

No report.

### FINANCE COMMITTEE – Richard Nishkian

Mr. Nishkian reported that the interest rate was changed from 2.5% to 2% on the Helsing Report. The Mutual is in good financial condition. If the Mutual installs new smoke detectors, this item should be listed as a component on the reserve study.

Mr. Donner reported that smoke detectors are a resident responsibility. The Mutual will take on this responsibility if the Mutual changes out the detectors. This would mean that the Mutual would drop \$1,920 from the operating budget and add \$7,900 to the reserve budget for 2017. Every nine years the Mutual would need to budget for the smoke detectors. Mr. West would have this added to the reserve study. The code says that every bedroom, living room and hallway needs to have a detector. Any room with a closet is considered a bedroom.

The Mutual is reviewing proposals for smoke detectors.

### POLICY COMMITTEE

Mr. Saillard reported that the roads do not meet standards to park on the street, except in E12. Parking in the roadway is not safe. A fire truck would just push a vehicle out of the way and the owner would be responsible for any damage. The owner would also be held liable for any costs incurred due to a delay in getting to the event. Mr. Saillard proposed wording changes to reinforce and clarify the current parking rules.

*Mr. Saillard moved to send out the proposed amended parking policy for a 30-day comment period. Mr. Sheridan seconded and the motion carried without dissent.*

Mr. Saillard reported that there will be a new resident directory for next year. It will be ready during or after the first quarter.

### SOCIAL COMMITTEE

Ms. Markel reported that the Valentine's Day party will be held on February 12<sup>th</sup>. The price for the caterers has gone up about 25%. They are considering having a buffet as that would decrease the cost. A flyer will be sent after January 1<sup>st</sup>.

### PRESIDENT'S REPORT

Mr. Saillard will report under New Business.

### VICE PRESIDENT'S REPORT

No report.

### SECRETARY'S REPORT

No report.

### LANDSCAPE REPORT

Ms. Pollon reported the following:

**LAWN MAINTENANCE:** Most lawns were reseeded last week so there will be no mowing of lawns for several weeks. Irrigation is on and seeded turf will be watered daily during germination.

**ENTRY MAINTENANCE:** In November, crews are turning their focus to leaf cleanup and will be passing through each entry at least twice a month during the fall.

**TREE MAINTENANCE:** Waraner Brothers Tree Service handles all work orders.

**LANDSCAPE REHAB:** There are no pending landscape rehab projects.

Ms. Pollon and Mr. Saillard will walk with Ed Waraner in December to look at trees. Ms. Pollon will have the Crab Apple tree replaced near 2121 #1 Ptarmigan. Mr. Sheridan proposed that the tree be replanted in memory of the recently deceased nearby resident, Evert Makinen. Pear trees are not very healthy, but they will be fed special food to help them last longer.

Ms. Lawson stated that the Oak trees in entry 12 on the side are blocking views. Mr. Saillard reported that if the Oak trees are trimmed, there are trees behind it that residents will see.

Terra Landscaping will finish pruning by the end of the year. This includes roof clearance.

Mr. Saillard mentioned that residents have bushes and trees that lean on the fence. Mr. Donner advised that the Mutual can send a notice to the resident to trim them. If they don't do so, the Mutual can have it done and bill the resident.

There are some problems with rodents. Ms. Pollon reported that they have put out bait traps. Mr. Donner stated that MOD can send someone out to investigate and check if there are any holes where rodents can enter the buildings, etc.

### BUILDINGS AND FACILITIES REPORT

Mr. West reported the following:

Work in Progress:

1. Gutter cleaning scheduled for late October and late January by All Clear. Cost \$3,800.
2. 2225 #1 – Slab Leak update. Located behind the kitchen cabinet underneath. They will abandon the line and run a new line because it is less expensive to do so. There are no estimates yet.
3. 2217 Ptarmigan-Entry 12, carport #5. There is a rotted 20' beam. Empire bid was \$4,020.02. Joe Matta Construction's bid was \$3,950.00. Mr. West reported that the Board accepted the bid form Joe Matta Construction.

Follow up:

1. Fence and Trash enclosure semi - transparent stain. EmpireWorks cost \$16,521.56 (completed).
2. MOD to install 45 additional Downspout splash blocks. Cost \$450.00 (completed).
3. 2016 Roofing project- New Comp on 9 buildings, New gutters and downspouts. MOD to complete carpentry issues as needed. Sorenson Roofing \$ 134,340.00. plus permits. (completed). 7 Remaining buildings scheduled for 2017.

Mr. West reported that the 2017 projects include Dry Rot Rehab, Seven Roofs and Painting. The total is approximately \$195,500 for these projects.

Mr. Saillard asked if there was anything pro-actively that the Mutual can do to avoid plumbing issues. Mr. West responded that there are trees planted up next to the buildings.

Mr. Donner suggested that the Mutual could create a plan to replace the pipes and move them overhead instead of having them in ground encased in concrete. The Mutual could budget for it and do it in phases.

Mr. Saillard stated that for now the Mutual will address them as they require action.

UNFINISHED BUSINESS

The Entry 12 parking lot lighting issue has been resolved.

NEW BUSINESS

Mr. Saillard reviewed the 2017 budget. He explained the increases. The total increase to the coupon will be \$25.00. The GRF portion is \$20.25 and the Mutual portion is \$4.75. The coupon amount for 2017 will be \$721.00.

*Ms. Lawson moved to adopt the budget for 2017 as presented with the total monthly coupon amount being \$721.00. Mr. Sheridan seconded and the motion carried without dissent.*

RESIDENTS' FORUM

Mr. Saillard reported that the Mutual could send out information as residents move in if they provide their email address.

A resident asked about the process for a Board decision. It is always based on the decision of the majority of the Board.

#### ANNOUNCEMENT

Next meeting: Regular Board Meeting, Wednesday, January 25, 2017 at 10:30 a.m. in the Conference Room at MOD.

#### ADJOURNMENT

Having no further business, the meeting adjourned at 12:02 p.m.

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

An executive session was held following the open session at 12:04 p.m. Topics included:

- Member Discipline-dog off-leash
- Member Discipline-interfering with contractors doing their work

With no further business to discuss, the Board adjourned the Executive Session at 12:30 p.m.