

MINUTES
WALNUT CREEK MUTUAL TWENTY-EIGHT
REGULAR MEETING OF THE BOARD OF DIRECTORS
WEDNESDAY, MAY 25, 2016 AT 10:30 A.M.
CONFERENCE ROOM – MOD

President James Jardine called to order the regular meeting of the Board of Directors of Walnut Creek Mutual Twenty-Eight at 10:30 a.m. on Wednesday, May 25, 2016, in the Conference Room, Mutual Operations Division, 800 Rockview Drive, Walnut Creek, California.

ROLL CALL: Present: James Jardine, President
 Richard Saillard, Vice President
 Susan Hildreth, Secretary/Treasurer

Excused: None

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

In addition to four residents, committee members Dick Nishkian and Donna Artist were present.

Mr. Jardine introduced Tim O'Keefe, the new CEO for the Golden Rain Foundation. He is visiting to see how the Mutuals operate.

APPROVAL OF MINUTES

Ms. Hildreth moved to approve the minutes of the regular Board meeting of January 27, 2016 as written and reviewed. Mr. Saillard seconded and the motion carried without dissent.

ARCHITECTURAL CONTROL COMMITTEE – Holly Markel and Donna Artist

No report.

TREASURER'S REPORT – Susan Hildreth

Mr. Donner reported that the operating fund has \$37,189, which is good. The reserve fund has \$638,858. Building maintenance is over budget by \$18,469, but this is due to gutter cleaning and plumbing issues. Professional Services is over budget by \$4,000. This is due to the audit. Legal Fees are over by \$1,924. Overall the Mutual is fine, but the Board needs to monitor its spending.

Ms. Hildreth reported that there is \$334.37 in petty cash. This includes the deposit for the summer BBQ.

Mr. Jardine will send a letter to a resident reminding her that if she calls the Mutual attorney, she will be billed the attorney's fee for the call.

FINANCE COMMITTEE – Richard Nishkian

Mr. Nishkian stated that sometime during the first half of next month he and Mr. West will go over information that pertains to the reserve study and pass it along to Helsing. They will request that Helsing use 2% instead of the 2.5% that Helsing currently uses. They will also advise Helsing to remove mailboxes from the study as residents will be responsible for them.

NEW RESIDENT COMMITTEE

Mr. Saillard reported that the Board will vote on the new policy for new resident required meetings with MOD later in the meeting. Mr. Saillard created an information sheet with helpful hints for new residents. It will be given to new residents with the roster pamphlet. Mr. Donner was asked to review it.

POLICY COMMITTEE

No report.

SOCIAL COMMITTEE

Ms. Canepa reported that the picnic is scheduled for August 6 at the Stanley Dollar Clubhouse. Notices will be sent out about a month ahead of time.

PRESIDENT'S REPORT – Jim Jardine

Trash & recycling - did a walk with Lois Courchaine of Recycle Smart. Using photos taken as a baseline.

VP Rick Saillard has drafted a New Resident info form to be read and signed at our future New Resident meetings.

Secretary/Treasurer Susan Hildreth will be taking a job in the State of Washington.

Virginia Lawson of E12 has volunteered to take Susan's place and will be appointed at the July 27 meeting.

Phase two of three of the Mansard tile replacement has begun in E11.

The Board and staff are collecting tasks for the budget process.

VICE PRESIDENT'S REPORT – Richard Saillard

Mr. Saillard reported that he is very happy with the Mutual and his position as vice president.

SECRETARY'S REPORT – Susan Hildreth

No report.

LANDSCAPE REPORT

Mr. Donner read the landscape report from Ms. Pollon as follows:

LAWN MAINTENANCE: All turf will be fertilized again in late June. Lawns are being mowed

weekly. Irrigation is back on and waters as weather dictates.

ENTRY MAINTENANCE: Entry maintenance is on schedule pruning shrubs and spot spraying weeds.

TREE MAINTENANCE: Waraner Brothers Tree Service handles all work orders. Jim and Rebecca will set up a walk with Waraner Brothers Tree Service to plan out this year's pruning which is scheduled to take place in November.

LANDSCAPE REHAB: No rehab projects are currently planned.

Mr. Donner reported that EBMUD has dropped the twice weekly water restrictions.

He reminded the Board that in April, the Mutual had \$10,000 of tree work done. The Mutual needs to be careful about pruning in November to stay within the budget.

BUILDINGS AND FACILITIES REPORT

Mr. West reported the following:

Work in Progress:

1. 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. Remaining 7 building scheduled for 2017. Scheduled start date 5/23/16.
2. 2229 PT #2 – Cold water leak Davis Plumbing estimate not to exceed \$3,200.00. (scheduling with resident).
 - Mr. Saillard asked about under slab leaks. He was advised by Mr. West that it is cheaper to abandon the line and run a new line than to dig through concrete. Mr. Donner recommended that the Mutual put a line item in the budget and the reserve study.
3. Exterior Electrical Panel inspection. Sang Electric estimate \$2,940.00. (Scheduled start date June 6th).
4. Estimates for fence and trash enclosure semi - transparent stain. (presented to the board). This is for the exterior side only. No divider fences are included. The interior of the fencing is the responsibility of the resident.
 - There was discussion on whether to do the stain this year or to do it in 2017. It was agreed that the staining will be done in 2016.

Ms. Hildreth moved to approve the stain proposal from Empire in the amount of \$16,521. Mr. Saillard seconded and the motion carried without dissent.

- Residents may speak to Empire directly about hiring them to stain the interior of the fence at the resident's cost.

- Mr. Donner suggested that the Board consider including a line item in reserves for future fence staining maintenance.

Follow up:

1. (No Contractor Parking) Sign move completed.
2. Downspout splash blocks. MOD to install where needed. (completed).
 - Mr. West reported that while the 20 splash blocks have been installed, the Mutual needs 45 more. The cost would be \$1,200. The Board agreed to have them installed.
3. Entry 12 Guest parking lighting – Sang Electric (completed).
 - Mr. Jardine reported that residents adjusted the lights and broke some of them. The Board may have them relocated or change the type of bulb used. Mr. West will put up a temporary light and see how it works for residents. If residents are not disturbed by the light, it can be permanently placed.
4. Utility Closet screens installed by MOD (completed).

The Board discussed painting doors. Unless the door is new or there have been major changes to it, the Mutual will paint the door.

Mr. Jardine stated that residents cannot touch Mutual property, such as gutters. If this happens, the resident may be called to a Hearing where the Board can impose a reimbursement assessment.

Mr. Saillard will look at the unit where gutters have been removed by the resident. Mr. Jardine will send a letter to the resident that changes cannot be made without Board approval.

UNFINISHED BUSINESS

Mr. Jardine announced that the Board was ready to address the two new policies. There was only one comment letter received. Mr. Jardine called for a motion.

Mr. Saillard moved to adopt the policy as drafted for Natural Disasters. Ms. Hildreth seconded and the motion carried without dissent.

Mr. Saillard moved to adopt the policy as drafted for New Owner Orientation Meeting. Ms. Hildreth seconded and the motion carried without dissent.

NEW BUSINESS

Mr. Jardine called for a motion on the roofing contract.

Ms. Hildreth moved to approve the Sorenson Roofing contract in the amount of \$134,340 plus permits. Mr. Saillard seconded and the motion carried without dissent.

Mr. Jardine asked for a motion regarding miscellaneous bills.

Ms. Hildreth moved to approve miscellaneous bills. Mr. Saillard seconded and the motion carried without dissent.

Mr. Jardine suggested the Board might form a water committee to address water conservation. At the very least, there should be some articles in their newsletter. Mr. Jardine is open to any ideas.

RESIDENTS' FORUM

A resident asked how much of the budget is used for watering of lawns. Mr. Donner said he would have to check, but added that if a lawn is not thriving and growing, the area might not be good for lawns.

A resident had a suggested for Mr. Saillard to clarify #6 on his information form regarding the inside fence on the patio.

Mr. Jardine invited Mr. O'Keefe to make a few remarks. Mr. O'Keefe complimented the Board. He recognized that it is not easy to run a Mutual. There are many thankless hours. Everyone is passionate about something in Rossmoor. He believes the staff is very dedicated. Mr. O'Keefe also commented on the beauty of Rossmoor.

ANNOUNCEMENT

Next meeting: Regular Board Meeting, Wednesday, July 27, 2016 at 10:30 a.m. in the Conference Room at MOD.

ADJOURNMENT

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

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