

M I N U T E S
WALNUT CREEK MUTUAL TWENTY-EIGHT
REGULAR MEETING OF THE BOARD OF DIRECTORS
WEDNESDAY, JULY 23, 2014 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, July 23, 2014, in the Conference Room, Mutual Operations Division, 800 Rockview Drive, Walnut Creek, California.

ROLL CALL: Present: James Jardine, President
Richard Sheridan, Vice President
Ann Peterson, Secretary/Treasurer

Excused: None

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

In addition to two residents, committee member Dick Nishkian was present.

APPROVAL OF MINUTES

Mr. Sheridan moved to approve the minutes of the regular Board meeting of June 4, 2014 as written and reviewed. Ms. Peterson seconded and the motion carried without dissent.

EMERGENCY PREPAREDNESS COMMITTEE – Jim Jardine

Mr. Jardine reported that Caroline Sheridan advised him that it would be more efficient if she had a roster to be able to contact members to collect emergency preparedness information. He provided her with the roster.

ARCHITECTURAL CONTROL COMMITTEE – Holly Markel and Donna Artist

Mr. Jardine reported that a resident advised him that she would like to install a security door. He sent an email to counseling so that they may discuss with her any fears that she might have regarding her safety.

TREASURER'S REPORT – Ann Peterson

Mr. Donner reported the operating fund balance is \$44,724. The reserve fund balance is \$591,210. The total amount for both funds is \$635,934. Currently the utilities are under budget by \$12,000, but they should be right on budget at the end of the year.

FINANCE COMMITTEE – Richard Nishkian

Mr. Nishkian reported the Mutual has an increase in late assessments. The Mutual is over budget in water which may be due to when the invoices are actually received. Mr. Donner reminded that water is budgeted the same for each month. It will even out. There is an increase due from EBMUD in July, but it has been built into the budget.

POLICY COMMITTEE

Ms. Peterson reported that she is in the process of putting together all of the committee changes. They met numerous times and eventually the changes will be submitted to Anne Paone. She will send them back to the committee and they will review them again. Finally they will be submitted to the Board for approval.

SOCIAL COMMITTEE – Ann Peterson

Ms. Peterson reported that the Mutual now has a social committee. The responsibility has been handed over to them. The BBQ attendance was up slightly. It was more congenial and there was more interaction of residents. There were some complaints about the food.

There is \$219.86 in the Social account. Mr. Jardine commented that the event should be cancelled if not enough people show up and the committee should stay within budget.

Ms. Peterson reported that money came from the Social fund for retirement gifts and retirement parties. Mr. Jardine commented that the money should have come from the general fund.

Mr. Donner said that the money can be transferred back to the operating fund.

Ms. Peterson motioned to refund the money for Dyann and Bill's retirement gifts and their parties back to the Social fund. Mr. Sheridan seconded and the motion carried without dissent.

PRESIDENT'S REPORT – Jim Jardine

Mr. Jardine reported that 2001 Ptarmigan will cost \$125 to clean up the jungle-type area. It will cost \$50 to take care of the tree next door to this unit. This should be paid for by the residents. He will give more details at a later date.

There was discussion regarding the resident making noise with his motorcycle. Mr. Jardine will investigate any complaints.

The letter will be mailed out to the membership regarding the fence replacements as indicated by the reserve study.

Mr. Jardine will remind the membership to make sure to advise Membership Services if there are any address changes.

With the residents' permission, emails can be included in Mutual Twenty-Eight's directory.

VICE PRESIDENTS REPORT – Richard Sheridan

Mr. Sheridan reported that he received a complaint that the person blowing debris blows it inside the fence instead of outside of the fence.

Ms. Peterson said the person needs to do the job correctly. The resident should not have to put up a screen or some type of blockage to prevent this from happening.

Mr. Perona said he will talk to Tree Sculpture to make sure the blowing is done right. He also reminded the membership that carports are not cleared of debris by landscaping.

Mr. Jardine will send a letter to the resident that leaves his carport light on and goes away.

LANDSCAPE REPORT

Mr. Donner reported that this month the lawns were broad-leafed. Next month we will be fertilizing. Everything else is routine. We have finished quite a bit of landscape rehab work. Next month we can get together and do another walk-through.

Ms. Peterson was concerned about lawns dying. Mr. Perona reported that they have reduced watering valley-wide by 10%, but he will look at her entry and see if it needs to be increased.

Mr. Jardine suggested that the wisteria be removed from 2109 Ptarmigan when the fence is replaced.

BUILDINGS AND FACILITIES REPORT

Mr. West reported that the amount for the fencing is close to the Helsing report's numbers. Some residents may want to keep their fence and Mr. West said it will then be crossed off of his list and they will move on. Mr. Jardine said if they have their own fence that was installed at the resident's expense, the Mutual will not replace. Wrought iron will not be touched unless the resident wants it replaced with the wood fence. Each resident will state which fence they want installed. Flyers will be posted with start dates and will advise them to remove furniture or anything that might break.

There will be no staining of the fences. Mr. West advised that every two years the Mutual would need to apply a water-repellant to maintain it. This would not be cost-effective.

Ms. Peterson motioned to approve the proposal from Five Star Painting with \$49,980 for the fences and \$19,800 for the gates. Mr. Sheridan seconded and the motion carried without dissent.

Mr. West reported that the 2121 Ptarmigan #2 sidewalk concrete replacement was completed for \$500 by Five Star.

The reserve study report was submitted to Helsing for revisions and it has not been received back yet.

Mr. West has a list of the entire carport inside lights. It will cost \$6,600 to replace all of them.

Carport build-ups are slated for next year. Some carport roofs need to be changed out to Duralast next year. Some gutters and downspouts need to be done. Phase 2 of the tile to comp to be done next year.

Mr. Jardine asked that MOD remember to include lights when they have their budget discussion for the 2015 budget.

UNFINISHED BUSINESS

None

NEW BUSINESS

The Board of Directors discussed 2209 Ptarmigan Dr. #4 regarding the brick patio. Ms. Peterson explained that it was installed 18 years ago. The unit will be up for sale and the Board needs to determine who will actually own the brick patio. The logical owner should be the Mutual. It would be maintained by the Mutual and all residents will be able to use this area. The new owner will need to know who owns this patio.

Ms. Peterson motioned that the Mutual should assume ownership of the brickwork patio adjacent to 2209 Ptarmigan Dr. #4. It was seconded by Mr. Sheridan and the motion carried without dissent.

The Board needs a motion to ratify payment for the bill for the State Fund.

Ms. Peterson motioned to ratify the payment for the State Fund in the amount of \$379.83. Mr. Sheridan seconded and the motion carried without dissent.

Mr. Jardine asked Mr. West if, when they are installing the new fences, where possible, the smaller trash enclosures could be expanded. It's hard to walk inside some of them.

RESIDENTS' FORUM

None

ANNOUNCEMENT

Next meeting: Regular Board Meeting, Wednesday, October 22, 2014 at 10:30 a.m. in the Conference Room at MOD.00

ADJOURNMENT

Having no further business, the meeting adjourned at 11:52 a.m.

/s/

Ann Peterson, Secretary/Treasurer
Walnut Creek Mutual Twenty-Eight