

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

Four resident members were also present.

APPROVAL OF MINUTES

Mr. Saillard moved to approve the minutes of the regular Board meeting of May 23, 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. 2157 #1 PT / 2117#1 PT/ 2229 #3 PT – Additional dry rot repairs needed. Contractor : Five Star - Estimate presented to the board.

\$2,475 has already been signed.

Ms. Lawson moved to approve the revised proposal from Five Star. Ms. Sheridan seconded and the motion carried without dissent.

INFORMATION ITEMS: Work scheduled, In Progress or Completed

1. 2018 Phase II Painting. Contractor: Five Star Painting Cost \$117,500.00. (Work in Progress). Fence staining will start right after buildings are completed. (15 buildings and 9 carports)
2. Asphalt seal. Contractor SVP (Work Completed).
3. Main line Leak repaired Contractors: Precision Leak Detection, Roto Rooter & Five Star.
8" main line leak found and repaired.
4. Dryer Vent cleaning - Contractor: Welcome Services. Cost \$60 per unit x 84 units = \$5,040.00. (scheduled).

Mr. Saillard reported that black silica was blowing off the surface of the street into carports. The Board is asking Silicon Valley Paving why this is happening.

Ms. Lawson asked Mr. West about the cost to install submeters. Mr. West reported it could be about \$5,000 plus labor. He will check with EBMUD to see if the Mutual can get a rebate on the money spent due to the leak.

Mr. West reported that work sheets will be sent from Jo Ann Cooper for the Helsing report. They will go over the 10-year spreadsheet prior to the budget meeting. Some items were added to the Helsing report such as re-piping and staining the top boards on the fences.

ARCHITECTURAL CONTROL COMMITTEE

No report.

TREASURER'S REPORT

Mr. Donner reported the operating fund balance is \$34,607 and the reserve balance is \$527,303. The Mutual is \$27,000 over budget. \$16,000 is due to water usage and \$9,000 is plumbing related issues.

FINANCE COMMITTEE

No report.

SOCIAL COMMITTEE

Mr. Saillard reported the BBQ is scheduled for August 4th at Stanley Dollar Clubhouse.

LANDSCAPE COMMITTEE

Ms. Pollon reported the following:

SUMMER 2018 MAINTENANCE REPORT

Warm days are upon us and with them residents can enjoy blooming Oleanders, St John's Wort and Crepe Myrtle trees.

Residents can help keep the landscape healthy by reporting dry spots on lawns or

evidence of irrigation issues to the work order desk.

LAWN MAINTENANCE Lawns have been aerated, over-seeded and fertilized. Mowing is occurring weekly and lawns are being edged on alternating weeks.

WATER USE Irrigation will continue to become more frequent as the temperatures rise. Residents can assist in conserving water and keeping the landscape healthy by reporting water leaks and irrigation breaks. If a break is suspected please report the location to the work order desk.

ENTRY MAINTENANCE Entry maintenance crews are performing summer pruning tasks including tip pruning shrubs and hard pruning Catmints and Daisies.

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

TREE ITEMS

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

MAINTENANCE Waraner Bros will be in the mutual next week to complete a proposal for tree pruning and building clearance.

REMOVAL APPLICATIONS Ptarmigan 11 Pine?

Ms. Pollon suggested removing the tree stumps next year. The Board approved.

LANDSCAPE REHAB ITEMS

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

Ms. Pollon reported that projects are on hold per the Board until next year, so the funds can be used for other things.

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.

Ms. Pollon asked that members report any evidence of irrigation breaks to the work order desk.

PRESIDENT'S REPORT

No report.

VICE PRESIDENT'S REPORT

No report.

SECRETARY'S REPORT

No report.

UNFINISHED BUSINESS

Solar Policy: Ms. Lawson reported a policy has been drafted which is a combination from other Mutuals' policies. The Board members received a copy last night. It will be reviewed.

CC&Rs Rewrite: Mr. Saillard wants to wait until next year to do the rewrite. Ms. Lawson called the attorney for a proposal.

2101 Entry 11 – Railing Along Sidewalk: Mr. Saillard reported the Board will wait until next year.

NEW BUSINESS

Collections: Mr. Saillard spoke to Mr. Chakoff. An example was given that if the coupon was \$745 and only \$45 was paid on it, MOD says the account is current. Mr. Saillard would like it classified as delinquent if the balance is \$100 or more. 12% interest is charged if over 30 days late. If there is a special reimbursement, a notice is only sent once. A notice should be sent every month until paid. The President should be notified when the invoice is sent to the resident for reimbursement. Mr. Saillard reported that he will meet with Mr. Chakoff to discuss these issues.

Conversion to Visitor Parking: Mr. Saillard reported that there is one undesignated parking space in Entry 11. Residents have been using the space.

Ms. Sheridan moved to approve the parking space at the end of the garages at Entry 14 as designated "Visitor Parking". Ms. Lawson seconded and the motion carried without dissent.

RESIDENTS' FORUM

Landscaping issues were discussed regarding shrubs at Entry 12. Ms. Pollon will look at the area.

A resident asked if the outdoor fire extinguishers are checked. Mr. West reported they are checked annually by Fire Protection Management Company. The Fire Marshall Inspector also checks them.

A resident stated that the Entry sign needs to be repaired or replaced. Mr. West will have someone look at it.

A resident asked about changing the light fixtures in the carports. Mr. Saillard stated the Mutual would need to plan for this as a reserve item. Mr. West will get a proposal from Sang Electric

ANNOUNCEMENT

Next meeting: Regular Meeting, Wednesday, October 24, 2018 at 10:30 a.m.
in the Donner Room at the Event Center.

ADJOURNMENT

Having no further business, the meeting adjourned at 11:48 a.m.

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

***The Board of Directors met in executive session on January 24, 2018 at 12:05 p.m. to discuss the following:

1. Member Matters – Board to review a private garden, painting of alterations were billed to owners. A letter will be sent to an owner that does not want to pay.

Having no further business, the executive session adjourned at 12:21 p.m.

***The Board of Directors met in executive session on March 7, 2018 at 2:00 p.m. to discuss the following:

1. Member Matters – private garden status will not be revoked.

Having no further business, the executive session adjourned at 2:40 p.m.

***The Board of Directors met in executive session on April 13, 2018 at 2:00 p.m. to discuss the following:

1. Member Matters – parking-warning issued, medical assistance-co-occupancy status withdrawn by Board since the resident that needed medical assistance has moved out.

Having no further business, the executive session adjourned at 3:00 p.m.

***The Board of Directors met in executive session on May 2, 2018 at 2:00 p.m. to discuss the following:

1. Member Matters – Dog off-leash, fine imposed.

Having no further business, the executive session adjourned at 3:00 p.m.