

BOARD OF DIRECTORS REGULAR MEETING**Monday, September 16, 2024 at 9:30 a.m.****Hillside Clubhouse – Vista Room
3400 Golden Rain Road, Walnut Creek, CA 94595**

MINUTES**1. Call to Order**

Giessner called the meeting to order at 9:30 a.m.

2. Roll Call was taken by Thomas**Directors Present**Richard Giessner – President
Ram Ramakrishna – Vice President
David Hickey – Treasurer – Absent
Robin Reddell – Secretary
Sheila MacDonell – Director-at-Large**Mutual Operations Staff**Jeroen Wright – Director of Mutual Operations
Todd Arterburn – Chief Financial Officer
Rick West – Sr. Building Maintenance Manager
John Tawaststjerna – Landscape Manager
Victoria Thomas – Board Services Coordinator**3. Approval of Minutes**

- a. Board of Directors Regular Meeting Minutes – September 16, 2024
- b. Board of Directors Special Meeting Minutes – September 17, 2024

*A motion was made by Ramakrishna, seconded by Reddell, to approve the minutes as posted.
Motion passed unanimously. (4-0)*

4. Presidents Report

We lost Philip Dalforno

Our new members.

Linda Jones

Jeanne Battagin

Susanne Burrill

We have 4 leased units.

Late notices were mailed to 5 members for their unpaid special assessment.

22 of our members did not get their condensate lines or dryer vents cleaned we will be attempting to contact you with dates and times the contractors are available.

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We are currently looking into having EV charging stations installed in our front parking lot. There is considerable grant money available for these kind of projects.

Our coupon will be increasing again. The budget meeting is schedule for September 17th.

5. **Mutual Operations Report**

- Staff is currently preparing the Mutual’s 2025 budget.
- Going forward the budget will be monthly.
- The Valley continues to be recognized as a firewise community. Volunteer hours continue to be required to continue to be certified in the Firewise Program. Another townhall is scheduled for January 2025. Details to follow.

6. **Financial Report/Treasurer’s Report** – David Hickey

- a. Motion for Compliance of Civil Code §5500 for Financial Reports

A motion was made by Hickey, seconded by Giessner, to approve compliance with Civil Code §5500 for Financial Reports. Motion passed unanimously. (5-0)

The current financial statements are dated July 31, 2024.

All expenses are at or near budget. We are under budget by about \$16,000 for the total of all categories. Our water usage has now increased with the summer temperatures and we now on budget for the year to date expenses.

We will probably be over budget now until the temperatures dropped. My estimate is that we will be over budget by \$15,000 by the end of year.

Most other expenses are near budget amounts.

It was necessary for the Operating Cash Account to borrow \$25,000 from the Reserve Cash Account in February to pay for the insurance premium. The board needs to approve the repayment of by this amount by transferring funds from the operating account to the reserve account.

Motion made by Ramakrishna, seconded by Reddell, to approve certification of compliance with Civil Code §5500 for the August financials. Approved by unanimous vote. (4-0)

7. **Building Maintenance Report** – Rick West

Action Items:

Proposals for review or Approval

New Gutters, Downspouts and Gutter Guards on all buildings. Out to Bid.

Contractors: Fiala Roofing, A One Roofing, Western Sierra Roofing.

Estimates presented to the Board for consideration.

Electrical Main Panel inspection, Lube and Report for all M29 Exterior panels.

Contractor: KR Electric Estimate \$6,975

Presented to the Board for consideration.

Informational Items

Work scheduled, In Progress, or Complete

2022 -2027 DuroLast Roofing Project. This project is to replace all of the flat portions of the building roofs. Phase I included Buildings #3152 and #3160. Two additional buildings have been resealed so that they will remain watertight until they have had their DuroLast replaced. These are

Building #2608 and #2648. The Project is scheduled to be completed in 6 phases and will be completed in 2027.

Phase II Completed summer 2023 Included Buildings 2608 / 2624 / 2648 / 2700 / 2704 / 2708.

2024 Santa Clara DuraLast Roofing Project 2712 / 2716 / 2720 / 3108 / 3104 / 3100.

Cost \$146,400 - Phase III 2024 Project Completed.

SB326 Raised Component Inspections Completed. Contractor: FWC Structural Engineering.

Reports have been Received. M29 is now in compliance with SB326. Phase I repair work was completed by GBG. SB326 Phase II. Contractor: GBG. Multiple locations on 15 buildings including Railing Repair, Column Repair, Landings and new Excel Coating.

GBG was awarded Phase I & II for a Total cost of \$186,300.81- Work Completed.

Dryer vent and Condensate Line Cleaning. Contractor: Bay Air Flow. Estimate \$15,900.
Scheduling In Progress

Motion made by Goldberg, seconded by Reddell, to approve the contract with Frank Fiala Roofing, for roof repair on buildings 2600, 2616, 2632, 2640, 2656 in 2025 at a cost of \$124,950 with a \$5,000 deduction if repaired all at once. Approved by unanimous vote. (4-0)

KR Electric will conduct inspections on the 31 main panels, which includes thermal and lubing followed with a report on the findings during the inspection. Cost is \$6,975.

Replacement cost of a main panels that have large Kentfields \$12,000 each. Cabinet rebuild is \$3,800. There are eight of this type of panel. Cost to replace all eight would be \$126,400. Then there are 23 San Clara Del Monte cost to replace will be \$8,000 plus the cabinet rebuild of \$3,800. Cost to replace all 23 would be \$271,000. Grand total \$397,800.

8. **Landscape Report** – Wini Biehl and John Tawastajerna

Assembly Bill 1571, signed by Governor Newsom in 2023, which takes effect in 2029 states that only functionally lawn can be watered. Functional turf is any lawn not designated for recreational use for public assembly. Costs will be high to remove the non-functioning lawns in the Valley. Buildings that don't have any lawn nearby are 3160, 3152, 3136, 3120, 3112, and the largest is behind 2724. During our fall MOD days, (October 24 - November 5) landscaping plans to remove two small strip lawns in front of the Santa Claras 2700 and 2720 and replace with fire retardant and drought resistant plants. Cost is \$4,578.00. The Mutual will receive a rebate of \$1,060.00 after completing the project.

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Permits have been approved but we do not yet have dates for removal of three trees that are diseased. These include Monterey Pine on Ptarmigan, a Pine at 2640 behind a carport, and another one at the entry on the right. Work will begin October 24th to November 5th. Cost for the removal will be approximately \$6,000.

9. **Trash Committee Report** – *Robin Reddel*

We have had for the last 3 months the right things in the Blue Recycling Cans most of the time!!! Unlike the picture below. The best is that the plastic bags are no longer a problem. Keep up the great work!

With so many new people that have moved in we want to remind you of the rules for the blue recycling bins:

Recycle Only - Empty, clean, dry and loose items.

Hard Plastic Containers #1-7 (no plastic bags), glass, paper (shredded paper must be in a paper bag), metal, flattened cardboard

Nothing else goes in recycling - no plastic bags

When in doubt, put it in landfill.

Please notify your caregivers and housekeepers.

We have to put the bar back for the large trash landfill cans to keep the raccoons out! Please try to remember this.

We need someone to take duties for the H Enclosure. Please see me after the meeting or text me at robin.reddell@gmail.com if you are interested.



10. **Safety Committee Report** – *Bert & Carol Sebilja*

No Report

11. **Flooring Guidelines Report** – *Manry Hall*

No Report

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12. **Social Committee Report** – *Sheila McDonald*

MacDonell reported she would like to continue with the ice cream social. She asked for volunteers to assist with the social event.

11. **Unfinished Business** – *Richard Giessner*

None

12. **New Business** – *Richard Giessner*

a. MOD to transfer \$25,000 from Operations Fund to the Reserves Fund for the 2024 Insurance Payment

Board has instructed Staff to transfer \$25,000 from the Operations Fund to the Reserves Fund for the 2024 to pay for the 2024 insurance payment.

Motion made by Goldberg, seconded by Ramakrishna, to approve the transfer \$25,000 from the Operations Fund to the Reserves Fund for the 2024 to pay for the 2024 insurance payment. Approved by unanimous vote. (4-0)

b. Electrical Utilities Inspection and Possible Upgrades
Previously discussed.

c. EV Charging Progress

Board is working with PG&E and the contractor to see if two stations can be installed.

d. Select Gutter Contractor

Topic will be discussed at the budget meeting.

e. Approve Roof Contract with Dura Last
Contract was approved.

f. Reserve Study Agreement – Helsing Group

The Reserve Study was just received prior to the meeting. The Board needs to review it before presenting it.

g. 2025 Board Meeting Schedule

Motion made by Goldberg, seconded by Ramakrishna, to approve the 2025 Board Meeting Schedule. Approved by unanimous vote. (4-0)

13. **Residents' Forum**

Members were afforded the opportunity to express their concerns, make comments, or have questions for the Board.

14. **Announcements** – The next scheduled meeting will be the Board of Directors Regular Meeting on December 16, 2024 at 9:30 a.m. at the Hillside in the Vista Room.

15. **Adjournment to Executive Session**

There being no further business, the Board of Directors Regular Meeting was adjourned at 10:18 a.m. and the Board moved into Executive Session.

16. **Executive Session Summary**

The Board met in Executive Session from 10:26 – 10:42 a.m. to discuss governing documents.

Secretary's Certificate

I hereby certify that the foregoing is a true and correct copy of the minutes.

Victoria Thomas