

M I N U T E S  
WALNUT CREEK MUTUAL TWENTY-EIGHT  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
WEDNESDAY, JULY 26, 2017 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 26, 2017, 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; and Anne Paone, Administrative Secretary.

Two resident members were also present.

APPROVAL OF MINUTES

Mr. Saillard moved to approve the minutes of the regular Board meeting of May 24, 2017. Ms. Lawson seconded and the motion carried without dissent.

PRESIDENT'S STATEMENT

Mr. Saillard reported that, sadly, Jim Jardine recently passed away. He served as the Board President for the past 10 years. He was recognized for his dedication to the Mutual and desire to maintain the Mutual in the best ways possible. The Mutual offers their deepest sympathies to his family.

BUILDINGS AND FACILITIES REPORT

Mr. West reported the following:

Action Item: Proposal review and approval

1. Install 4 new LED pagoda lights across from 2009 PT. Sang Electric estimate \$1,275.00.

Five Star will dig a trench, then the lights can be installed. Mr. Saillard stated if the proposal is under \$500, they may proceed.

Work in Progress:

1. Phase I Dry Rot rehab Estimates Empireworks \$10,034.00 (carports in progress).  
Mr. West reported that some minor dry rot was found on a few carports that are attached to the building.
2. Phase I Painting Contract from Empireworks for \$62,273.00. (9 buildings completed 6 remaining).  
Empireworks is scheduling with residents for door painting and MOD dry rot repairs final coating.
3. Phase III Roofing proposals – A ONE Construction \$107,040.00. (work in progress).

Mr. West reported that the painters are doing a good job. The colors look nice. Louis, Empire Works supervisor, is very nice and responsive.

Mr. Saillard reported that the Board needs a bid from Five Star to attach boards in the trash enclosures to protect the sides of the enclosures from the bins hitting against them.

Eric Howard is replacing Keith Peedle.

Mr. Saillard wants to be sure the reserves are adequate for painting and dry rot work. He asked if the life expectancy in the Helsing report is correct. Mr. West and Dick Nishkian will look at their 10-year plan for the Mutual.

ARCHITECTURAL CONTROL COMMITTEE

No report.

TREASURER'S REPORT

Mr. Donner reported the operating fund balance is \$89,376 and the reserve fund balance is \$664,189. This is \$100,000 more than last year at this time. It will come down as expenses come in. The Mutual is \$22,000 better than budget, which is mostly due to less water usage.

EBMUD has increased their rates for this year. The increase is 9% from July to July. The second 9% increase will be built into the budget for 2018.

FINANCE COMMITTEE – Richard Nishkian

No report.

SOCIAL COMMITTEE

Mr. Saillard reported the end-of-the-month get-togethers will continue. Last month, it was held in Entry 12. It went very well. The BBQ is scheduled for August 5, 2017.

### PRESIDENT'S REPORT

Mr. Saillard reported that a lot of Mutuals are looking at increasing fines. Mutuals are addressing landscape issues. The Mutuals need to make sure the landscape rehab is properly funded.

If residents see repairs that need to be done to the common property, they should report it to MOD.

### VICE PRESIDENT'S REPORT

No report.

### SECRETARY'S REPORT

No report.

### LANDSCAPE REPORT

Mr. West read Ms. Pollon's report as follows:

LAWN MAINTENANCE: Irrigation is on, the system is checked regularly but if leaks or 'geysers' are spotted please report them to the work order desk as soon as possible. Turf is being mowed weekly and edged every other week.

ENTRY MAINTENANCE: Entry maintenance crews are on their summer schedule pruning shrubs for size control and cleaning all entries monthly.

TREE MAINTENANCE: There are no pending tree removal permits at this time.

If you have landscape *maintenance* requests (pruning or irrigation), please direct them to the MOD work order desk. If you have other landscape requests please direct them to your Landscape Representative, Pam Biderman from Entry 12.

#### WORK ORDER DESK

By phone: 988-7650

By email: [WORKORDER@ROSSMOOR.COM](mailto:WORKORDER@ROSSMOOR.COM)

### OTHER-LONG TERM PLANNING

The landscape department in cooperation with the Mutual President is currently putting together a rough inventory of Mutual 28's total turf and landscaped acreage. This will help the Mutual to more accurately budget for the future to replace and prevent depreciating turf and landscapes.

### UNFINISHED BUSINESS

The proposed policy changes to the fine schedule were sent out for a 30-day comment period. There were no comments.

*Mr. Saillard moved to adopt the fine schedule as presented. Ms. Lawson seconded and the motion carried without dissent.*

Ms. Lawson reported that she is working on the Comcast survey. Mr. Saillard stated that the results are needed by the October meeting.

Mr. Saillard reported that he is working on a plan for landscaping with Rebecca Pollon. Ms. Sheridan stated that she would like to have a landscape committee to give suggestions. Mr. Saillard will place an article in their newsletter.

### NEW BUSINESS

Mr. Saillard reported there is an account in collections.

*Mr. Saillard moved to authorize initiating a lien on account #28028051 (APN 189-300-0511). Ms. Lawson seconded and the motion carried without dissent.*

### RESIDENTS' FORUM

No questions or comments.

### ANNOUNCEMENT

Next meeting: **Regular Board Meeting**, Wednesday, October 25, 2017 at 10:30 a.m. in the Board Room at Gateway Clubhouse.

### ADJOURNMENT

Having no further business, the meeting adjourned at 11:45 a.m.

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