

M I N U T E S  
WALNUT CREEK MUTUAL TWENTY-EIGHT  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
WEDNESDAY, JANUARY 24, 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, January 24, 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.

Five resident members were also present.

APPROVAL OF MINUTES

Mr. Saillard moved to approve the minutes of the regular Board meeting of October 25, 2017. Ms. Sheridan seconded and the motion carried without dissent.

BUILDINGS AND FACILITIES REPORT

Mr. West reported the following:

Action Item: Proposal review and approval

1. 2018 Phase II Dry Rot Rehab MOD estimate \$39,290.00 (This project will go out to bid). Bids have gone out – 3 complete carport exteriors.
  
2. 2018 Phase II Painting proposals (Presented to the board for vote). 15 buildings and 9 carports  
Five Star \$83,060   Pacific Trim \$107,490   CVP only bid 5 carports, not 9.  
There is \$112,000 in the budget.

*Ms. Lawson moved to approve the proposal from Five Star in the amount of \$83,060 for 15 buildings and 9 carports. Ms. Sheridan seconded and the motion carried without dissent.*

INFORMATION ITEMS: Work In Progress or Completed

1. 2205 PT #1 – Investigation of possible under slab domestic water leak.  
Contractor Davis Plumbing. (Work In Progress).  
Mr. West stated there is a leak. The options are to dig up the pipe and repair it or abandon the line and run a new line. Both units will need to be done.  
*Ms. Lawson moved to approve the re-piping of both units. Ms. Sheridan seconded and the motion carried without dissent.*
2. 2013 PT #2 – Old DuraLast roof leak. Five Star scheduled to re texture and paint stain. Cost \$975.00. (Work In Progress).
3. Installation of 4 new LED pagoda lights across from 2009 PT – Contractors:  
Sang Electric and Five Star. (Completed).
4. 2029 PT #2 – 2 Storage Room closet Doors installed by Ahumada Construction.  
Cost \$2,974.00 (Completed). Mr. West reported that due to the weather, these will be installed tomorrow.

Mr. Nishkan asked the Board if there should be a line item in reserves for re-piping.

Mr. Donner reported that the Board could add a line item when they do the 2019 budget.

Mr. Saillard and Mr. West talked about rehab and dry rot work. Mr. Saillard stated that he doesn't want to delay asphalt work.

Mr. Saillard asked about new signage and Mr. West recommended he drive around to see what signs he likes the best and might want to consider for Mutual 28. Reflective signs are popular.

Ms. Lawson reported that free-standing signs are a priority this year.

ARCHITECTURAL CONTROL COMMITTEE

No report.

TREASURER'S REPORT

Mr. Donner reported the operating fund balance is \$61,377 and the reserve balance is \$511,206.

The Mutual ended the year over budget by \$5,500, which is very good.

FINANCE COMMITTEE – Richard Nishkian

Mr. Nishkian reported there is \$1,300 in outstanding assessments. Mr. Saillard reported a payment may have been made in January. The other delinquency has to do with a Trust, but they are making some payments.

SOCIAL COMMITTEE

Mr. Saillard reported Jan Saillard is the temporary chair of the committee. A Valentine brunch is planned. There must be 50 attendees to move forward with the plans. Right now there are 38 people signed up. They may have to change it if they can't get enough people because they won't have the money for it.

### LANDSCAPE COMMITTEE

Ms. Pollon reported the following:

**LAWN MAINTENANCE:** Turf is being mowed every 2- 3 weeks, irrigation is running infrequently.

Ms. Pollon reported they are replacing one irrigation controller.

**ENTRY MAINTENANCE:** Crews are cleaning remaining leaves from beds, then will begin winter pruning of large shrubs including Oleander and Hypericum. Pre-emergent weed control is occurring now

**TREE MAINTENANCE:** Permit applications have been submitted to the city to remove 4 Liquidambar trees adjacent to 2037, 2 dying Pear trees next to 2029 and a declining Pine tree on the hillside at 2109.

**LANDSCAPE REHAB:** The Landscape Manager has a meeting to walk with Terra Landscape on Wednesday to give bids for various lawn replacements throughout the mutual as part of a multi-year lawn rejuvenation plan. Estimates will also be sought to upgrade irrigation delivery systems to MP rotators for all new lawns. The Landscape Manager will also submit price estimates and a work plan for upcoming MOD days which are currently scheduled to commence on February 16<sup>th</sup>.

A bid is being solicited for the removal of Coyote brush in the open spaces to reduce fire hazard to the mutual.

Ms. Pollon walked with Kevin of Terra Landscape and will get a bid. She will be walking with Ed Waraner tomorrow regarding tree maintenance and removal of Coyote brush.

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 Board President and Landscape Representative, Rick Saillard.

#### **WORK ORDER DESK**

By phone: **988-7650**

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

Mr. Saillard reported the landscape plan is a 7-year plan. The Mutual needs to spread out the work.

### PRESIDENT'S REPORT

No report.

### VICE PRESIDENT'S REPORT

No report.

### SECRETARY'S REPORT

No report.

### UNFINISHED BUSINESS

None

### NEW BUSINESS

Mr. Saillard discussed the resident directory. The current format makes it difficult to make changes to it. Dick Sheridan uses MAC software. It needs to be done with a more universal formatting. Mr. Saillard used a format in Excel. It is easy to use and can be sorted on a computer. A cover sheet can be included with emergency MOD contact numbers. Mr. Saillard will send out the new version to everyone for review. Ultimately, a final copy will be sent out.

Ms. Lawson would like the Board to think about increasing the Board positions from the current 3 to 5. She knows that it is hard to get volunteers.

*Ms. Lawson moved to explore the option of having a 5-member Board and the costs involved to change the Bylaws. Ms. Sheridan seconded and the motion carried without dissent.*

Mr. Saillard reported that the Board needs to consider updating the CC&Rs. They may want to update both the CC&Rs and the Bylaws. The Board will speak to the attorney.

### RESIDENTS' FORUM

A resident was concerned about Rossmoor evacuation plans. What if there is a fire? Mr. Donner reported that this is being addressed by Dennis Bell, Public Safety Manager and Mr. O'Keefe, GRF's CEO. Residents may speak to Mr. Bell and make comments at GRF meetings.

Mr. Saillard will bring this issue up again at the Presidents' Forum. The Board will get an emergency plan from Mr. Bell.

### ANNOUNCEMENT

Next meeting: **Annual Meeting**, Wednesday, March 7, 2018 at 9:30 a.m.  
in the Donner Room at the Event Center.

### ADJOURNMENT

Having no further business, the meeting adjourned at 12:05 p.m.

---

Anne Paone, Assistant Secretary  
Walnut Creek Mutual Twenty-Eight