

M I N U T E S  
WALNUT CREEK MUTUAL TWENTY-EIGHT  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
WEDNESDAY, JANUARY 25, 2017 AT 10:30 A.M.  
CONFERENCE ROOM – MOD

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 25, 2017, in the Conference Room, Mutual Operations Division, 800 Rockview Drive, Walnut Creek, California.

ROLL CALL: Present:       Richard Saillard, President  
                                  Richard 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

Ms. Lawson moved to approve the minutes of the regular Board meeting of October 26, 2016, the Executive Session Meeting of October 26, 2016, and the Executive Session Meeting of December 7, 2016 as written and reviewed. Mr. Sheridan seconded and the motion carried without dissent.

ARCHITECTURAL CONTROL COMMITTEE

No report.

TREASURER'S REPORT

No report.

FINANCE COMMITTEE – Richard Nishkian

Mr. Nishkian reported the preliminary financials show costs are within budgeted amounts. There is \$781 in unpaid assessments due to one outstanding account. Mr. Donner reported that the operating fund has a balance of \$66,784 and the reserve fund has \$593,707. The Mutual is better than budget by \$6,197. Part of this amount is due to the \$3,000 MOD refund. The Mutual is \$22,000 better than budget in Utilities. This is mostly due to less water usage. The final financials for the year-end will probably be ready in March.

Mr. Saillard reported that the Board decided not to take Worker's Compensation insurance. Contractors carry that insurance.

### SOCIAL COMMITTEE

Ms. Markel reported the reservations are coming in slowly for the upcoming event on February 12<sup>th</sup>. There have only been a few comments about the price. She encouraged everyone to get their reservations in.

### PRESIDENT'S REPORT

Mr. Saillard will report under Unfinished and New Business.

### VICE PRESIDENT'S REPORT

Mr. Sheridan reported that there was a huge waterfall when the mud came down during the mudslide.

He announced that he will not run for another term on the Board. Carolyn Sheridan was elected by acclamation. She will be seated on the Board at the Annual meeting.

### SECRETARY'S REPORT

Items are on the agenda.

### LANDSCAPE REPORT

Ms. Pollon reported the following:

**LAWN MAINTENANCE:** Lawns are being mowed every 2-4 weeks depending on weather. Irrigation is OFF.

**ENTRY MAINTENANCE:** Crews are working on winter rejuvenation pruning including Oleanders, Eleagnus, Junipers, Hypericums. Terra is also working on a pruning list developed by the director and account manager.

**TREE MAINTENANCE:** Waraner Brothers Tree Service is currently working on tree pruning identified by the landscape manager, board president and the arborist.

**LANDSCAPE REHAB:** M28 has been 'moved ahead in line' on the MOD landscape schedule. Work will begin the week of February 6<sup>th</sup> on several projects identified on a landscape walk with the landscape manager and board directors including the following (in order). Projects not completed will be revisited later in the year.

**2001** - Removal of dilapidated lawn and replacement with new landscape

**2037 #4** - Removal of dilapidated lawn and replacement with new landscape

**2137-2153 rear area** – Removal of badly performing vinca and replacement with new landscape

**2129 Southeast Corner** – Removal of dilapidated lawn and replacement with new landscape

**2033-2037 Between building** – Removal of narrow, struggling lawns and replacement with new landscape

Artificial turf was discussed. Most did not want it installed.

The Canyon had a mudslide near 2121 Ptarmigan that came up to the back of the unit. The mud has been cleared away.

Mr. Saillard commented that he thinks a wall should be there to hold back any mud. Ms. Pollon agreed. It would be a plain wall and not too expensive.

Mr. Saillard informed the Board and the membership that Don Kaplan resigned from the Landscape Committee.

## BUILDINGS AND FACILITIES REPORT

Mr. West reported the following:

### Work in Progress:

1. Full Gutter cleaning scheduled for Late January by All Clear. Cost \$3,800. Delayed due to weather, probably start in early February
2. Trash Enclosure by 2109 PT - Lower brace was damaged. Repairs scheduled by MOD.
3. Carport #69 by 2037 PT – Damaged by woodpecker. Repairs scheduled by MOD.
4. Carport 48 – 50 by 2129 PT – 2 Jelly Jar lights are out. MOD to inspect. Have been repaired
5. 2013 PT #4 – Rain leak from Skylight in Dining Room. Update. If it is a resident's alteration, it is their responsibility.
6. 10 yr. Smoke Detectors – Sang Electric scheduling to install 336 smoke detectors.  
Cost \$7,980.00 February 6 is the start date. Notices will go out to residents.

### 2017 Projects

1. Dry Rot Rehab for 7 Roofs and 15 Bldgs. Budget \$18,500.00 – Preparing Scope of work for Bid Package.
2. Painting 15 Bldgs. Budget \$71,000.00 – Preparing Scope of work for Bid Package.
3. Roofing 7 Bldgs. - Tile to comp with new gutters and downspouts Budget \$106,000.00  
– Preparing Scope of work for Bid Package. Jim Hogue will do the scope.

Mr. West reported that the Board will need to decide what colors to allow for the painting of the doors.

If the door is an alteration, it is the resident's responsibility. If it is a Mutual door, the resident should have a choice of three approved colors per color scheme.

Enclosed patios are the resident's responsibility, but MOD can speak to the resident and negotiate a price to do the repairs and painting.

Mr. Saillard would like to know how many patios are enclosed. The Mutual should consider taking over the responsibility of them for a fee.

## UNFINISHED BUSINESS

Mr. Saillard reported the changes to the parking policy were mailed out to the membership for a 30-day comment period. There were no comments.

*Mr. Saillard moved to adopt the changes to the parking policy. Ms. Lawson seconded and the motion carried without dissent.*

Mr. West advised Mr. Saillard that the work on the rotted beam in carport #5, entry 12 has been done.

## NEW BUSINESS

Mr. Saillard reported that he signed the Agreement to Share the Deductible Amount under the Commercial Property Coverage part of the blanket insurance policies.

*Ms. Lawson moved to approve Mr. Saillard's signing of the insurance agreement. Mr. Sheridan seconded and the motion carried without dissent.*

Mr. Saillard discussed the Comcast offer for telephone and DVR service. The entire Mutual will need to participate in the program. The Board discussed sending out a survey to the membership for their input.

*Mr. Saillard moved that the Mutual send out a Non-Binding Vote to the membership for the Comcast offer. Ms. Lawson seconded and the motion carried without dissent.*

Ms. Lawson will handle the responses.

Mr. Saillard asked the Board if they think it is necessary to increase the amount of fines imposed for various violations of the Mutual's rules. They agreed that they would like to see an increase for repeat offenses. Mr. Saillard will create a proposal.

Mr. Saillard reported that the following residents are on the Paint Color Committee:

Virginia Lawson, Mary Howden, Jean Brown, and Maria Gomes.

He will set up a scope-of-work for the committee. The committee will survey residents once they narrow down paint colors to three selections.

Mr. Saillard reported that next year all needed signage for the Mutual will be replaced like-for-like.

There was some discussion on the need for additional parking in the Mutual. Mr. Saillard asked Mr. Donner to arrange to have someone identify areas for potential parking. Mr. West and Martijn Lemmens will take a look at some areas.

Mr. Saillard reported that GRF has Earthquake Insurance for Trust properties such as Gateway and the Event Center. He will be attending a meeting for Third Walnut Creek

Mutual to see a presentation regarding insurance. He will get a proposal for the Mutual's review.

Mr. Saillard announced that the location of the Board meetings has been changed. A larger room is needed. All future Board meetings will be held in the Board room at Gateway. Dates and times will remain the same.

Mr. Saillard approached some residents regarding trees that are leaning against fences on their patios, trees that are close to the roof, or external storage in carports. The residents agreed to correct the situations.

#### RESIDENTS' FORUM

No questions or comments.

#### ANNOUNCEMENT

Next meeting: **Regular Board Meeting**, Wednesday, May 24, 2017 at 10:30 a.m. in the Board Room at Gateway Clubhouse.  
**Annual Meeting**, Wednesday, March 1, 2017 at 9:30 a.m. in the Donner Room/Event Center

#### ADJOURNMENT

Having no further business, the meeting adjourned at 11:56 a.m.

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