

M I N U T E S  
WALNUT CREEK MUTUAL TWENTY-EIGHT  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
WEDNESDAY, JANUARY 27, 2016 AT 10:30 A.M.  
CONFERENCE ROOM – MOD

President James Jardine 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 27,, 2016, in the Conference Room, Mutual Operations Division, 800 Rockview Drive, Walnut Creek, California.

ROLL CALL: Present: James Jardine, President  
Richard Sheridan, Vice President  
Susan Hildreth, Secretary/Treasurer

Excused: None

Mutual Operations staff was represented by Paul Donner, Director of Mutual Operations; Rick West, Building Maintenance Manager; and Anne Paone, Administrative Secretary. Rich Perona, Landscape Manager, was excused

In addition to six residents, committee members Dick Nishkian and Holly Markel were present.

APPROVAL OF MINUTES

Mr. Sheridan moved to approve the minutes of the regular Board meeting of October 28, 2015 as written and reviewed. Ms. Hildreth seconded and the motion carried without dissent.

EMERGENCY PREPAREDNESS COMMITTEE – Jim Jardine

No report.

ARCHITECTURAL CONTROL COMMITTEE – Holly Markel and Donna Artist

No report.

TREASURER'S REPORT – Susan Hildreth

Mr. Donner reported that the year-end operating fund has \$53,198 and the reserves fund has \$589,526. The Mutual was under budget for the year by \$1,400. Utilities is under budget by \$4,400 and water is under budget by \$5,000. This was very good budgeting for the Mutual.

FINANCE COMMITTEE – Richard Nishkian

Mr. Nishkian stated that the preliminary year-end financials show a few outstanding accounts. Some may be written off. Other amounts will be collected via liens. The Mutual finished the year on budget. The Mutual will start 2016 with a favorable actual cost to budget for roofing. The Mutual is in good financial shape.

### POLICY COMMITTEE

New policies discussed under New Business.

### SOCIAL COMMITTEE

Ms. Markel reported that people are signing up for the dinner on February 21, 2016.

### PRESIDENT'S REPORT – Jim Jardine

Mr. Jardine reported that there seem to be endless violations to “common sense recycling” as suggested by signage and newsletter and this led Mr. Jardine to speak to Recycle Smart about where the Mutual responsibility lies. Lois will come speak at a meeting.

The Board would like an add-on sign to Guest Parking: “No Contractor Parking”. This would be in addition to the 10MPH sign.

The Mutual needs to get into the habit of having each resident get the Alterations Talk as well as a copy of the M28 booklet.

There is a problem property and the attorney has suggested that the Mutual get set to place a lien on the property. (APN #189-3000-388)

MOD is working on a way to register all golf carts, as it was in a pre-2000 regulation.

Mr. Donner reported that this issue is with a subcommittee of Golden Rain. This needs to be implemented Rossmoor-wide.

This was a discussion regarding a charge for using the Mutuals' electric to charge golf carts.

Projects for 2016 will be as follows: to continue the roofing, continue the low-wall narrow lawn strip replacements, several abandoned areas to get shrubs with bubbler-type watering, and this is the last year of the 3-year fire abatement work on the E11 south area.

It will be a long time before we're out of the drought era. Mr. Jardine is considering a PowerPoint presentation for the annual meeting.

The roster has been completed and distributed.

### VICE PRESIDENT'S REPORT – Richard Sheridan

Mr. Sheridan commented that he will not be running for the Board again. He stated that it has been a pleasure working on the Board and he knows that the Mutual will be left in capable hands. He will continue to collect emergency preparedness information for the Mutual.

### SECRETARY'S REPORT – Susan Hildreth

No report.

### LANDSCAPE REPORT

Mr. Perona was excused. No report read.

Mr. Donner reported that Terra Landscaping is working on a training program for its employees. Mr. Perona will sign off on it.

### BUILDINGS AND FACILITIES REPORT

Mr. West reported the following:  
Work in Progress:

1. 2016 Roofing project- New Comp on 9 buildings, New gutters and downspouts. MOD to complete carpentry issues as needed. Budget. \$243,333.00.
  - Sorenson bid - \$134,340; All Seasons, Ben's Roofing and Fiala Roofing are preparing bids.
2. Carport Damage by #2033 PT. - Authorized \$1,700.00 for repairs (Update). The material is on order. MOD will then start the work.
3. #2013 PT – Carport damage due to PG&E contractor. Insurance claim opened. Tow company will pay for damage.
4. #2217 PT - Dry rot at overhang (working on estimate).
5. #2109 PT #1 – Under slab cold water leak. Davis Plumbing authorized to schedule work. Cost \$3,191.32. They will run a new line and abandon the old one. The same building had a hot water leak that came in yesterday.

Follow up:

1. 10 MPH signs installed E-11 driveway and Entrance to E-12.(Completed).
2. #2033 PT #1 - Storage unit ceiling drywall removed and replaced by MOD. Est. \$500. (Completed).
3. #2217 PT #1 - Emergency repair. Freemans Heating and Air replaced main electrical meter base that was melted. Cost \$1,387.00. (Completed). Sang also came out.

A resident asked if all the meters have been inspected. Mr. Donner commented that Sang Electric can submit a bid for this item.

Near to Entry 12's trash enclosure is a No Parking sign that needs to be replaced. This area also needs to be illuminated. Mr. West will handle this request.

### UNFINISHED BUSINESS

None

## NEW BUSINESS

Mr. Jardine read the new policy addition for Natural Disasters-Emergency. There was some discussion regarding the statement, "...get clearance from the Board". It was suggested that it be changed to read "must inform the Board".

*Ms. Hildreth moved to adopt the policy with the change to send out to the membership for a 30-day comment period. Mr. Sheridan seconded and the motion carried without dissent.*

Mr. Jardine read the new policy addition for New Owner Orientation. There was some discussion. The question was if the Board can specify that they attend this meeting. It was decided that the Board can request that the new owner attend a meeting. Mr. Sheridan suggested that the language should read, "No alteration permit will be issued until a meeting is scheduled."

*Ms. Hildreth moved to adopt the policy with the amended language to send out to the membership for a 30-day comment period. Mr. Sheridan seconded and the motion carried without dissent.*

The Board will send the assistant secretary the policies with the correct language for mailing to the membership.

## RESIDENTS' FORUM

None

## ANNOUNCEMENT

Next meeting: Annual Members Meeting, Wednesday, March 2, 2016 at 9:30 a.m. in the Donner Room at the Event Center.

## ADJOURNMENT

Having no further business, the meeting adjourned at 11:40 p.m.

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