

M I N U T E S  
WALNUT CREEK MUTUAL TWENTY-EIGHT  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
WEDNESDAY, JANUARY 30, 2019 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 30, 2019, 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.

Four resident members were also present.

APPROVAL OF MINUTES

Mr. Saillard moved to approve the minutes of the regular Board meeting of October 24, 2018. Ms. Sheridan seconded and the motion carried without dissent.

BUILDINGS AND FACILITIES REPORT

Mr. West reported the following:

INFORMATION ITEMS: Work scheduled, In Progress or Completed

1. Water leak Detection - Contractors: MOD & Precision Leak Detection - Eric Howard has completed 95% of interior unit inspections. Precision is scheduled to complete the inspection of Entry 11 common area on January 28<sup>th</sup>. Resident Notices put out week of January 21<sup>st</sup>.  
(Unit inspection finding update report - presented to the board). Mr. West reported 97% of units have now been inspected.
2. 2201 PT #1 Under Slab Leak Repair – Re-pipe with Pex line. Contractor: Five Star Construction - cost \$16,500.00 This includes Drywall, texture and paint. (Work Completed).
3. 2018 Phase II Building Painting & Fence staining - Contractor: Five Star Painting - Cost \$117,500.00. (Work Completed). Five Star to bill the Alteration repairs to the resident directly.

4. Dryer Vent cleaning - Contractor: Welcome Services. Cost \$5,040.00. (Work Completed).
  
5. Visitor Parking 24 Hour only signs – Contractor: MOD (work completed).  
MOD is putting together an estimate for solar lighting for the entry signs. Also rehabilitate any signage in both entries as needed. 2019 Lighting budget \$1,700.00. 2019 Signage budget \$0.  
*Ms. Lawson moved to replace lighting entry signs at E11 and E12, NTE \$500.*  
*Ms. Sheridan seconded and the motion carried without dissent.*
  
6. Gutter Cleaning estimates for 2 cleanings a year – Contractor: Prefect Painting \$7,220.00. (November cleaning Completed -2<sup>nd</sup> cleaning scheduled to begin the week of February 8th).

Mr. West reported that Daniel Philapil from MOD can inspect for concrete and grinding repairs. Any displacement should be addressed.

The Board discussed owners using irrigation on patios for their personal plants. This could be a problem. Ms. Lawson recommended that they not be eliminated, but must be functional and maintained. Mr. West suggested sending emails to have residents certify that their irrigation is working. It was decided to discuss this matter at the landscape meeting.

Mr. West reported that the old toilets were 5 gallons. Newer ones are 2.5 gallons. They are low-flow toilets. Mr. Saillard stated that generally when residents have leaking toilets, it is the flapper. The Handyman service can repair them.

### LANDSCAPE COMMITTEE

Mr. Donner reported that Rebecca Pollon will be developing a long-range 5-10 year rehab plan. It will be ready for budgeting.

Ms. Pollon will make all efforts to incorporate fire safety as part of maintenance.

To reduce water usage, Ms. Pollon will focus on the most valuable lawns and will change some irrigation to MP rotating heads.

Old landscape and plants will be part of the renovation plan.

MOD work days will be from May 21<sup>st</sup> to June 6<sup>th</sup>. Juniper will be removed at this time.

Mr. Donner reported the following:

There is about \$34,000 in the budget. \$30,827 is for labor, \$2,575 is non-labor and \$658 is for usage fees such as trucks. GRF buys the trucks, but the Mutuals pay a usage fee for them. Non-labor consists of: Equipment Repair-\$636; Training and seminars-\$5; Pest Control Licensing-\$5; Uniforms-\$167; Small tools-\$65; Consumables such as soil, base rock, etc-\$1,538; Pest control supplies-\$100 and Miscellaneous-\$59, which adds up to \$2,575.

Mr. Saillard reported that he sent an email to Ms. Pollon to clean the E11-2180 area. Mr. Donner reported that GRF will handle it because it is open space.

### FINANCIAL

Mr. Donner reported the reserve account has a balance of \$500,000. The operating fund balance is \$70 and there is \$15,000 in operating cash. Actual vs budget is over \$61,000 for the year. Water is over by \$36,000. Plumbing is over by \$18,000. Insurance rates came in higher than anticipated. Insurance was budgeted at 27%, but came in at 46%.

*Ms. Lawson moved to borrow \$20,000 from reserves to pay the insurance premium and to pay it back by the end of the year. Mr. Saillard seconded and the motion carried without dissent.*

### SOCIAL COMMITTEE

Mr. Saillard reported that there will be a Valentine's Day event coming up. The Mutual may only do one event each year because there has been some lack-of-interest.

### LANDSCAPE COMMITTEE

Mr. Saillard reported that the committee is getting some new members. They are as follows: Susan Hildreth, Chairperson, Pam Bidleman, Maria Temesvary, and Georgia Clima.

The first meeting for 2019 will be this Friday. Mr. Saillard sent out "Responsibilities of Landscape Committee" to the Board and committee. He has not received any comments to date.

The contract with Terra Landscaping has been signed. Part of the work provided is the mowing of lawns, raking leaves, cleaning v-ditches, trimming bushes, pulling weeds, etc.

*Mr. Saillard moved to approve the signing of the Terra Landscape contract. Ms. Lawson seconded and the motion carried without dissent.*

### OFFICERS REPORTS

#### VICE PRESIDENT'S REPORT

Ms. Sheridan reported that she will be resigning after the annual meeting.

#### TREASURER/SECRETARY'S REPORT

Ms. Lawson reported that she took the draft solar policy to the attorney. The attorney will review and advise. The Mutual will move forward with updating the CC&Rs and Bylaws. A committee will be formed to review the Mutual's policies.

### PRESIDENTS' FORUM

Mr. Saillard reported that he attended the monthly meeting of the presidents. The presidents were provided a list of coupon rates for all of the Mutuals. Thirty-four are higher than Mutual 28 and seven are lower. Many Mutuals are doing long-range landscaping plans. There is a substantial water savings when lawns are removed.

### UNFINISHED BUSINESS

2019 Special Assessment was approved as part of the budget.

*Mr. Saillard moved to ratify the approval of a \$300 special assessment per unit to be invoiced in January 2019. Ms. Lawson seconded and the motion carried without dissent.*

Mr. Saillard reported that the policy on delinquent payments will be addressed at the same time as all of the policies are reviewed.

The color of replacement windows was discussed. They currently match the existing color. There is already some variance. No definitive decision was made.

Mr. Saillard will be unavailable for the July 24<sup>th</sup> meeting, so the Board has proposed moving the meeting to July 31<sup>st</sup>. They will advise Anne Paone of the definite date so she can reserve a room for the meeting.

Mr. West reported that Five Star sent a proposal for trip hazards. He will send it to the Board.

### NEW BUSINESS

Items were addressed during reports.

### RESIDENTS' FORUM

Resident asked if the water situation has improved. Ms. Lawson reported that it has improved and is still being addressed.

### ANNOUNCEMENT

Next meeting: Annual Meeting, Wednesday, March 6, 2019 at 9:30 a.m.  
in the Donner Room – Event Center.

### ADJOURNMENT

Having no further business, the meeting adjourned at 11:55 a.m.



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Anne Paone, Assistant Secretary  
Walnut Creek Mutual Twenty-Eight