

M I N U T E S
WALNUT CREEK MUTUAL TWENTY-EIGHT
REGULAR MEETING OF THE BOARD OF DIRECTORS
WEDNESDAY, MAY 23, 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, May 23, 2018, in the Board Room, Gateway Clubhouse, 1001 Golden Rain Road, Walnut Creek, California.

ROLL CALL: Present: Richard Saillard, President
Carolyn Sheridan, Vice President

Excused: Virginia Lawson, Treasurer/Secretary

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.

Two resident members were also present.

APPROVAL OF MINUTES

Mr. Saillard moved to approve the minutes of the regular Board meeting of January 24, 2018, Special Meeting of March 29, 2018, and Executive Session minutes of January 24, 2018, March 7, 2018, April 13, 2018 and May 2, 2018. Ms. Sheridan seconded and the motion carried without dissent.

BUILDINGS AND FACILITIES REPORT

Mr. West reported the following:

INFORMATION ITEMS:

1. 2018 Phase II Dry Rot Rehab and 2018 Phase II Painting. Contractor: Five Star Painting and Construction. Cost \$117,500.00. (Work in Progress). See Separate update for details.
2. Asphalt seal. Contractor SVP - Cost \$14,525.00 / Budget \$22,219.00.
Schedule – Entry 11 - June 11th & 12th / Entry 12 - June 18th.
3. 2205 PT #1 & # 2 – Re piping of 2 units. Contractors: Davis Plumbing / Five Star - Cost \$17,999.20 (Work Completed).
The average cost to re- pipe a duplex is \$18,000.00 and a four plex \$36,000.00
4. Currently waiting for estimate from Roto Rooter to install Sub Meters.

5. 600cf of water is being lost every hour. Nine building plus an irrigation line and main line leak are all contributing to the issue. Five Star will be sending a leak detection company out to find the main line leak. Good news - no current under slab leaks detected.
6. Termite Inspections – Inspections are generated at resale. MOD pest control Dept. will make note if seeing evidence of activity around a building.
7. Vent cleaning should be completed ever 2 years Contractor Welcome Services. Cost \$60 per unit x 84 units = \$5,040.00.

WCM 28 MAJOR PROJECT MONTHLY UPDATE

For the Month of May 2018

Dry Rot Repair

2018 Phase II Dry Rot Rehab Project - 15 Buildings and 9 Carports

- ❖ Contractor – Five Star Construction.
- ❖ Estimated completion date June 1st 2018.
- ❖ All Buildings in mutual 28 are Completed.
- ❖ Currently working on the last 3 Carports.

Painting

2018 Phase II Painting Project - 15 Buildings and 9 Carports

- ❖ Five Star has completed 5 Buildings.
 - # 2161
 - # 2169
 - # 2173
 - # 2181
 - # 2157
- ❖ 10 Buildings and 9 Carports Remaining.
- ❖ Currently working on Building #2153.
- ❖ Estimated completion date July 6th, 2018.

Mr. West reported that there are one and a half carports left to do. Some dry rot has been found. Mr. Saillard gave Mr. West 2 areas where dry rot was found. Mr. West advised there will be a change order for that.

Ms. Sheridan reported that Five Star is doing a great job painting the buildings.

Mr. Saillard will add re-piping to the Helsing report. Mr. Saillard would like to have additional plumbing bids for re-piping.

The Board briefly discussed cleaning dryer vents. The Board felt it could be a safety issue and decided to have the Mutual take care of them this time.

Mr. Saillard moved to approve the proposal by Welcome Services in the amount of \$5,040 to clean the dryer vents. Ms. Sheridan seconded and the motion carried without dissent.

ARCHITECTURAL CONTROL COMMITTEE

No report.

TREASURER'S REPORT

Mr. Donner reported the operating fund balance is \$41,143 and the reserve balance is \$515,079. The Mutual is \$20,000 over in the operating fund.

Building maintenance is over by \$10,000 with \$7,000 of this due to plumbing issues.

Insurance is over budget due to shared occurrences.

The Mutual is \$5,800 over in Utilities due to water and \$1,200 over in Professional Services due to the audit.

FINANCE COMMITTEE – Richard Nishkian

No report.

SOCIAL COMMITTEE

Mr. Saillard reported the last Friday of the month is for the Mutual's get-togethers.

The BBQ is scheduled for August and a caterer has been found.

LANDSCAPE COMMITTEE

Ms. Pollon reported the following:

MAINTENANCE ITEMS

All irrigation is now on for the season; please call the work order desk if evidence of irrigation malfunctions are suspected. Lavenders, Catmints and Sages are now coming into full bloom.

LAWN MAINTENANCE Mowing is occurring weekly and has been aerated. Reseeding is complete and some irrigation may be running several times during the day to keep germinating seed moist.

WATER USE Irrigation is on for the season and breaks are likely. If evidence of irrigation breaks are suspected please call the work order desk.

ENTRY MAINTENANCE Entry maintenance crews are working on removing any plants that are more than 70% dead, maintaining fire breaks, treating and removing weeds, and pruning Azaleas, Pieris and Sunset Golds as needed.

For all **LANDSCAPE MAINTENANCE REQUESTS** including pruning, irrigation and entry cleanup please contact the work order desk for immediate assistance.

WORK ORDER DESK

By phone: **988-7650**

By email: **WORKORDER@ROSSMOOR.COM**

TREE ITEMS

- PROPOSAL: Coyote Brush removal behind entry 11 to eliminate fire hazards (coyote brush is flammable and its removal is recommended by the fire department) **\$3,600**
- PROPOSAL: Building clearance of large trees mutual-wide **\$2,325**

The Board approved the proposal from Ed Waraner for removal of the coyote brush and the building clearance.

Mr. Saillard and Ms. Pollon agreed to postpone lawn replacements until next year.

Ms. Pollon reported that plant replacements are done in the Fall due to the amount of water needed to have them survive and thrive. MOD work days are in September.

Mr. West reported that he is waiting for the bid from Five Star for staining the fences with the top cap board.

Mr. Saillard reported that the slope of sidewalk at 2101 Ptarmigan, Entry 11, doesn't have a rail. Mr. West will get an estimate for that area from Eagle Iron Works.

PRESIDENT'S REPORT

No report.

VICE PRESIDENT'S REPORT

No report.

SECRETARY'S REPORT

No report.

UNFINISHED BUSINESS

Items already addressed in meeting.

NEW BUSINESS

Mr. Saillard discussed the allocation of repair costs. There had been a leak from the refrigerator. The Mutual pays for re-piping and for the fans. Leak detection should be paid by the resident.

Mr. Saillard moved to bill the resident \$687.50. Ms. Sheridan seconded and the motion carried without dissent.

Mr. Saillard reported that a resident wants to convert some common property to her exclusive use property. The attorney has recommended that the Mutual does not do so as it would set a precedent. Mr. Saillard recommended not approving her request. Ms. Sheridan agreed.

Mr. Saillard reported that Ms. Lawson is getting bids for the cost of doing a CC&Rs re-write.

Mr. Saillard reported that the Board needs to address solar panels. The Mutual does not currently have a policy. There is no longer a 67% approval requirement. He would like to have someone volunteer to work on a policy.

Mr. Saillard reported that the Mutual is required to allow a resident to put in electrical so that they may charge their electric vehicle. If it is far from their location, the person may ask for a closer parking spot to reduce the expense, if it is an unreasonable cost. The Board needs to update the policy for electric vehicles.

The Board also needs to strengthen the collection policy.

RESIDENTS' FORUM

No comments.

ANNOUNCEMENT

Next meeting: Regular Meeting, Wednesday, July 25, 2018 at 10:30 a.m.
in the Donner Room at the Event Center.

ADJOURNMENT

Having no further business, the meeting adjourned at 11:35 a.m.

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

***The Board of Directors met in executive session on January 24, 2018 at 12:05 p.m. to discuss the following:

1. Member Matters – Board to review a private garden, painting of alterations were billed to owners. A letter will be sent to an owner that does not want to pay.

Having no further business, the executive session adjourned at 12:21 p.m.

***The Board of Directors met in executive session on March 7, 2018 at 2:00 p.m. to discuss the following:

1. Member Matters – private garden status will not be revoked.

Having no further business, the executive session adjourned at 2:40 p.m.

***The Board of Directors met in executive session on April 13, 2018 at 2:00 p.m. to discuss the following:

1. Member Matters – parking-warning issued, medical assistance-co-occupancy status withdrawn by Board since the resident that needed medical assistance has moved out.

Having no further business, the executive session adjourned at 3:00 p.m.

***The Board of Directors met in executive session on May 2, 2018 at 2:00 p.m. to discuss the following:

1. Member Matters – Dog off-leash, fine imposed.

Having no further business, the executive session adjourned at 3:00 p.m.