

M I N U T E S  
WALNUT CREEK MUTUAL TWENTY-EIGHT  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
WEDNESDAY, MAY 24, 2017 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 24, 2017, 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 Rick West, Building Maintenance Manager; Rebecca Pollon, Landscape Manager, and Anne Paone, Administrative Secretary.

Two resident members were also present.

APPROVAL OF MINUTES

Ms. Lawson moved to approve the minutes of the regular Board meeting of January 25, 2017, the Special Board Meeting of February 13, 2017, the Annual Meeting of March 1, 2017, the Organizational Meeting of March 1, 2017, and the Executive Session Meeting of April 21, 2017 as written and reviewed. Ms. 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 that he is evaluating long-term expenses. He wants to make sure the money is available when needed.

SOCIAL COMMITTEE

Mr. Saillard reported the committee is reinstating the Friday afternoon “get together”.

Plans are being made for the BBQ in the summer..

### PRESIDENT'S REPORT

Mr. Saillard will report under New Business.

### VICE PRESIDENT'S REPORT

No report.

### SECRETARY'S REPORT

No report.

### LANDSCAPE REPORT

Ms. Pollon reported the following:

LAWN MAINTENANCE: Turf mowing has resumed on a weekly basis. Aerating, spring fertilization and treatment for grubs is currently taking place.

ENTRY MAINTENANCE: Entry maintenance crews have moved to their spring/summer schedule pruning shrubs for size control.

TREE MAINTENANCE: There are no removal permits currently pending.

LANDSCAPE REHAB: Nothing to report, except there is one project out to bid. It is to build a wall behind 2121 Ptarmigan to hold back the dirt.

Mr. Saillard reported that he spoke to the landscapers about doing a better job when trimming. They only trim once a month.

Mr. Saillard and Ms. Pollon are developing a strategic plan for the Mutual for landscaping. Some grass areas are not healthy. A plan is needed to replace shrubs. It will be a 10-year plan.

Ms. Pollon will be getting the square footage of the lawns and landscaped areas. She can then formulate a plan. Items should be changed every 10 years. Irrigation clocks should be changed every 5 years.

### BUILDINGS AND FACILITIES REPORT

Mr. West reported the following:

#### Action Item: Proposal review and approval

1. Full Gutter cleaning proposal from PGS \$4,990.00 optional carports \$810.00.

*Ms. Lawson moved to approve the proposal from Professional Gutter Services (PGS) in the amount of \$4,990 and \$810 for the carports. Ms. Sheridan seconded and the motion carried without dissent.*

2. Phase I Dry Rot rehab Estimates –  
Empireworks \$10,034.00 - Five Star \$13,120.00 - AMAC \$11,503.00.

*Mr. Saillard moved to approve the proposal from EmpireWorks in the amount of \$10,034 for phase 1 dry rot rehab work. Ms. Lawson seconded and the motion carried without dissent.*

3. Phase I Painting Contract from Empireworks for \$62,273.00.

*Mr. Saillard moved to approve the contract from EmpireWorks for phase 1 painting in the amount of \$62,273. Ms. Lawson seconded and the motion carried without dissent.*

4. Phase III Roofing proposals – State Roofing \$126,345.00 - All Seasons/ AONE Construction \$107,040.00.

*Mr. Saillard moved to approve the proposal from All Seasons/AONE Construction in the amount of \$107,040 for phase III roofing. Ms. Sheridan seconded and the motion carried without dissent.*

#### Work in Progress:

1. 2201 PT #1 – Installation of new pre hung storage door on order – scheduled installation date 5/27/17.

#### Completed:

1. 10 yr. Smoke Detectors – Sang Electric installed 336 smoke detectors. Cost \$7,980.00.

Mr. West reported that some items on the Helsing report have been spread out or moved to a different year. The Mutual and Helsing numbers match at the end of the 10 years.

Mr. Saillard reported that the Board can meet with Helsing to review changes. Mr. West and Mr. Nishkian will attend, too.

Mr. Saillard would like to add the smoke detectors and fence painting to the reserve study.

#### UNFINISHED BUSINESS

Ms. Lawson reported that the paint boards went up. A third of the Mutual responded. The #1 palette was selected. It was the lighter colors.

#### NEW BUSINESS

Mr. Saillard reported that he would like a survey to go out about the Comcast offer for the phone service and the DVR. He has a survey to provide to Ms. Lawson and she will send it out.

Mr. Saillard presented a proposal to the Board to change the amounts of fines in the Fine Schedule. He doubled the fine amounts because the current amounts aren't much of a deterrent and aren't very meaningful.

*Ms. Lawson moved to approve the draft as presented to be sent out to the membership for the 30-day comment period. Ms. Sheridan seconded and the motion carried without dissent.*

Mr. Saillard reported that a Board director is interested in adding 2 more Board positions for a total of 5 Board members. There was some discussion, but without a clear decision, this topic was tabled. The Board will think about it and it may be addressed at a future Board meeting.

Mr. Saillard reported that he arranged for a trash audit by Republic Services. He looked at the enclosures with them. The Mutual has the second smallest size bins. If the Mutual goes down to the smallest container, they will overflow. They have swapped out one container to use as a trial. Republic will place a 3<sup>rd</sup> larger recycle bin at no extra charge.

There was some discussion of running a pilot program for composting. The Mutual will have to consider where to put the composting container. There can be problems with smells, insects, and rodents.

#### RESIDENTS' FORUM

A resident had a question about fences because she wanted to place a flyer. She realized she found all of the fences for the enclosures.

#### ANNOUNCEMENT

Next meeting: **Regular Board Meeting**, Wednesday, July 26, 2017 at 10:30 a.m. in the Board Room at Gateway Clubhouse.

#### ADJOURNMENT

Having no further business, the meeting adjourned at 11:45 a.m.

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