

M I N U T E S  
WALNUT CREEK MUTUAL TWENTY-EIGHT  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
WEDNESDAY, JULY 22, 2015 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, July 22, 2015, 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:

Mutual Operations staff was represented by Paul Donner, Director of Mutual Operations, who arrived at 11:30 a.m., due to his attendance at another meeting; Rick West, Building Maintenance Manager; Rich Perona, Landscape Manager and Anne Paone, Administrative Secretary.

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 May 20, 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. West reported on behalf of Mr. Donner, who was in another meeting. The operating budget has a balance of \$916.00 for building maintenance and public works. Some of the items charged to this line item may be transferred to carpentry in reserves. The Mutual paid out \$3,700 for termite control. The budget was \$900.00 for this item.

The reserves look really good. Currently, \$103,000 was budgeted and the amount came in at \$105,000. This is because this amount includes the repair and replacement of gutters. \$54,000 was budgeted for this item. We are at \$2,300 right now. This was part of the roofing bid. We will come in quite under budget for the roofing project. The operating fund ending balance is \$58,401. The replacement reserve ending balance is \$560,085. The total amount of the funds is \$619,826.

Next week Dick Nishkian and Mr. West will review the Helsing reserve study numbers.

#### FINANCE COMMITTEE – Richard Nishkian

Mr. Nishkian stated that the Helsing report funding schedule wasn't prepared in the manner the Mutual wanted it prepared. They wanted the annual funding to be constant. Additionally, Helsing raised their inflation rate.

He explained to the membership that different items are over or under budget because the budget is spread out evenly each month over the year. Totals are simply divided by 12.

#### POLICY COMMITTEE

Mr. Jardine is working with Chris Preminger of Member Services to keep the policy binder complete with policies and Bylaw, etc.

#### SOCIAL COMMITTEE

Ms. Markel reported that there was excellent feedback about the BBQ. Everyone loved the entertainment and food. The social account currently has \$600. She also received a lot of feedback on having a February party. The residents are fine with not having a Christmas party. The Valentine's Day party will be on the 21st or 28th.

#### PRESIDENT'S REPORT – Jim Jardine

Mr. Jardine reported that the roofs are nearing completion. There are some issues regarding the trash and recycling. A new company brings new problems. There are too many recycle bins. Mr. Jardine emailed Mike Scudero about the green recycle baskets. There has been no reply to date.

The policy manual has been distributed. The binders are too small and Mr. Jardine is slowly replacing them with larger ones.

The Valentine's Day event needs to have the reservations confirmed.

PG&E never used Mutual 28 lots.

Mr. Jardine discussed the moving of the Mutual's banking accounts.

*Ms. Hildreth motioned to move the operating fund from Mechanic's Bank to City National Bank. Mr. Sheridan seconded and the motion carried without dissent.*

### VICE PRESIDENTS REPORT – Richard Sheridan

Mr. Sheridan reported that a resident had an open house and will be moving in. He mentioned various other residents that are moving in or out. He also noted that some trash enclosures are missing blue bins.

### LANDSCAPE REPORT

Mr. Perona reported the following:

**LAWN MAINTENANCE:** All lawns were fertilized in mid-August with sulfur coated urea, a slow release fertilizer. All landscaped areas are watering two days a week per EBMUD.

**ENTRY MAINTENANCE:** Entry maintenance consists of pruning shrubs, groundcovers, spraying weeds and debris clean up.

**TREE MAINTENANCE:** Waraner Brothers Tree Service handles all work orders. Spring tree pruning was completed in March. Waraner Brothers Tree Service has presented a bid for root pruning and tree pruning for approval.

**LANDSCAPE REHAB:** Scheduled rehab work was completed in February. The crew is scheduled to return in September.

Mr. Perona reported that the sprinklers and systems are tested, but if members see anything, he asked that they call the MOD desk.

Mr. Perona presented 2 proposals from Waraner Brothers Tree Service.

*Mr. Sheridan motioned to approve the proposal in the amount of \$1,025 for tree removal and stump grinding. Ms. Hildreth seconded and the motion carried without dissent.*

*Mr. Sheridan motioned to approve the proposal from Waraner Brothers Tree Service in the amount of \$2,665 for root pruning. Ms. Hildreth seconded and the motion carried without dissent.*

Mr. Perona presented a proposal from Tree Sculpture to level the bricks where they are uneven and to remove and level the area and re-install the bricks at 2209 Ptarmigan #4.

The Board agreed to have the work done for \$715.00.

The Board will address the proposal for \$6,705 for the block wall in next year's budget.

### BUILDINGS AND FACILITIES REPORT

Mr. West reported the following:

Work in Progress:

1. Tile to Comp Roofing - 7 buildings, New gutters and downspouts and 7 carport B/U's (Dura – Last). MOD completed Dry rot issue on #2001 fascia board. Budget. \$158,161.00. Sorenson Roofing - Est. \$130,202. start date 5/26/15. Work in progress.
2. Request for 10 MPH sign at top of E-11 driveway and at Entrance to E-12. Estimate \$250 Ea.

Follow up:

3. Five Star still working with Board and Residents on trash enclosure doors to make them easier to operate.

Sorenson's overall carport work is fine. They have had some scheduling issues and ground issues regarding the placement of materials and cleaning of areas.

Mr. West had a request to install a sign at the top of E-11 and at the entrance to E-12.

*Mr. Sheridan motioned to approve the installation of two 10 MPH signs for a total of \$500.00. Ms. Hildreth seconded and the motion carried without dissent.*

#### UNFINISHED BUSINESS

None

#### NEW BUSINESS

None

#### RESIDENTS' FORUM

None

#### ANNOUNCEMENT

Next meeting: Regular Board Meeting, Wednesday, October 28, 2015 at 10:30 a.m. in the Conference Room at MOD.

#### ADJOURNMENT

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

/s/

---

Anne Paone, Assistant Secretary  
Walnut Creek Mutual Twenty-Eight