

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

Vice-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, July 27, 2016, in the Conference Room, Mutual Operations Division, 800 Rockview Drive, Walnut Creek, California.

ROLL CALL: Present: Richard Saillard, Vice President

Excused: None

Mutual Operations staff was represented by Paul Donner, Director of Mutual Operations; Rick West, Building Maintenance Manager; and Anne Paone, Administrative Secretary. Rebecca Pollon, Landscape Manager, was at a seminar.

In addition to five residents, committee members Dick Nishkian and Donna Artist were present.

Due to the resignations of Jim Jardine and Susan Hildreth, Vice-President Rick Saillard appointed Richard Sheridan to complete the term of Jim Jardine and Virginia Lawson to complete the term of Susan Hildreth. Ms. Lawson attended this meeting via telephone.

Mr. Saillard took a moment to recognize the work of Mr. Jardine. He stated that Mr. Jardine served on the Board for twelve years and ten of those years as President. He did an outstanding job. Ms. Hildreth served on the Board for one and a half years. She made a big impact during her term. Mr. Saillard thanked them both.

APPROVAL OF MINUTES

Ms. Lawson moved to approve the minutes of the regular Board meeting of May 25, 2016 as written and reviewed. Mr. Sheridan seconded and the motion carried without dissent.

ARCHITECTURAL CONTROL COMMITTEE – Holly Markel and Donna Artist

Ms. Artist announced that she does not want to stay on the ACC committee. She reported that Ms. Markel expressed an interest in resigning.

Resident Hildreth reported that she is working on replacing her front door and not all styles that have been approved are available.

Mr. Donner stated that the Architectural Control Committee (ACC) is a required committee, but the Board can handle their responsibilities.

Mr. Saillard responded that this made sense since MOD and the Board handle alterations.

Mr. Saillard would like to keep the ACC committee. Standard alterations are signed off by MOD. Non-standard alterations go to the Board.

The Mutual paints original doors. New doors are usually stained. Mr. Saillard recommended creating an ad hoc paint committee. This will be mentioned at the picnic to see if anyone wants to volunteer.

TREASURER'S REPORT

Mr. Donner reported that financial information has already been given throughout the meeting. The insurance broker indicated that there may not be an insurance increase next year.

Mr. Saillard stated that the Mutual pays Workman's Compensation insurance for contractors. Mr. Donner reported that MOD has Workman's Compensation and they vet the contractor for insurance.

Ms. Lawson will look into insurance for the Mutual. The concern is if someone gets injured on Mutual property.

FINANCE COMMITTEE – Richard Nishkian

Mr. Nishkian reported delinquencies are down to \$40. The budget divides numbers by 12 months. The Mutual cannot always predict actual amounts and costs.

Mr. Donner reported that the insurance is \$212 better than budget each month.

POLICY COMMITTEE

Mr. Saillard asked that the policy committee be removed from the agenda as that committee has completed its work.

SOCIAL COMMITTEE

Ms. Canepa reported that the picnic is scheduled for a week from Saturday. Thirty residents have signed up, but there will be a rush at the end. She advised everyone to get their checks in.

Ms. Hildreth stated that there is \$334 in the Social fund. \$192 was paid out for the event and the Mutual will get that money back as people pay. She will have the account transferred to Virginia Lawson.

PRESIDENT'S REPORT

No report

VICE PRESIDENT'S REPORT – Richard Saillard

Mr. Saillard reported that he conducted his first new resident orientation. It went very well. A Board director will do that meeting.

SECRETARY'S REPORT

No report.

LANDSCAPE REPORT

Mr. Donner read the landscape report from Ms. Pollon as follows:

LAWN MAINTENANCE: Lawns are being mowed weekly and treated for broadleaf weeds as needed. Turf is watered as weather dictates, typically every 2-3 days.

ENTRY MAINTENANCE: Entry maintenance is on schedule pruning shrubs and spot spraying weeds.

TREE MAINTENANCE: Waraner Brothers Tree Service handles all work orders. Rick Saillard and Rebecca will set up a walk with Waraner Brothers Tree Service to plan out this year's pruning which is scheduled to take place in November.

LANDSCAPE REHAB: Rick and Rebecca walked the mutual to identify improvement projects for the Mutual's landscape days which are coming up at the end of August.

Mr. Saillard reported that during a walk-through he noticed a lot of bare spots in the grass. He made a list of issues. There is over \$10,000 in landscape.

Mr. Donner stated that many of the costs are front-loaded. The work is done in the beginning of the year. An example would be \$7,778 for rehab work. The budget will catch up. It is the same for trees. There is \$12,000 in the budget and the Mutual has already spent \$11,271. Landscape Rehab was budgeted at \$6,000 and the total budget has already been used. Mr. Donner suggested taking care of the bare spots in the lawn. The Mutual may defer other work.

Mr. Saillard reported that there are sprinkler problems. The technician replaced 30 heads and has more to do. Mr. Donner reported that the cost is included in the MOD contract.

Mr. Saillard recommended having the sprinklers done, taking care of the grass and getting prices for any other work.

Mr. Donner advised residents to call the work order desk with any issues, including plants that are dying. There could be a break in the irrigation system.

BUILDINGS AND FACILITIES REPORT

Mr. West reported the following:

Work in Progress:

1. Fence and Trash enclosure semi-gloss - transparent stain. EmpireWorks cost \$16,521.56 (work in progress). Now Completed
2. MOD to install 45 additional Downspout splash blocks. Cost \$450.00 (on order).
This is to get the water away from the building.
3. Estimates for ten year smoke detectors (presented to the board for budgeting).
All Clear \$7,392 Sang Electric \$7,980
Changing batteries is a Mutual responsibility. If the Mutual installs the 10-year smoke detector, the Mutual will own it. Mr. Donner reported that if a resident pulls a permit, they will need to change out the smoke detectors to the 10-year

type.

Follow up:

4. Exterior Electrical Panel inspection. Sang Electric estimate \$2,940.00.
(completed).
Sang did not find any issues.
5. 2229 PT #2 – Cold water leak re piping -Davis Plumbing cost\$3,200.00.
(completed).
6. 2016 Roofing project- New Comp on 9 buildings, New gutters and downspouts.
MOD to complete carpentry issues as needed. Sorenson Roofing \$ 134,340.00.
plus permits. Remaining 7 buildings scheduled for 2017.
The cost for 9 buildings is \$144,504 plus \$5,913 for permits. The total is
\$150,417
which included carpentry work.
7. Smoke detectors battery change – All Clear cost \$2000. (completed).

Mr. West reported that 2 contractors will give rough estimates for painting so that the Mutual will have numbers for budgeting purposes in 2017. He proposes doing 7 roofs next year.

Helsing's numbers are slightly off. Seven roofs will cost \$105,992; building painting will be \$142,861 for a total of \$248,853. Asphalt may be deferred to 2018.

Mr. Saillard reported that Empire Works needs to communicate better. Notices need to be placed on each door.

Mr. Donner reported that Wifi and High Definition will be included in the cable package. This will increase the GRF portion of the coupon.

Mr. Nishkian reported that there is enough money in the reserves. The Board wants to have constant numbers for each year. Helsing will now follow the Board's wishes and break down the full amounts into the same smaller amounts for each year. Inflation is at 2%.

Mr. Saillard reported a lighting issue in the Entry 12 parking lot. Mr. West needs to speak to Sang Electric. It is not easy to light the parking lot and not have those lights shine in residents' windows. Sang is looking for different shades of LED lights.

UNFINISHED BUSINESS

Mr. Saillard will draft a letter and send it to the attorney to review regarding the resident and the gutter issue.

NEW BUSINESS

The Mutual parking policy may need clarification because it doesn't state that you can't park in the road. Contractors and some residents will park in the roadway and it is a problem in Entry 11.

Mr. Saillard moved to draft a new parking policy. Mr. Sheridan seconded and the motion carried without dissent.

Mr. Saillard reported that he no longer wants to maintain binders because the policies and procedures are kept digitally. They are listed on the Mutual's website.

RESIDENTS' FORUM

A resident asked where people can park if the parking is filled up. Mr. Saillard suggested parking on the street.

A resident stated that she was very impressed with the new landscape person, Rebecca Pollon. She is very receptive and very communicative.

ANNOUNCEMENT

Next meeting: Regular Board Meeting, Wednesday, October 26, 2016 at 10:30 a.m. in the Conference Room at MOD.

ADJOURNMENT

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

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