

M I N U T E S
WALNUT CREEK MUTUAL TWENTY-EIGHT
REGULAR MEETING OF THE BOARD OF DIRECTORS
WEDNESDAY, OCTOBER 28, 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, October 28, 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: None

Mutual Operations staff was represented by Paul Donner, Director of Mutual Operations, who arrived at 11:35 a.m., due to his attendance at another meeting; Rick West, Building Maintenance Manager; Rich Perona, Landscape Manager and Anne Paone, Administrative Secretary.

In addition to one resident, committee members Dick Nishkian and Holly Markel were present.

APPROVAL OF MINUTES

Ms. Hildreth moved to approve the minutes of the regular Board meeting of May 20, 2015 with corrections. Mr. Sheridan seconded and the motion carried without dissent.

EMERGENCY PREPAREDNESS COMMITTEE – Jim Jardine

Mr. Jardine reported that one resident might be interested in the committee.

ARCHITECTURAL CONTROL COMMITTEE – Holly Markel and Donna Artist

No report.

TREASURER'S REPORT – Susan Hildreth

Mr. Donner reported that there is \$53,755 in the operating fund and \$561,192 in the reserves fund. The Mutual is \$9,355 over in building maintenance, but this is offset by

the insurance savings. The Mutual is \$5,133 under in utilities—water and the 25% drought surcharge was easily absorbed.

FINANCE COMMITTEE – Richard Nishkian

Mr. Nishkian stated that Helsing had trouble understanding information from the Mutual. The Mutual wants to keep the reserve cost of the coupon level every year. A 30-year study is done. Helsing shows some years up and some years down. Inflation assumptions are up from 2.0 to 2.5. For the next several years, \$171.12 is the amount for the reserve portion of the coupons.

Next on the schedule is painting of the doors. Mr. Jardine reported that when the units are painted, the doors will all be painted. Mr. West said this is scheduled for 2017.

Mr. Jardine reported that there will be no more bank fees after October because the accounts were moved from Mechanics Bank to City National Bank.

POLICY COMMITTEE

Mr. Jardine is getting binders ready for new residents.

SOCIAL COMMITTEE

Ms. Canepa reported that the Valentines holiday party will be on February 21st in the Fireside Room at Gateway. August 6th is scheduled for the barbeque. The committee will use any excess funds to keep the prices down for dinners.

PRESIDENT'S REPORT – Jim Jardine

Mr. Jardine reported that trash and recycling seems to be on track. He emailed Mike Scudero, Route Manager, this week about the source of the recycle bags.

The Board might want to add a stiff fine structure for one-time events, such as alteration violations to their policies. There are enough binders for the next six months.

The Board would like an add-on sign to guest parking that would state: "No Contractor Parking".

There were some problem locations that are being addressed.

Residents with electric vehicles are responsible for their own charging stations. There are no Mutual charging stations. They must use a 220 volt line.

The roofing project will be continued for 2016.

Rich Perona's crew did a nice job on the keystone bricks and gravel backfill.

The newsletter rough draft is finished.

The 2016 roster is done and a sample was given to Dick Sheridan and Susan Hildreth to review.

Mr. Jardine asked Mr. West to check the building at 2101 Ptarmigan because it is a 4-plex and has 5 meters.

VICE PRESIDENT'S REPORT – Richard Sheridan

Mr. Sheridan reported that some gate latches were broken again. Mr. West will check them. It is possible strong winds caused the damage. One downspout at 2151 Ptarmigan needs to be checked. It looks bent near the bottom.

SECRETARY'S REPORT – Susan Hildreth

No report.

LANDSCAPE REPORT

Mr. Perona reported the following:

LAWN MAINTENANCE: All lawns will be fertilized in late November with Turf Supreme, a balanced fertilizer. Lawns will be mowed every other week or as weather permits. All landscaped areas are watered two days a week per EBMUD. Some lawns will be watered every 5-6 days.

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 received a permit to remove a large Monterey Pine from the slope adjacent to 2161 Ptarmigan #3.

LANDSCAPE REHAB: Scheduled rehab work was completed in February. The crew completed several projects in entry 11.

Mr. Perona reported that the Tulip trees in entry 11 don't look healthy. He will check after the rainy season.

Mr. Perona reminded everyone to call the work order desk if you see any problems. They can also email the work order desk.

BUILDINGS AND FACILITIES REPORT

Mr. West reported the following:

Work in Progress:

1. Request for 10 MPH signs on order to replace the installed 15 MPH signs at top of E-11 driveway and at Entrance to E-12.
 - Mr. Jardine reported that the Mutual also wants a "No Contractor Parking" sign. Mr. West to give an estimate to the Board.
2. 2033 PT #1 – Storage unit ceiling drywall needs to be removed and replaced
MOD will complete this work. Est. \$500.
Follow up:

3. 2015 Roofing project- Sorenson Roofing Completed 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. – YTD cost \$149,222.

Mr. West reported that Bill Parsons will inspect 2001 Ptarmigan once it is in escrow. Mr. West will keep Tess Molina informed.

Ms. Hildreth asked when the gutters will be cleaned. Mr. West reported that spot cleaning will be done at the beginning of November. A full cleaning will be done in January or February once all of the leaves have dropped. MOD will have crews on call 24/7 to make sure there are no floods.

UNFINISHED BUSINESS

None

NEW BUSINESS

Mr. Jardine reported that \$2,000 was spent for a pine tree removal, \$24.88 for binders, and \$1,855 for legal fees.

Ms. Hildreth moved to ratify these bills. Mr. Sheridan seconded and the motion carried without dissent.

The 2016 budget was discussed. There will be a \$3 increase from 2015. The total monthly amount per unit will be \$696.

Mr. Sheridan moved to approve the 2016 budget as presented with the \$3 monthly increase with a total of \$696 per month per unit. Ms. Hildreth seconded and the motion carried without dissent.

Mr. Jardine discussed changing auditors from Walters & Kondrasheff to Hinricher, Douglas & Porter. Hinricher, Douglas & Porter presented a proposal with lower fees.

Ms. Hildreth moved to approve the proposal from the new auditors, Hinricher, Douglas & Porter in the amount of \$3,050 which includes tax returns for the amount of \$350 for the year 2015. Mr. Sheridan seconded and the motion carried without dissent.

The Board discussed having alteration meetings with new owners.

Ms. Hildreth moved to have Mutual 28 on the list for new owner orientation meetings in Alterations. Mr. Sheridan seconded and the motion carried without dissent.

Mr. Donner reported that generally a board member will attend these new owner alteration meetings.

RESIDENTS' FORUM

Resident, Rick Saillard, asked if Mutual 28 has meetings with the entries. Mr. Jardine responded that they have not done that to date.

Dick Nishkian inquired if an email could be sent that sends the information about new residents to the membership so everyone could update their own rosters. Mr. Jardine thought that was a good idea.

Mr. Jardine will talk to the Mutual attorney to find out if any legal fees were recuperated from the outstanding debt that was paid.

ANNOUNCEMENT

Next meeting: Regular Board Meeting, Wednesday, January 27, 2016 at 10:30 a.m. in the Conference Room at MOD.

ADJOURNMENT

Having no further business, the meeting adjourned at 12:01 p.m.

/s/

Susan Hildreth, Secretary
Walnut Creek Mutual Twenty-Eight