

WALNUT CREEK MUTUAL NO. FORTY-EIGHT

REGULAR MEETING MINUTES OF THE BOARD
WEDNESDAY, JANUARY 17, 2018 AT 2:00PM
MOD LARGE CONFERENCE ROOM
800 ROCKVIEW DRIVE, WALNUT CREEK, CA 94595

Call to Order

President Burch called the meeting to order at 2:02PM

Roll Call

Directors Present: Robert Burch, President
Sonya Ford, Vice President
Henry Mei, Treasurer
Norm King, Secretary

Directors Absent: Richard Pancoast, Director

Committees: Sonya Ford, Landscape Maintenance
Sheafe Ewing, Building Maintenance - absent
Norm King, Solar
Trudi Garland, Hospitality
David Vereeke, Vehicle Charge Station - absent
John Mosher, Emergency Preparedness - absent

Also Present: Paul Donner, Mutual Operations Director; Rick West, Building Maintenance Manager; Rebecca Pollon, Landscape Manager; Kelly Mattison, Board Services Coordinator.

Approval of Meeting Minutes

President Burch asked if there were any additions or corrections to the following minutes:

Regular Meeting of the BoardDecember 20, 2017

The minutes to the aforementioned meeting was approved.

Moved, Seconded, Carried 4-0

Residents' Forum

A Resident's Forum was held for comments and questions from the membership.

Treasurer's Report: Henry Mei

The December 31, 2017 Financial Report was presented as follows:

- a) Operating: \$7,764
- b) Reserves: \$604,024

Landscape Report: Rebecca Pollon & Sonya Ford

Landscape Manager Rebecca Pollon reported the following:

LAWN MAINTENANCE: Irrigation is running infrequently and turf is being mowed 1-2 times per month as weather and growth dictates.

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ENTRY MAINTENANCE: Entry maintenance crews are transitioning to winter pruning including hard pruning of shrubs for size control and good health

TREE MAINTENANCE: The arborist and I will be walking the property to determine what preventative pruning can be done

LANDSCAPE REHAB: The M48 landscape representative and I will meet early in 2018 to determine projects to undertake and bids to obtain in 2018.

Building Maintenance Report: Rick West & Richard Pancoast

Building Maintenance Manager Rick West Reported the following:

Action Items:

1. Estimate to replace Trash enclosure gates at 3318 PT with metal gates and new hinges - Contractor: Eagle Iron \$2,600.00. - Fleece Construction Estimate for only replacing the Hinges ,latch and straighten posts \$1,200.00 (Presented to the board).

A motion was made to approve Fleece Construction for only replacing the hinges, latch, and straightening the post at a cost of \$1,200.

Moved, Seconded, Carried 4-0

Work in Progress:

1. Deck coating on upper front landings for 3258 # 3 & 4 and 3266 # 1, 2, 3 E-19 - Contractor – EmpireWorks. Contractor is scheduled to begin on 1/11/18. (Weather pending). Cost \$13,500.00.
2. Roof Cleaning – Contractor: Perfect Painting. One time only \$2,250. Scheduled for February.
3. 3318 PT 3A - Replacement of storage closet door. Contractor: Ahumada General Contractor. Cost \$1,782.00. (Door on Order).

Completed:

1. Five Star to replace ground drains at 2 locations; #3318 and #3282.

A motion was made to approve Bertalomni Engineering to create a report on 3318 foundation & interior cracks at a cost not to exceed \$2,500.

Moved, Seconded, Carried 4-0

A motion was made to approve AMAC to proceed on a time and material basis for necessary repairs at 3318 4A, 4B, and 4C.

Moved, Seconded, Carried 4-0

Alterations Committee

No report was presented.

Solar Committee

No report was presented.

Hospitality Committee

No report was presented.

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Vehicle Charging Station Committee

No report was presented.

Emergency Preparedness Committee

No report was presented.

Presidents Forum

President Burch reported that there was not much to report on from the last President's Forum and they hope to be discussing the entry closing that happened last weekend due to an accident.

Old Business

Elevator Phone Options: The Board discussed the need to look into another phone contract for the elevators. It was discussed that Rick Chakoff will be following up with the Board prior to the next meeting to discuss some options and possibly a new contract with AT&T.

Next Board Meeting

The next Regular Meeting will be held on Wednesday, February 21, 2018 at 2:00PM in the MOD Large Conference Room at 800 Rockview Drive.

Adjournment

President Burch adjourned meeting at 2:47 p.m.

Secretary's Certificate

I hereby certify that the foregoing is a true and correct copy of the approved minutes of the Board of Director's meeting.



**Assistant Secretary
Mutual 48**