

# WALNUT CREEK MUTUAL NO. FORTY-EIGHT

REGULAR MEETING MINUTES OF THE BOARD  
WEDNESDAY, JANUARY 18, 2017 AT 2:00 P.M.  
MOD LARGE CONFERENCE ROOM  
800 ROCKVIEW DRIVE, WALNUT CREEK, CA 94595

## **Call to Order**

President Burch called the meeting to order at 2:00 p.m.

## **Roll Call**

**Directors Present:** Robert Burch, President  
Sonya Ford, Vice President  
Norm King, Secretary  
Richard Pancoast, Director

**Directors Excused:** Henry Mei, Treasurer

**Committees:** Sonya Ford, Landscape Maintenance  
John Reppart, Emergency Preparedness  
Sheafe Ewing, Building Maintenance  
Trudi Garland, Hospitality Committee

**Also Present:** Paul Donner, Mutual Operations Director; Rick West, Building Maintenance Manager; Rebecca Pollon, Landscape Manager; Will Kim, 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 Board .....December 21, 2016

The minutes to the aforementioned meeting was approved as submitted.

Moved, Seconded, Carried 5-0

## **Residents' Forum**

Residents were present to express their concerns, make comments, or have questions answered by the Board and M.O.D. staff representatives. The following topics were discussed: trash bins, raccoons, storage room doors, procedure on requesting draft minutes, and a covered car generating noise. Please contact Securitas if you witness a covered car generating noise in the Mutual's parking lots.

## **Financial Report: Paul Donner**

The Financial Report was presented as follows:

- a) Preliminary Year-End Financials
- b) Operating     \$ 19,116.
- c) Reserves     \$ 533,629.
- d) Total         \$ 552,745.

## WALNUT CREEK MUTUAL NO. FORTY-EIGHT

### **Landscape Report: Sonya Ford & Rebecca Pollon**

Landscape Manager Pollon presented the Landscape Report as follows:

- a) Lawn Maintenance: Turf is being mowed every 3-4 weeks due to slow winter growth and saturated soils. Irrigation is now OFF.
- b) Entry Maintenance: Crews are focusing drain and v-ditch clearing and will turn to rejuvenation pruning when the weather calms.
- c) Tree Maintenance: A tree walk will be scheduled for next week.
- d) Landscape Rehab: MOD days occur in May and October this year, the landscape manager will schedule a walk with the landscape representative in the month prior to identify projects to undertake.

### **Building Maintenance Report: Sheafe Ewing & Rick West**

Building Maintenance Manager West presented the Maintenance Report as follows:

- a) Pump rebuild and new light installation by Eastbay Pump and Equip. Co. has been scheduled for Friday, Jan. 18<sup>th</sup>.
- b) Installation of 64 new 10 yr. hardwired smoke detectors to annunciators: Sang Electric estimate total cost at \$5,490.00. Sang to schedule and give estimated start date.
- c) Perfect paint full gutter cleaning: work in progress
- d) 3266 PT 3B: rain leak into kitchen, work is in progress
- e) 3250 PT 1A: rain leak at slider, work is in progress
- f) 3318 PT 4A, 3B: rain leak into bedroom window, work is in progress

### **Alterations Committee: Richard Pancoast**

A report was not presented to the membership.

### **Solar Committee: Norm King**

The Fire Protection District is satisfied with the reconfiguration of setbacks. The plans were resubmitted to the City of Walnut Creek for approval.

### **Hospitality Committee: Trudi Garland**

The Summer Party will be held on Saturday, July 22, 2017. In the meantime, the Hospitality Committee may plan an additional event.

### **Emergency Preparedness: John Reppart**

The Emergency Preparedness Committee is focusing on replacing preparedness supplies such as bars and water. Emergency Preparedness Chairmen Reppart will be stepping down as chairmen within the new few months. Please contact the Mutuals Board Office if you have interest in the position.

### **Lighting Report**

The Board is awaiting specifications from Peter Dempsey of Newport Dempsey on replacing 273 lighting fixtures.

### **Becoming a Better Board Member**

Mutual Operations Director Donner provided a presentation on "Becoming a Better Board Member."

WALNUT CREEK MUTUAL NO. FORTY-EIGHT

**Next Board Meeting**

The next board meeting will be held on Wednesday, February 15, 2017 at 2:00 p.m. in the MOD Large Conference Room.

**Adjournment**

President Burch adjourned meeting at 3:25 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.



---

**Secretary**