

WALNUT CREEK MUTUAL NO. FORTY-EIGHT

REGULAR MEETING MINUTES OF THE BOARD
WEDNESDAY, OCTOBER 19, 2016 AT 2:00 P.M.
GATEWAY BOARD ROOM
1001 GOLDEN RAIN ROAD, WALNUT CREEK, CA 94595

Call to Order

President Burch called the meeting to order at 2:01 p.m.

Roll Call

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

Committees: Sonya Ford, Landscape

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 Regular Meeting Minutes of the Board held on September 21, 2016. The minutes to the aforementioned meeting was approved as submitted.

Moved, Seconded, Carried 5-0

Residents' Forum

Residents were not present to express their concerns, make comments, or have questions answered by the Board and M.O.D. staff representatives.

Financial Report: Henry Mei & Paul Donner

The Financial Report was presented as follows:

- a) Total Assets as of September 30, 2016
- b) Operating \$29,146.
- c) Reserves \$509,323.
- d) Monthly Actual \$4,020.
- e) YTD Actual \$10,870.

Landscape Report: Sonya Ford & Rebecca Pollon

Landscape Manager Pollon presented the Landscape Report as follows:

- a) Lawn Maintenance: Turf mowing will slow in the coming weeks as growth slows, irrigation is running every 3 days but will be more infrequent as weather continues to cool. Lawns are being over-seeded over the next month.
- b) Entry Maintenance: Crews will be turning their focus to leaf cleanup in November.
- c) Tree Maintenance: PGE tree damage was addressed by Waraner Bros.

WALNUT CREEK MUTUAL NO. FORTY-EIGHT

- d) Landscape Rehab: PGE landscape/cobble damage will be addressed in a few weeks and cost will be reimbursed by PGE. No other rehab projects are currently pending
- e) A tree walk will take place on October 20th with Landscape Manager Pollon.

Building Maintenance Report: Sheafe Ewing & Rick West

Building Maintenance Manager West presented the Maintenance Report as follows:

a) Work In Progress:

- 3258 PT 2B: Repair of hole in gutter has been scheduled
- Annual Gutter cleaning by Perfect Painting has been scheduled. The Board discussed the selection of the number of full or partial gutter cleans and when to proceed. A spot clean will be initiated in October of 2016. The Board will evaluate the condition of gutters and see if a full clean is necessary for November of 2016.

b) Follow up:

- 3258 PT 2B: Crack at exterior of garage was damaged by a car
- 3258 PT 4B: AMAC has sliding glass door on order
- The Board reviewed and discussed the \$5,500 estimated cost from Davis Plumbing for a new water pump. Tabled, pending an estimated cost from East Bay Pump and research into any existing PG&E rebates.
- 3258 PT 4B: The Board was informed that the owner has not provided the sliding door fee to proceed with the replacement. The labor/installation fee that will be paid by the Mutual and completed by AMAC for \$3,500 has been approved by the Board. However, AMAC is unable to proceed until the door fee is provided by the homeowner.

Smoke Detector Replacement Cost

The Board continued discussion on the estimate from Sang Electric to replace all existing smoke detectors with a new smoke detector that contains a 10-year battery for total cost of \$11,940 and the cost to annually replace batteries in existing smoke detectors for \$500 a year. Tabled, pending an evaluation on the liability and longer term cost benefit to the Mutual.

Solar Committee

The building permits for solar panels were submitted to the City of Walnut Creek and to the Contra Costa Fire Protection District. The Fire Protection District requested additional information on the access & easement. The permits will be resubmitted to the City of Walnut Creek, after the requests made by the Fire Protection District are addressed.

Emergency Preparedness

An Emergency Preparedness Practice Walkout will take place on November 3rd at 6:30 p.m.

Death Notice Procedure

The Board discussed the establishment of a death notice procedure for the Mutual and addressed the need to protect resident confidentiality, privacy, and safety.

Lighting Report

Tabled, pending additional review and discussion by the Board. The following is an approximate inventory of lights throughout the Mutual:

- a) 185 lights on walls

WALNUT CREEK MUTUAL NO. FORTY-EIGHT

- b) 16 tubular lights on garages
- c) 11 box lights under eaves
- d) 54 lights on posts

Comcast Phone & DVR

The Board has been tasked with the authority to accept or deny the Comcast phone service package at \$20 a month per manor and the package for two (2) DVRs at \$9 a month per manor. The Board will continue to discuss the best method for obtaining the majority option of the membership.

Next Board Meeting

The Special Budget Meeting will be held on Wednesday, October 26, 2016 at 2:00 p.m. in the Stanley Dollar Clubhouse and the next Regular Meeting will be held on Wednesday, November 16, 2016 at 2:00 p.m.

Adjournment

President Burch adjourned meeting at 3:37 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

An Executive Session was held following the Open Session at 3:38 p.m. Topics included the following:

- a) Approval of Executive Session Meeting Minutes of the Board held on October 7, 2016
- b) Private Garden Issue (File No. 48-048)

With no further business to discuss, the Board adjourned the Executive Session at 3:45 p.m.