

WALNUT CREEK MUTUAL NO. FORTY-EIGHT

REGULAR MEETING MINUTES OF THE BOARD
WEDNESDAY, NOVEMBER 16, 2016 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
Henry Mei, Treasurer
Richard Pancoast, Director

Committees: Sonya Ford, Landscape Maintenance
Sheafe Ewing, Building Maintenance
John Reppart, Emergency Preparedness

Also Present: Paul Donner, Mutual Operations Director; Rick West, Building Maintenance 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 BoardOctober 19, 2016
Executive Session of the BoardOctober 19, 2016
Budget Meeting of the BoardOctober 26, 2016

The minutes to the aforementioned meetings were 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.

Financial Report: Henry Mei & Paul Donner

The Financial Report was presented as follows:

- a) Total Assets as of October 31, 2016
- b) Operating \$41,837.
- c) Reserves \$519,877.

Landscape Report: Sonya Ford

The landscape crews are focusing on leaf cleanup. The garden is complete and no additional landscape rehab projects are currently pending.

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Building Maintenance Report: Sheafe Ewing & Rick West

Building Maintenance Manager West presented the Maintenance Report as follows:

a) Work In Progress:

- Annual Gutter cleaning by Perfect Painting is in progress
- Pump rebuild and the new red light installation will be done by Eastbay Pump and Equipment Company
- 3258 PT 2B: Exterior garage stucco damaged by an unknown car has been scheduled for repair through AMAC

b) Follow up:

- 3258 PT 4B: AMAC has purchased the sliding glass door and scheduled the installation for 11/18/16
- 3258 PT 2B: Hole in gutter repair is complete
- The MOD Light maintenance is complete

Smoke Detector Replacement Cost

The Board continued discussion on the estimate from Sang Electric to replace and install a new smoke detector with a 10-year lithium ultra-life battery on the sixty-two (62) smoke detectors hardwired to enunciators for \$5,490 and the cost to annually replace batteries in all existing smoke detectors at \$500 a year. Upon review of *Policy 17: Smoke Detectors*, it was determined that the Mutual is responsible for smoke detectors connected to enunciators and homeowners are responsible for maintaining additional smoke detectors inside their manors.

A motion was made to approve the replacement and installation of 10-year lithium ultra-life battery smoke detectors on the sixty-two (62) existing detectors throughout the Mutual that are hardwired to enunciators by Sang Electric for \$5,490.

Moved, Seconded, Carried 5-0

Alterations Committee: Richard Pancoast

An alterations application to install a new front door containing glass at 3340 #3A was reviewed by the board. Upon review of *Policy 3: Building Maintenance*, it was determined that *members may replace front doors with one of a different design subject to a Board approved Alteration Agreement*. Due to existing glass style doors throughout the Mutual, the Alterations Committee will grant the approval.

Solar Committee: Norm King

Reconfigurations of setbacks were prepared and the plans were resubmitted to the Fire Protection District for approval. The plans will be resubmitted to the City of Walnut Creek, after the requests made by the Fire Protection District are satisfied.

Hospitality Committee:

The holiday party reservations are complete and flyers have been distributed to the membership. Creekside Grill will cater the event and it will be held on December 6th at Stanley Dollar Clubhouse. The cocktail hour will begin at 5:00 p.m.

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Emergency Preparedness:

An emergency preparedness practice walkout took 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. Notices will not be posted without prior approval from their next of kin.

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 plan is available to the Mutual through December 31, 2017.

A motion was made to deny the Comcast phone service package at \$20 a month per manor and the package for two (2) DVRs at \$9 a month.

Moved, Seconded, Carried 5-0

Engagement of Auditor

A motion was made to approve the three (3) year engagement of Hinricher, Douglas & Porter LLP for the audit of financial statements and the preparation of federal and state tax returns with an annual fee at \$3,450.

Moved, Seconded, Carried 5-0

Policy Review & Update

The Board will continue to review and discuss necessary updates to the Mutual's Policies. The membership will have 30-days to review and comment on proposed changes, before they are approved and adopted by the board.

Next Board Meeting

The next board meeting will be held on Wednesday, December 21, 2016 at 2:00 p.m. in the in the MOD Large Conference Room.

Adjournment

President Burch adjourned meeting at 3:30 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