

WALNUT CREEK MUTUAL NO. FORTY-EIGHT

REGULAR MEETING MINUTES OF THE BOARD
WEDNESDAY, FEBRUARY 20, 2019 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 2:00pm.

Roll Call

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

Committees: Sonya Ford, Landscape Maintenance
Sheafe Ewing, Building Maintenance - absent
Richard Pancoast, Alterations
Norm King, Solar
Trudi Garland, Hospitality - absent
John Mosher, Emergency Preparedness - absent
David Vereeke, EVCS Committee - absent

Also Present: Paul Donner, Mutual Operations Director; Rick West, Building Maintenance 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 BoardJanuary 16, 2019

The minutes to the January 16, 2019 Board meeting were approved with a motion.

Moved, Seconded, Carried 5-0

Residents' Forum

A Resident's Forum was held for comments and questions from the membership. Topics discussed included 5mph signs and speeding.

Treasurer's Report: Henry Mei

The January 31, 2019 Financial Report was presented as follows:

- a) Operating: \$39,709
- b) Reserves: \$570,219

A motion was made to certify that the Mutual is on compliance with \$5500.

Moved, Seconded, Carried 5-0

Landscape Report: Sonya Ford

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Sonya reported that the Mutual is removing juniper as a fire safety measure. 3266 is the first test area and a design will be made after removal. The roots will be left so that the hill's stability is not compromised. Stumps will be hidden by shrubs that are not a fire hazard and drought tolerant plants are to be proposed.

Building Maintenance Report: Rick West & Richard Pancoast

Building Maintenance Manager Rick West reported the following:

INFORMATION ITEMS: Work Scheduled, In Progress, or Completed

1. Irrigation Pump Electrical Panel Contactor - Installed and tested by East Bay Pump Tech and the Landscape Tech. Everything running at full PSI needed when all 3 stations are running. (Item closed).
2. Concrete in Pump House poured. (Work Completed).
3. 3324 and 3318 Elevator Modernization technical and Safety upgrades - Contractor: Otis Elevator - Cost \$240,000.00 Plus \$40,000.00 Electrical upgrades by Muscio Electric. Budget \$280,000.00. (Waiting for Scheduling dates). Possibly late April start date. Securitas will be available to accommodate owners with stairlifts while the elevators are out of use.
4. February Gutter cleaning - Contractor: Five Star - cost \$5,600.00 (Completed).
5. Signs - ½ installed / other half poles have been installed but waiting for pole brackets to hang the signs (parts on order).
6. Asphalt painted stop signs (Scheduled for spring).
7. Balcony Inspection and Re-caulking - Contractor: Jim Hogue - Cost \$ 5,580.00. (Scheduled for spring).

Alterations Committee

Director Pancoast reported that he is still trying to get site plans for the Mutual that are need for a fire safety plan. Sonya reported she may have a CD with the plans and will provide them to Richard.

Solar Committee

Norm King reported that inspections on phase II passed and are now completed. In October of 2018 the electrical and fire inspections were completed. The panels are not activated due to the following issues that are still being resolved: meters did not fit in the mounting blocks; the signage was suddenly a problem; a ground wire issue; and a PG&E padlock that was installed that will take at least a week for them to come and remove. Once the padlock is removed, we should receive permission from PG&E to operate.

Hospitality Committee

Kathleen Stumpf attended the meeting and reported for Trudi Garland. The committee just met this week and discussed doing a May 16th "stroll" where owners open their condos for other owners to come and view. There may be a taco truck ordered for the event. The committee will be bringing cookies for the April 17th annual meeting. The committee is looking at caterer's for the summer dinner.

Emergency Preparedness Committee

No report was presented.

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EVCS – Electric Vehicle Charge Station Committee

Norm King reported on behalf of David Vereeke. The PG&E claim entered by David is now being held up since PG&E in bankruptcy court putting the charge station on hold for undetermined amount of time.

New Business

Discuss Garage Fee Increase and No Fee for Carports: The Board discussed that many years ago the current Board resolve to have a \$5 increase every 2 years to be in line with inflation. The discussion was tabled.

Discuss Emergency Generator for Pump House: The Board discussed possible purchasing an emergency generator for the domestic water pump house so that in a power outage the water pressure remains. Rick West will investigate the cost and present back to the Board.

Discuss Fire Extinguisher Cabinets: Bruce McLeod reported that some front covers on the fire extinguisher cabinets need replacement. Bruce services the cabinets to the best of his ability and asked the Board to please allow a budget of \$500 for some front cover replacements. Bruce works for Acme Fire Extinguisher Co. and can provide proof of insurance and any other appropriate paperwork for him to complete the work as a vendor. The Board made a motion that upon receipt of proof of insurance they will allow a NTE \$500 amount for the fire extinguisher covers.

Moved, Seconded, Carried 5-0

Presidents Forum

No report was presented.

Next Board Meeting

The next Regular Meeting will be held on Wednesday, March 20, 2019 at 2:00pm in the large conference room of MOD.

Adjournment

President Burch adjourned the regular meeting at 3:11pm.

Secretary's Certificate

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



**Assistant Secretary
Mutual 48**