

WALNUT CREEK MUTUAL NO. FORTY-EIGHT

REGULAR MEETING MINUTES OF THE BOARD
WEDNESDAY, FEBRUARY 21, 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 2:00PM

Roll Call

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

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 BoardJanuary 17, 2018

The minutes to the aforementioned meeting was approved.

Moved, Seconded, Carried 5-0

Residents' Forum

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

Treasurer's Report: Henry Mei

The January 31, 2018 Financial Report was presented as follows:

- a) Operating: \$16,754
- b) Reserves: \$615,061

Landscape Report: Rebecca Pollon & Sonya Ford

Landscape Manager Rebecca Pollon reported the following:

LAWN MAINTENANCE: No change from January Irrigation is running infrequently and turf is being mowed 1-2 times per month as weather and growth dictates.

ENTRY MAINTENANCE: No change from January Entry maintenance crews are performing

winter tasks including hard pruning of shrubs for size control and good health.

TREE MAINTENANCE: The flowering plum trees at 3306 will be given anti-fruiting treatment this week. The arborist, Landscape Representative and I walked the Mutual and identified several preventative maintenance items that should be addressed. The proposal cost is \$2400

LANDSCAPE REHAB: M48 has been notified that it will be receiving a \$500 rebate on its EBMUD bill for reducing the size of the lawn near 3340. The rebate will appear sometime in the next 2 billing cycles. The M48 Landscape Representative and I met to determine projects to undertake and bids to obtain in 2018. A proposal will be presented at M48 March meeting for the MOD days scheduled to begin in early/mid-April.

Building Maintenance Report: Rick West & Richard Pancoast

Building Maintenance Manager Rick West Reported the following:

Work Scheduled or in Progress:

1. Deck coating on upper front landings for 3258 # 3 & 4 and 3266 # 1, 2, 3 E-19 - Contractor - EmpireWorks Cost \$13,500.00. (Work in progress).
2. 3318 PT 4B/4C - Bertalomi Engineering has inspected the building foundation and gave it a clean bill of health. The engineer has also completed the report for the city permits on 4B & 4C AMAC has now pulled permits and has started the put back of the building. (Work In Progress).

Completed:

1. 3318 PT 3A - Replacement of storage closet door. Contractor: Ahumada General Contractor. Cost \$1,782.00. (Completed).
2. Trash enclosure gates at 3318 PT. Contractor - Fleece Construction hinges, latch and straighten posts \$1,200.00 (Completed).
3. Roof cleaning - Contractor: Perfect Painting. Cost \$2,250. (Completed).

Action Item:

1. A motion was made to approve the contractor 5 Star on a time and material basis, not to exceed \$5,000, for necessary inspections and repairs due to soil erosion.

Moved, Seconded, Carried 5-0

Alterations Committee

No report was presented.

Solar Committee

Director King reported that there will be a solar meeting on Friday, February 23, 2018 at 10am in the Clubroom at Creekside. Gabi with MCE will be presenting and the timeline for phase II is being worked on.

Hospitality Committee

No report was presented.

Emergency Preparedness Committee

No report was presented.

Presidents Forum

No report was presented.

Old Business

Entry 20 Safety Concerns: The Board discussed the safety concerns of speeding cars at entry 20. A motion was made to get an estimate for speed bumps at entry 20 and possibly entry 19.

Moved, Seconded, Carried 5-0

Next Board Meeting

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

Adjournment

President Burch adjourned meeting at 3:14 p.m.

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**