

WALNUT CREEK MUTUAL NO. FORTY-EIGHT

REGULAR MEETING MINUTES OF THE BOARD
WEDNESDAY, MARCH 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

Directors Absent: Richard Pancoast, Director

Committees: Sonya Ford, Landscape Maintenance
Sheafe Ewing, Building Maintenance – absent
Richard Pancoast, Alterations - absent
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 BoardFebruary 21, 2018
The minutes to the February 21, 2018 regular meeting were approved.

Moved, Seconded, Carried 4-0

Residents' Forum

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

Treasurer's Report: Henry Mei

The February 28, 2018 Financial Report was presented as follows:

- a) Operating: \$23,575
- b) Reserves: \$605,190

Landscape Report: Rebecca Pollon & Sonya Ford

Landscape Manager Rebecca Pollon reported the following:

LAWN MAINTENANCE: Mowing will increase to 2-3 times monthly and turf will be aerated and fertilized in the next 6 weeks.

WATER USE: Irrigation will become more frequent to account for warmer weather and

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increased plant needs. Due to late season rains we expect to irrigate very little for the remainder of March. In April, be on the lookout for signs of water leaks and irrigation breaks. If a break is suspected please report the location to the work order desk.

ENTRY MAINTENANCE: Entry maintenance crews are performing winter pruning tasks including hard pruning of shrubs for size control and good health. Shrub fertilization will take place over the next 6 weeks.

TREE MAINTENANCE: All proposed tree maintenance items identified for 2018 have been completed.

TREE PROPOSALS: An estimate for deep root fertilization for the Pear trees and Redwoods trees is attached in the amount of \$1,122. This proposal is being cancelled.

LANDSCAPE REHAB: MOD crews will be working in M48 from April 9th-April 20th (10 days). An estimate for the identified MOD projects is attached in the amount of \$1,011.

LANDSCAPE PROPOSALS:

1. A proposal for the removal of DG in front of 3306 is included for \$855. This proposal is to be revised.
2. A proposal to resod a portion of lawn between 3258-3266 is attached for \$825.

Moved, Seconded, Carried 4-0

3. A proposal to resod the area behind 3258 is attached for \$595.

Moved, Seconded, Carried 4-0

Building Maintenance Report: Rick West & Richard Pancoast

Building Maintenance Manager Rick West Reported the following:

ACTION ITEMS: Proposal review and Approval

1. 2nd Gutter Cleaning. Contractor; Perfect Painting cost \$2,700.00.
Due to the high cost of PGS \$7,280 - Perfect Painting is offering a 2nd cleaning in March for over 50% off the cost of PGS.

A motion was made to approve Perfect painting for a second gutter cleaning in the amount of \$2,700.

Moved, Seconded, Carried 4-0

2. 3318/3324 PT Concrete repair on breezeway edging. Estimate from Fleece Construction.

INFORMATION ITEMS: Work Scheduled, In Progress, or Completed

1. Deck coating on upper front landings for 3258 # 3 & 4 and 3266 # 1, 2, 3 E-19 - Contractor - EmpireWorks Cost \$13,500.00. (Completed). AMAC to start opening up the last three landings.
2. 3318 PT 4B / 4C - Contractor; AMAC has now pulled permits and has started the put back of the building. (Work in Progress). Resident is still waiting for State Roofing to complete the repairs to the deck membrane.
3. 3258 PT 4A - Kitchen window Leak update.
4. 3274 PT 2A - Screening around buildings. Contractor Five Star. NTE \$5,000. (Work in

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Progress).

Alterations Committee

No report was presented.

Solar Committee

No report was presented.

Hospitality Committee

No report was presented.

Emergency Preparedness Committee

No report was presented.

Presidents Forum

President Burch reported that commercial rates versus residential rates from PG&E were discussed by M59 at the last President's forum. Also discussed was reviews versus audits.

New Business

Speed Bump Quote: no action was taken.

Next Board Meeting

The Annual Meeting will take place on Wednesday, April 18, 2018 at 1pm in the Clubroom at Creekside and an Organizational meeting will directly follow the annual meeting. The next Regular Meeting will also be held on Wednesday, April 18, 2018 at 2:00pm in the Clubroom at Creekside

Adjournment

President Burch adjourned meeting at 2:58pm.

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**