

**WALNUT CREEK MUTUAL NO. FORTY-EIGHT**

REGULAR MEETING MINUTES OF THE BOARD  
WEDNESDAY, APRIL 19, 2017 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  
Norm King, Secretary  
Henry Mei, Treasurer  
Richard Pancoast, Director  
Sonya Ford, Vice President

**Committees:** John Reppart, Emergency Preparedness  
Sheafe Ewing, Building Maintenance  
David Vereeke, Vehicle Charge Station

**Also Present:** 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 following minutes:

Regular Meeting of the Board .....March 15, 2017

The minutes to the aforementioned meetings were approved as submitted.

Moved, Seconded, Carried 5-0

**Residents' Forum**

Residents did not express their concerns or make comments.

**Financial Report: Paul Donner**

The March 2017 Financial Report was presented as follows:

- a) Operating           \$ 33,091.
- b) Reserves           \$ 561,132.

**Landscape Report: Sonya Ford & Rebecca Pollon**

A landscape tour will be held on Friday, April 21<sup>st</sup> and the two (2) trees locate near building no. 3266 will be removed on Monday, April 24<sup>th</sup>.

**Building Maintenance Report: Sheafe Ewing & Rick West**

- The Board reviewed an estimate for a new main line section installation, repainting all equipment, and an estimate for yearly equipment maintenance. Tabled, pending a detailed breakdown (parts & labor) of estimate by Eastbay Pump and Equipment Company.

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- 3318 PT 4A/4B and 3B: Rain leak into bedroom window and kitchen window. The Mutual Operations Division (MOD) has been working with the residents. An estimate to elastomeric the stucco wall will be presented to the Board. Five Star's estimate for weather stripping windows at 4A & 4B for \$2,850.00 was approved and authorized by the board.
- 3266 PT #1B Front Landing Water Draining Issues: AMAC is scheduled to install a 2-piece metal cover plate off the front edge of the stairs and the wall under the landing will be repainted. An estimate from Perfect Paint & Empire Works for the excel water proofing system to seal the landing concrete was presented to the Board.
- Carport Duralast roof build-up: Jim Hogue our independent roofing consultant was hired to inspect all 14-carport roofs. Jim will determine if the roofs can last a few more years and will also put a scope of work together to go out to bid if needed.
- Installation of 64 new 10-year hardwired smoke detectors to annunciators by Sang Electric started on March 13<sup>th</sup> and 12 units are remaining.
- 3274 PT 1A: Termite Report update is still being processed through the Resale Department.

### **Hospitality Committee**

The May Fiesta will be held on May 11<sup>th</sup> at 4:30 p.m. and refreshments will be served during the Annual Meeting on April 26<sup>th</sup>.

### **Alterations Committee**

A report was not presented to the membership.

### **Solar Committee**

Permits for the Solar Panel Project have been approved by the City of Walnut Creek. Solar panels will be installed on four (4) buildings in the Mutual and were selected because of their two-story structure and orientation to the sun. The first panel is scheduled to begin the installation process on May 5<sup>th</sup>.

### **Emergency Preparedness**

Fifty-two members have signed up to restock their emergency preparedness bags and eight new members have purchased new bags. Please contact the Mutuals' Board Office if you would like to volunteer as the Emergency Preparedness Chairmen.

### **Vehicle Charging Station Committee**

Committee Chairmen Vereeke's presented options, solutions, and difficulties to installing electric vehicle charging stations in the Mutual. Tabled, the Board will continue to discuss specifics and legal requirements regarding the installation of electric vehicle charging stations on the Mutual's common area.

### **Presidents Forum**

A report was not presented to the membership.

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**Approval of Audited 2016 Financial Statements**

A motion was made to approve the audited 2016 financial statements completed by Hinricher, Douglas, & Porter LLP (HDP).

Moved, Seconded, Carried 5-0

**Next Board Meeting**

The next board meeting will be held on Wednesday, May 17, 2017 at 2:00 p.m. in the MOD Large Conference Room.

**Adjournment**

President Burch adjourned meeting at 3:28 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.



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**Secretary**

An Executive Session was held following the Regular Meeting at 3:35 p.m. Topics included the following:

1. Member Noncompliance: Account No. 4947

With no further business to discuss, the board adjourned the Executive Session at 3:55 p.m.

An Executive Session was held on April 26<sup>th</sup> at 2:00 p.m. Topics included the following:

1. Member Noncompliance: Account No. 4947

With no further business to discuss, the board adjourned the Executive Session at 2:35 p.m.