

WALNUT CREEK MUTUAL NO. FORTY-EIGHT

REGULAR MEETING MINUTES OF THE BOARD
WEDNESDAY, MAY 17, 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: Sheafe Ewing, Building Maintenance
Trudi Garland, Hospitality Committee
David Vereeke, Vehicle Charge Station

Also Present: Paul Donner, Mutual Operations Director; Rick West, Building Maintenance Manager; Rebecca Pollon, Landscape Manager; Will Kim, Board Services Coordinator, Jim Hogue, Jim Hogue Consulting.

Approval of Meeting Minutes

President Burch asked if there were any additions or corrections to the following minutes:

Regular Meeting of the BoardApril 19, 2017
Annual Meeting of the BoardApril 26, 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 April 30, 2017 Financial Report was presented as follows:

- a) Operating \$ 22,945.
- b) Reserves \$ 568,075.

Landscape Report: Sonya Ford & Rebecca Pollon

The Board reviewed and discussed a landscape renovation proposal. Tabled, pending additional review and discussion by the Board.

Lawn Maintenance: Turf mowing has resumed on a weekly basis. Aerating and treatment for

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grubs are occurring now.

Entry Maintenance: Entry maintenance crews are moving to their spring/summer schedule pruning shrubs for size control.

Landscape Rehab: MOD days for May are complete and we accomplished all the scheduled projects in the attached document. The next MOD work days are in mid-fall.

Building Maintenance Report: Sheafe Ewing & Rick West

A motion was made to approve the demolition process in preparation for upper landing repairs not to exceed a total cost of \$5,000.

Moved, Seconded, Carried 5-0

The Board reviewed and discussed proposals for LED light bulbs. A motion was made to approve the purchase of fifty (50) LED light bulbs not to exceed a total cost of \$400.

Moved, Seconded, Carried 5-0

Work in Progress:

- Jim Hogue completed his inspection of all the Mutual's upper landings and has determined that ten (10) landings need to be repaired. The next step is to have Bertolami Engineering inspect the landings to come up with a better design. Thereafter, proposals for the project will be obtained.
- 3318 PT 4A/4B and 3B – Rain Leak into bedroom window and kitchen window
- Elastomeric painting of the stucco wall was completed by Five Star for \$2,850.00. The interior repairs are in progress.
- 3340 PT 3A – Metal door and frame is on order and the scheduled installation date is 5/27/17.

Work Pending or on Hold:

- Eastbay Pump and Equip. Co. – Pump House estimate for new main line section installation that is currently dripping, cleaning pump area, and repainting all equipment for \$4,625.00 is pending. The labor is \$95.00 an hour.
- Perfect Painting estimate for waterproofing all upper front landings for \$20,587.00 at E-19 is on hold.

Completed:

- Installation of 64 new 10-year hardwired smoke detectors to annunciators by Sang Electric started on March 13th and 12 units are remaining. The roster of remaining units will be turned over to the Mutual.
- Carport Duralast Roof Build-up: Jim Hogue attended the meeting and answered the Board's questions and concerns. Jim determined the roofs can last a few more years.
- 3266 PT – six (6) identified concrete tripping hazards were completed by Five Star.

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Hospitality Committee

The Summer Party will be held on Saturday, July 22nd at Dollar Clubhouse.

Alterations Committee

A report was not presented to the membership.

Solar Committee

All solar panels have been placed on roofs. The next step will be to install the wiring. After the installation is complete, the solar panels will be inspected by the Fire Department, PG&E, and the City of Walnut Creek.

Emergency Preparedness

A report was not presented to the membership.

Vehicle Charging Station Committee

Committee Chairmen Vereeke 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. Chairmen Vereeke will present a formal proposal during the next meeting.

Presidents Forum

President Burch presented the following topics discussed during the Presidents' Forum:

- A letter was prepared and submitted by the Members of the Presidents' Forum to realtors in the area regarding rogue contractors who work after-hours, proceed with unauthorized alterations, and etc.
- The Mutuals will receive a portion of the \$140,000 refund from the Golden Rain Foundation

Fee Scheduled Policy for Violation of Governing Documents

Tabled, pending additional review and discussion by the Board.

Update Landscape Policy Re: Private Gardens

Tabled, pending additional review and discussion by the Board.

Next Board Meeting

The next board meeting will be held on Wednesday, June 21, 2017 at 2:00 p.m. in the MOD Large Conference Room.

Adjournment

President Burch adjourned meeting at 3:45 p.m.

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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.

A handwritten signature in blue ink, appearing to be 'W. B. L.', is written above a horizontal line.

Assistant Secretary