

WALNUT CREEK MUTUAL FORTY-EIGHT
REGULAR MEETING OF THE BOARD OF DIRECTORS
WEDNESDAY, MAY 18, 2016, 2:00 P.M.
CONFERENCE ROOM, MOD
800 ROCKVIEW DRIVE, WALNUT CREEK, CA 94595

President Bob Burch convened the Regular Meeting of the Board of Directors of Walnut Creek Mutual Forty-Eight at 2:00 p.m. on Wednesday, May 18, 2016, in the MOD Conference Room, 800 Rockview Drive, Walnut Creek, California 94595.

ROLL CALL

PRESENT:	Bob Burch	President
	Sonya Ford	Vice President
	Henry Mei	Treasurer
	Norm King	Secretary
	Richard Pancoast	Director

COMMITTEES:	Sonya Ford	Landscape Maint.
	Sheafe Ewing	Building

Mutual Operations staff was represented by Paul Donner, Mutual Operations Director; Rebecca Pollon, Landscape Manager; Rick West, Building Maintenance Manager; and Sharon Fees, Board Services Coordinator.

No additional Mutual members were present.

John Reppart welcomed everyone and thanked them for their attendance.

APPROVAL OF MINUTES

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

Regular Meeting of the Board – April 20, 2016

With no corrections noted Burch declared the minutes as approved.

MEMBERS FORUM

No presentations were made.

ANNOUNCEMENTS

Burch announced that the next Regular Meeting of the Board will take place on Wednesday, June 15, 2016, beginning at 2:00 p.m. in the MOD Large Conference Room.

FINANCIAL REPORT

Henry Mei presented the Treasurer's report and Paul Donner noted that the Mutual is just slightly over budget year to date.

Mei reformatted the reimbursement form for the Mutual. He provided a copy to each Director.

Donner fielded Director questions regarding the monthly financials.

LANDSCAPE -- Sonya Ford and Rebecca Pollon

Lawn Maintenance: The irrigation systems are now on. Turf is being mowed weekly and will be fertilized next in late June. Water restrictions have been lifted but reasonable water conservation measures will remain.

Entry Maintenance: Crews are working on schedule pruning and spot spraying ever 4-6 weeks.

Tree Maintenance: Waraner Tree Service performs all tree maintenance. Pruning took place last autumn.

Landscape Rehab: All rehab work has been completed.

Woodpile in Mutual 48: A Mutual 48 resident has a woodpile in the common area. This needs to be removed as it is an attraction for termites.

PG&E Road: The board decided that they will not request PG&E to keep the gravel road.

Pollon fielded director questions.

BUILDING MAINTENANCE

3318 PT #3B: The MOD investigation of wet deck corners is on-going, but it cannot be determined where the moisture is coming from. It has been scheduled for touch-up painting.

3250 PT #1A: MOD is scheduled to replace the leaking slider. The Mutual will only pay for the installation of the slider; the resident has purchased the door as he preferred to get an upgraded door. Sub-floor damage was also discovered and this will be repaired at a cost to the Mutual.

3258 PT #1B: The gutter is scheduled to be cleaned.

Richard Pancoast moved to pay for an interim spot cleaning of the gutters for \$1,415. Sonya Ford seconded the motion. The motion passed by majority vote. Henry Mei dissented.

3340 PT #4A: Touch-up paint for around the slider is scheduled.

Concrete tripping hazard at Entryways: Five Star is scheduled to perform concrete replacement at 3318 PT and 3324 PT. Richard Pancoast moved and Henry Mei seconded to hire Five Star to do the concrete replacement at 3324 PT for \$1,225. The motion passed unanimously.

Termite inspections and treatment: The Board requested that Rick West get estimates on a warranted termite program for the Mutual.

Follow-up:

3306 PT: Eagle Iron completed the repairs to the trash enclosure latch and trim board.

3258 PT #4B: The homeowner wants to only pay for re-sealing the slider and does not want to pay for the replacement of the door. However, companies will not perform this repair because of the liability involved with the door re-leaking. The Mutual needs to effectively communicate to the owner that the association will not be responsible for damage caused by further leaking should the homeowner elect not to replace the door.

Rick West fielded Director questions and requests.

SOLAR COMMITTEE

There are currently 24 subscribers for solar which is about 40 percent of all Mutual 48 households.

327 total panels will be installed to service these 24 subscribers. Each of the first three identified buildings can accommodate approximately 150 panels per building.

King reported that the Committee has been working with the vendor on getting the installation started. The vendor is currently working with PG&E and permitting agencies in getting the solar project closer to being installed. The Committee and residents are getting a bit frustrated with setbacks that have resulted in delaying the project.

The addendums for the contract have been sent out by the vendor.

Discussion took place about the installation of the panels on the existing roof which is different from the type of installation should it take place during a re-roofing process.

ALTERATIONS COMMITTEE

Bob Burch has assigned Richard Pancoast to field alteration applications. Paul Donner suggested that Pancoast meet with Administrative Manager Theresa Molina to review

alterations that Mutual 48 has deemed as standard and pre-approved by the Alterations Inspectors.

HOSPITALITY COMMITTEE

No report was given.

EMERGENCY PREPAREDNESS -- John Reppart

No report was given.

UNFINISHED BUSINESS

Legal update for CC&Rs: The CC&R amendment has been recorded with Contra Costa County and was distributed to the Mutual 48 membership.

REPORT ON THE PRESIDENTS' FORUM – Bob Burch

No report was given.

NEW BUSINESS

Sidewalk Improvement Initiative and Gutter Cleaning: these items were discussed under the Building Maintenance Report.

ADJOURNMENT

With no further business to discuss, the May 18, 2016 Mutual Forty-Eight board meeting adjourned at 3:30 p.m.



Sharon Fees, Assistant Secretary
Mutual Forty-Eight