

WALNUT CREEK MUTUAL NO. FORTY-EIGHT

REGULAR MEETING MINUTES OF THE BOARD
WEDNESDAY, JUNE 19, 2019 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
Ron Schwartz, Treasurer
Ellen Russell, Secretary
Richard Pancoast, Director

Committees: Sonya Ford, Landscape Maintenance
Richard Pancoast, Building Maintenance/Alterations
Norm King, Solar
Trudi Garland, Hospitality - absent
John Mosher, Emergency Preparedness - absent
David Vereeke, EVCS Committee - absent

Also Present: Paul Donner, Mutual Operations Director; Rick West, Building Maintenance Manager; Kelly Maki, 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 May 15, 2019

The minutes to the May 15, 2019 Board meeting were approved with a motion.

Moved, Seconded, Carried 5-0

Residents' Forum

A Resident's Forum was held for comments and questions from the membership. No comments were made.

Treasurer's Report: Ron Schwartz

The May 31, 2019 Financial Report was presented as follows:

a) Operating: \$45,403
b) Reserves: \$599,677

YTD operation fund actual vs. budget is \$4,504 favorable

Items to watch:

INSURANCE: unfavorable to budget by -\$4,442

UTULITIES: favorable to budget by \$11,150

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A motion was made to certify that the Mutual is on compliance with §5500 by review of the May 31, 2019 financial reports.

Moved, Seconded, Carried 5-0

Landscape Report: Sonya Ford

Sonya reported that the juniper removal for 2019 is completed. Plant replacements will take place in October for better water absorption. More juniper will be removed in 2020.

Building Maintenance Report: Rick West & Richard Pancoast

Building Maintenance Manager Rick West reported the following:

INFORMATION ITEMS: Work Scheduled, In Progress, or Completed

1. 3324 and 3318 Elevator Modernization technical and Safety upgrades - Contractor: Otis Elevator - Cost \$240,000.00 Plus \$40,000.00 Electrical upgrades by Muscio Electric. Budget \$280,000.00. (Scheduled start date for 3318 PT is September 2nd and reopening Oct. 11th, 2019 / Scheduled Start date for 3324 PT is Jan 6th reopening Feb 14th, 2020.
2. Asphalt painted stop signs (Work Completed).
3. 3340 PT Roof chimney chase covers - Contractor: MOD to modify 4 chimney chase covers by re-sealing and re-flashing frame to prevent water from pooling and rusting components and water intrusion inside of manors. Estimate \$5,300.00 MOD to give estimate for repair of all chase covers in the mutual that need modifications.
4. New Pump House Generator - Installation for water pressure to Entry 20 during black out - The building committee agreed to conducting tests to see what the water pressure is during a simulated outage.
5. Stucco patches on 3324 PT 3C and 3258 PT 1A (Work scheduled).
6. New Concrete stair treads - 3274 PT Estimated cost for 4 treads installed \$1,200.00. This item was approved.
7. 3324 rear Balcony Gutter removal completed. Dry rot found to plywood under Floor tile. (Board to discuss options).
A motion was made to authorize AMAC to conduct destructive testing.
Moved, Seconded, Carried 5-0
8. 3318 PT underground electrical repair project. Contractors Sang Electric / Five Star Five Star will dig the 24 "deep trench / and complete the Asphalt repair. Sang will lay down new conduit line and complete the connections. Sang cost estimate - \$1,850.00 / Five Star - T&M work.

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Richard Pancoast reported Diamond Gutters will be out tomorrow to bid the entire Mutual for gutter guards.

Solar Committee

Norm King stated there is little to report. We only have 2 people signed up for phase III and will need 5 or 6. He will talk to Solar Technologies and a new owner. Credits on PG&E bills are now showing.

Hospitality Committee

President Burch reported in Trudi's absence that Trudi attended the recycling extravaganza for Sustainable Rossmoor and emphasized an importance on recycling correctly or it gets dumped into land fill. Owners should clean and dry their recyclables. Look out for more education and meetings by Trash Talkers in the Rossmoor News.

Emergency Preparedness Committee

No report was presented.

EVCS – Electric Vehicle Charge Station Committee

No report was presented.

President's Forum

No report was presented.

Old Business

Electric Generator for Household Water Pump: an update was given in the Building Maintenance Report.

New Business

Establish a Fire Safety Committee: A motion was made to establish a Fire Safety Committee with Richard Pancoast as the Chair and John Mosher, Sonya Ford, and Ron Schwartz as members.

Moved, Seconded, carried 5-0

Presidents Forum

No report was presented.

Next Board Meeting

The next Meeting will be held on Wednesday, July 17, 2019 at 2:00pm in the MOD Large Conference Room.

Adjournment

President Burch adjourned the regular meeting at 3:10pm.

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.

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Kelly Maki

**Assistant Secretary
Mutual 48**