

WALNUT CREEK MUTUAL NO. FORTY-EIGHT

REGULAR MEETING MINUTES OF THE BOARD
WEDNESDAY, JUNE 20, 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
Ron Schwartz, Secretary
Richard Pancoast, Director

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

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 Board May 16, 2018

The minutes to the May 16, 2018 regular meeting were approved.

Moved, Seconded, Carried 5-0

Residents' Forum

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

Treasurer's Report: Henry Mei

The May 31, 2018 Financial Report was presented as follows:

- a) Operating: \$31,877
- b) Reserves: \$628,739

Landscape Report: Rebecca Pollon & Sonya Ford

Landscape Manager Rebecca Pollon reported the following:

Lawn Maintenance: Lawns have been aerated and fertilized. Mowing is occurring weekly and lawns are being edged on alternating weeks.

WALNUT CREEK MUTUAL NO. FORTY-EIGHT

Water Use: Irrigation will continue to become more frequent as the temperatures rise. Residents can assist in conserving water and keeping the landscape healthy by reporting 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 summer pruning tasks including tip pruning shrubs and hard pruning Catmints and Daisies.

MOD Work Days: MOD work days have been completed for the spring. M48 has 2 days to use in the fall, plus 5 extra days to use either in the summer or early winter. MOD crews will also spend one day in M48 in summer to work on irrigation.

Tree Maintenance: Two Pears will be fertilized in one week at a cost of \$131.

Building Maintenance Report: Rick West & Richard Pancoast

Building Maintenance Manager Rick West reported the following:

ACTION ITEMS: Proposal review and Approval

1. 3324 PT Concrete repairs on breezeway edging - Fleece Construction: Estimate - \$2,000.00.
2. 3324 PT Breezeway coating / crack fill - Perfect painting estimate - \$38,370.00.
On hold for additional bid.
3. 3318 PT Breezeway coating / crack fill - Perfect painting estimate - \$38,370.00.
On hold for additional bid.
4. 3258 1B Landing coating - Perfect Painting estimate - \$1,760.00.
A motion was made to approve the Perfect Painting estimate for 3258 1B landing coating in the amount of \$1,760.00
Moved, Seconded, Carried 5-0
5. 3258 2B Landing coating - Perfect Painting estimate - \$1,760.00.
A motion was made to approve the Perfect Painting estimate for 3258 2B landing coating in the amount of \$1,760.00
Moved, Seconded, Carried 5-0

INFORMATION ITEMS: Work Scheduled, In Progress, or Completed

1. 3274 PT 2A - Screening around building. Contractor Five Star. NTE \$5,000. Screening around other buildings as needed (Completed). Painting of the screens an option.
2. Mutual 48 Asphalt seal coat - Contractor SVP (scheduled for Entry 19 - June 18th / Entry 20 - June 19th).
3. 3258 PT 1B/2B - Front Landing Deck repair. Contractor AMAC (work in progress).

Alterations Committee

No report was presented.

Solar Committee

Norm King reported about the progress of Phase II: stamped plans have been obtained from

WALNUT CREEK MUTUAL NO. FORTY-EIGHT

the City. A breaker at 3258 was replaced last Thursday.

Hospitality Committee

No report was presented.

Emergency Preparedness Committee

No report was presented.

EVCS – Electric Vehicle Charge Station Committee

Chairmen David Vereeke reported that he has written and spoken to the residents at 3340 and hopefully the Board will approve the EVCS proposal under new business.

Presidents Forum

No report was presented.

New Business

Presentation from Diamond Gutters on Gutter Screens and Review Proposal: Atlas Home direct and Diamond Gutters gave a presentation on gutters screens that would be beneficial to M48's current gutter types. The Board made a motion to approve installation of the gutters screens on a test portion of the gutters at 3258 Ptarmigan Drive in the amount of \$2,399. The proposal includes 2 roof valley covers and 2 roof scupper covers.

Moved, Seconded, Carried 5-0

EVCS Proposal Approval: The Board made a motion to approve the proposal from David Vereeke to install a shared EV Charging Station in Mutual 48 in the parking space adjacent to the 3340 dumpster cabinet. The station would be gifted to the Mutual once installed an EV Group will be created.

Moved, Seconded, Carried 5-0

Perfect Painting Contract for deck Coating at 3324 PT and 3318 PT: No motions were made; the contract was put on hold.

Final Proposal from AMAC 3258 PT 3B for Deck Coating and Repairs: No motions were made; the proposal was put on hold.

3318 PT Rotted Beam proposal from AMAC: The Board discussed that it will likely be around 500 to open this up for further investigation. No motions were made.

Proposal for Gutter Replacement at 3258 PT: This item will be able to be approved by the President in the interim and does not require Board approval based on the cost.

Acoustical Evaluation for 3306 PT #4A: The Board tabled this item for executive session directly following the regular meeting.

Next Board Meeting

The next Regular Meeting will also be held on Wednesday, August 15, 2018 at 2:00pm in the large conference room of MOD.

WALNUT CREEK MUTUAL NO. FORTY-EIGHT

Adjournment to Executive Session

President Burch adjourned the regular meeting at 3:27pm and the Board moved into Executive Session to discuss personnel issues.

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.

A handwritten signature in blue ink that reads "Kelly Patterson". The signature is written in a cursive style with a long, sweeping tail on the "n" of "Patterson".

**Assistant Secretary
Mutual 48**