

# WALNUT CREEK MUTUAL NO. FORTY-EIGHT

REGULAR MEETING MINUTES OF THE BOARD  
WEDNESDAY, JUNE 21, 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 2:01 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.

## **Approval of Meeting Minutes**

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

Regular Meeting of the Board .....May 17, 2017

The minutes to the aforementioned meetings were approved as corrected.

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           \$ 28,702.
- b) Reserves           \$ 571,118.

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

Lawn Maintenance: Turf is being moved weekly and edged every other week. Irrigation is ON and watering frequently during the hot spell. Please report suspected breaks or malfunctions to the work order desk.

Entry Maintenance: Entry maintenance crews are on their summer pruning schedules and weed treatment is ongoing.

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Landscape Rehab: the Next MOD rehab days are on October, if you have a request please contact your landscape representative.

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

The board reviewed and discussed proposal for gutter cleaning services. A motion was made to approve the proposal from Professional Gutter Cleaning for a one (1) time regular, carport, and balcony gutter cleaning at a total cost of \$12,870.

Moved, Seconded, Carried 5-0

Work 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:

- Tabled, the Perfect Painting estimate for waterproofing all upper front landings for \$20,587.00 at E-19 will reviewed and discussed by the board.
- Jim Hogue completed his inspection of all the mutual upper landings. This inspection report was turned over to the board. Bertolami Engineering completed inspections of the landings. Tabled, MOD Staff and board members walked the project site and will wait for the board's recommendation as how to proceed.

Completed:

- 3318 PT 4A/4B and 3B – Rain caused a leak into the bedroom window and kitchen window. Elastomeric painting of the stucco wall has been completed. Five Star's cost at \$2,850.00 for the interior repairs have been completed.
- Five Star completed six (6) Entry 19 tripping hazards in and around 3266 PT
- 3274 PT 1A – Davis plumbing repaired drain line leaks

### **Hospitality Committee**

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

### **Alterations Committee**

A report was not presented to the membership.

### **Solar Committee**

The solar panel modules and wiring have been completed. Once the electrical wiring is connected to the grid, the City of Walnut Creek will proceed with their final inspection.

### **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.

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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.

### **Policy 28: Fee Scheduled Policy for Violation of Governing Documents**

Tabled, pending additional review and discussion by the Board.

### **Policy 9: Update Landscape Policy Re: Private Gardens**

Tabled, pending additional review and discussion by the Board.

### **Study of Trash and Recycle for the Mutual**

President Burch met with Jency regarding trash collection locations (7) and checked for the correct container size. Proposed recommendation was provide and will be reviewed by the Board.

### **Solar Responsibility Agreement at Resale/Turnover**

The board reviewed and discussed the Solar Responsibility Agreement provided at resales and turnover.

### **Next Board Meeting**

The next board meeting will be held on Wednesday, July 19, 2017 at 2:00 p.m. in the MOD Large Conference Room.

### **Adjournment**

President Burch adjourned meeting at 3:15 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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**Assistant Secretary**