

# WALNUT CREEK MUTUAL NO. FORTY-EIGHT

REGULAR MEETING MINUTES OF THE BOARD  
WEDNESDAY, JULY 17, 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 2:04pm.

## Roll Call

**Directors Present:** Robert Burch, President  
Sonya Ford, Vice President  
Ron Schwartz, Treasurer  
Ellen Russell, Secretary

**Directors Absent:** Richard Pancoast, Director

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

**Also Present:** Paul Donner, Mutual Operations Director; Rick West, Building Maintenance Manager; Kelly Maki, Board Services Coordinator, and Lucy Limon, Administrative Assistant.

## Approval of Meeting Minutes

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

Regular Meeting of the Board ..... June 19, 2019

The minutes to the June 19, 2019 Board meeting were approved with a motion.

**Moved, Seconded, Carried 4-0**

## 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 June 30, 2019 Financial Report was presented as follows:

a) Operating: \$48,554  
b) Reserves: \$607,633

YTD operation fund actual vs. budget is \$5,789 favorable

Items to watch:

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INSURANCE: unfavorable to budget by -\$9,999  
Water favorable to budget by \$16,079

A motion was made to certify that the Mutual is on compliance with §5500 by review of the June 30, 2019 financial reports.

**Moved, Seconded, Carried 4-0**

### **Landscape Report: Sonya Ford**

Sonya reported that in mid-August plant installation will begin on the hill. Extra water will be used to get the ivy to grow and to establish the roots of the new plants. The rest of the planting to continue next year. Report dying lawns and broken sprinklers to Sonya.

### **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. 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.  
A motion was made to approve MOD to repair the roof chimney chase covers in an amount not to exceed \$22,000. There are 29 chimneys at \$713 each.  
**Moved, Seconded, Carried 4-0**
3. Stucco patches on 3324 PT 3C and 3258 PT 1A (Work in progress).
4. New Concrete stair treads - 3274 PT Estimated cost for 4 treads installed \$1,200.00. Currently waiting for estimates for installation (Welding). From Fleece and Five Star. Since the two bids have not been received, a third bid is being requested from Eagle Iron for welding of the stairs.
5. 3324 rear Balcony Gutter removal completed. Dry rot found to plywood under Floor tile. Destructive testing completed by AMAC. Bertolami Engineering scheduled to inspect deck on July 17th.
6. 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. (Work in Progress).

Bob Burch reported Diamond Gutters provided bids to install gutter guards throughout the entire Mutual at a total cost of \$75,932. This item is tabled for review and report by Richard Pancoast.

### **Solar Committee**

Norm King gave the following report: Per a request by Treasurer Ron Schwartz, I assembled billing and usage data for the 12 house meters in Mutual 48. The stated purpose was to find

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out what a solar system for the mutual - lights, pump, elevators, etc. - would cost and whether it could save money. A year's worth of data was collected and summarized.

In the most recent 12-month period, M48 used 30,037 KWHS and paid \$6,927. This works out to 23¢ per kWh.

Those figures were provided to Jeff Parr of Solar Technologies. Jeff wrote back that the system would be too small for a Power Purchase Agreement (PPA). Jeff gave a ballpark estimate of \$42 to \$44,000 for paying cash. Payback would be 6-7 years. There were objections from board members for paying cash, as there are heavy demands on our reserves.

Options are either a lease or financing if the mutual were unable to buy the system at this time. Payback for a lease would be 7 - 10 years with a slight increase in cash flow due to a lower monthly payment. At the end of the lease, the mutual would own the system. (Jeff offered to field leasing possibilities with his contacts. I agreed and could present them to the board for consideration at a future date.)

Mutual owned solar was tabled by the Board for the time being.

### **Hospitality Committee**

No report was presented.

### **Emergency Preparedness Committee**

No report was presented.

### **EVCS – Electric Vehicle Charge Station Committee**

David Vereeke reported that vehicle charging stations are operational as of yesterday, July 16, 2019.

### **President's Forum**

No report was presented.

### **New Business**

#### **Establish a Recycling Committee and appoint Tim Andrews as Chair:**

A motion was made to establish a Recycling Committee.

**Moved, Seconded, carried 4-0**

A motion was made to appoint Tim Andrews as Chair of the Recycling Committee.

**Moved, Seconded, carried 4-0**

### **Next Board Meeting**

The next Meeting will be held on Wednesday, August 21, 2019 at 2:00pm in the MOD Large Conference Room.

### **Adjournment**

President Burch adjourned the regular meeting at 3:00pm.

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**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.

Respectfully submitted,  
Lucy Limon, Administrative Assistant