

**WALNUT CREEK MUTUAL NO. FORTY-EIGHT**

REGULAR MEETING MINUTES OF THE BOARD  
WEDNESDAY, JULY 18, 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 ..... June 20, 2018  
Executive Session Meeting of the Board ..... June 20, 2018

The minutes to the June 20, 2018 regular and executive meetings 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:       \$29,784  
b) Reserves:       \$611,106

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

Landscape Manager Rebecca Pollon reported the following:

Warm days are upon us and with them residents can look forward to blooming Oleanders, St

# WALNUT CREEK MUTUAL NO. FORTY-EIGHT

John's Wort and Crepe Myrtle trees.

Residents can help keep the landscape healthy by reporting dry spots on lawns or evidence of irrigation issues to the work order desk.

**LAWN MAINTENANCE:** Lawns have been aerated and fertilized. Mowing is occurring weekly and lawns are being edged on alternating weeks.

**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 have been fertilized at a cost of \$131

**REHABS AND PROPOSALS** - No change from June

|                       |         |
|-----------------------|---------|
| TREE BUDGET 2018      | \$7,200 |
| TREE BUDGET REMAINING | \$4,820 |

|                            |          |
|----------------------------|----------|
| LANDSCAPE BUDGET RES. 2018 | \$10,000 |
| LANDSCAPE BUDGET REMAINING | \$6,261  |

|                             |         |
|-----------------------------|---------|
| IRRIGATION RES. BUDGET 2018 | \$2,903 |
| IRRIGATION BUDGET REMAINING | \$2,001 |

**DISCUSSION:** Irrigation and Pumps

## **Building Maintenance Report: Rick West & Richard Pancoast**

Building Maintenance Manager Rick West reported the following:

### **ACTION ITEMS: Proposal review and Approval**

1. 3324 PT Breezeway coating/crack fill Contractor: A One Construction estimate - \$74,030.00. Perfect Painting estimate - \$38,370.00  
A motion was made to approve the Perfect Painting estimate in the amount of \$38,370.00.

**Moved, Seconded, Carried 5-0**

2. 3318 PT Breezeway coating/crack fill Contractor: A One Construction estimate - \$74,030.00. Perfect Painting estimate - \$38,240.00

## WALNUT CREEK MUTUAL NO. FORTY-EIGHT

A motion was made to approve the Perfect Painting estimate in the amount of \$38,240.00.

**Moved, Seconded, Carried 5-0**

### **INFORMATION ITEMS: Work Scheduled, In Progress, or Completed**

1. Balcony Inspection and Re-caulking - Contractor: State Roofing - (Estimate presented to the board when received).
2. 3324 PT Concrete repair on breezeway edging - Fleece Construction: Estimate - \$2,000.00. (scheduled).
3. 3258 1B Landing coating - Perfect painting. Cost- \$1,760.00. (scheduled).
4. 3258 2B Landing coating - Perfect painting estimate - \$1,760.00. (scheduled).
5. 3250 PT Gutter replacement - Contractor: MOD Cost \$1,500.00. (scheduled).
6. 3258 PT Gutter replacement - Contractor: MOD Cost \$3,100.00. (scheduled).

### **Alterations Committee**

No report was presented.

### **Solar Committee**

Norm King reported about the progress of Phase II: it is moving along, signatures, checks, have been obtained from the 6 new subscribers/owners. A letter is going to the City of Walnut Creek with signed permits. The engineering design is complete, and the panels will be installed on 3340. The inverters will be installed on the outside wall by the trash enclosures, which is not a building wall.

### **Hospitality Committee**

No report was presented.

### **Emergency Preparedness Committee**

No report was presented.

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

No report was presented.

### **Presidents Forum**

No report was presented.

### **New Business**

**Contracts from Perfect Painting for Deck Coating at 3318 and 3324:** The two contracts were approved with a motion during the Building Maintenance report. The amount of the contract for 3318 was \$38,240 and the amount of the contract for 3324 was \$38,370.

WALNUT CREEK MUTUAL NO. FORTY-EIGHT

**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.

**Adjournment to Executive Session**

President Burch adjourned the regular meeting at 2:57pm and the Board moved into Executive Session to discuss personnel issues and disciplinary items.

**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 horizontal flourish at the end.

---

**Assistant Secretary  
Mutual 48**