

WALNUT CREEK MUTUAL NO. FORTY-EIGHT

REGULAR MEETING MINUTES OF THE BOARD
WEDNESDAY, SEPTEMBER 21, 2016 AT 2:00 P.M.
MOD CONFERENCE ROOM
800 ROCKVIEW DRIVE, WALNUT CREEK, CA 94595

Call to Order

Vice President Ford called the meeting to order at 2:01 PM.

Roll Call

Directors Present: Sonya Ford, Vice President
Norm King, Secretary
Henry Mei, Treasurer
Richard Pancoast, Director

Directors Absent: Robert Burch, President

Committees: Sonya Ford, Landscape
Sheafe Ewing, Building Maintenance
John Reppart, Emergency Preparedness

Also Present: Rick West, Building Maintenance Manager; Rebecca Pollon, Landscape Manager; Will Kim, Board Services Coordinator; Peter Dempsey, Dempsey-Newport; and one (1) homeowner

Members Forum

Vice President Ford welcomed everyone and thanked them for their attendance.

Approval of Meeting Minutes

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

- a) Regular Meeting of the Board held on August 17, 2016
- b) Budget Meeting of the Board held on September 7, 2016

The minutes to the aforementioned meetings were approved as submitted.

Moved, seconded, carried 4-0

Residents' Forum

Residents were afforded the opportunity to express their concerns, make comments, and have questions answered by the Board and M.O.D. staff representatives.

Financial Report: Henry Mei & Rick West

The Financial Report was presented as follows:

- a) Total Assets as of August 31, 2016
- b) Operating \$25,126
- c) Reserves \$498,288

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Landscape Report: Sonya Ford & Rebecca Pollon

Landscape Manager Pollon presented the Landscape Report as follows:

- a) Lawn Maintenance: Turf continues to be mowed weekly and is irrigated every 2-3 days depending on weather requirements. Lawns will be over-seeded in October.
- b) Entry Maintenance: Crews are working on schedule pruning and spot spraying every 4-6 weeks.
- c) Tree Maintenance: Any emergency tree work is performed by Waraner Tree Service. No outstanding permits.
- d) Landscape Rehab: No rehab work currently scheduled.
- e) A tree walk will take place in October to identify trees that require trimming/pruning.

Building Maintenance Report: Sheafe Ewing & Rick West

Building Maintenance Manager Rick West presented the Maintenance Report as follows:

- a) Work In Progress:
 - 3258 PT 2B: Inspect crack at exterior of garage (scheduled)
 - 3258 PT 2B: Hole in gutter to inspection and repair (scheduled)
- b) Follow up:
 - 3340 PT: Water leak inspection under building by Davis Plumbing (scheduled)
 - 3324 PT 1C: Warranty work and damage repairs by Specialty (completed)
 - 3258 PT 3A: Rear deck stair repairs by Moura Construction (completed)
- c) The Board reviewed an estimate from Sang Electric to replace all existing smoke detectors with a new smoke detector that contains a 10-year battery for total cost of \$11,940. The cost to only replace batteries in existing smoke detectors is \$500 a year. Tabled, pending an evaluation on the longer term cost benefit to the Mutual.

Alterations Committee

The sliding glass door at 3258 Ptarmigarn #4B will need to be replaced. MOD previously proceeded with a temporary fix by re-caulking the area. The Board was informed the approximate cost for a new door is \$4,000 and the installation/labor fee is approximately \$1,200. Tabled, pending confirmation on whether the door was installed by the original builder and review of a formal estimate/proposal from MOD.

Two (2) homeowners installed windows without the approval of the Alterations Committee. Assistance from the Alterations Inspector will be requested.

Solar Committee

The building permits for solar panels have been submitted to the City of Walnut Creek and to the Contra Costa Fire Protection District. It will take approximately 3-4 weeks before the permits are returned with comments. After each revision, the changes are submitted to the other agency, which may take an additional 2 weeks before final approval.

Emergency Preparedness Committee: John Reppart

A practice walkout will take place on November 3rd at 6:30 p.m. Please contact John Reppart if you need a free emergency preparedness backpack. Enclosed herein as "attachment 1," is a contact information list containing the Emergency Preparedness Coordinators for Mutual Forty-Eight.

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Presidents' Forum: Sonya Ford

The new co-occupancy agreement provided during the Presidents' Forum was passed out and reviewed by the Board.

Lighting Report

Peter Dempsey of Newport Dempsey presented a proposal for lighting design review services for \$5,425, dated September 21, 2016. The proposal included the following design review services:

- a) Existing Lighting: navigation, path of travel, steps, roadway bollards, parking, garage, no overhead street lighting, no landscape lighting
- b) Where: garage front, garage interior, refuse bay, cement pathways, covered walkways, steps
- c) Current Challenges: glare, outage, maintenance, operating expenses
- d) Night Lighting Research: glare, search for contrast, visual acuity, comfort
- e) Improvement Opportunities: low glare, longer lamp life, more efficient operation, esthetics
- f) Next Steps: fixture types, fixture counts, budget limits, fixture test installation, final fixture selection, final installation rollout

Tabled, pending additional discussion and review by the Board.

Next Board Meeting

The next meeting will be held on Wednesday, October 19, 2016 at 2:00 p.m. in the MOD Large Conference Room.

Adjournment

Vice President Ford adjourned meeting at 3:15 PM.

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.



Secretary

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Attachment 1

MUTUAL 48 EMERGENCY PREPAREDNESS PTARMIGAN DR. ENTRIES 19 AND 20

ORGANIZATION CHART: COORDINATORS

POSITION	NAME	ADDRESS	PHONE	NOTES
Mutual Coordinator	John Reppart, M.D.	3258-1B	949-8660	Carries FRS radio
Entry 19 Coordinator	Doug Amsden	3282 – 1A	256-6654	
Building Coordinators:				
3250	John Mosher	3250 – 1A	510-918-9411	
3258	Betty Boege	3258 – 4A	933-9923	
3266	Bruce McCauley	3266 – 3B	932-5899	
3274	Sonya Ford	3274 – 2B	296-0622	
3282	Mary Stuart	3282 – 1B	943-6000	
CB Radio PTAR 19.1	Bruce McCauley	3266 – 3B	932-5899	
CB Radio PTAR 19.2	Doug Amsden	3282 – 1A	256-6654	Also carries FRS radio
Entry 20 Coordinator	Peter Scully	3324 – 1C	949-8476	
Building Coordinators:				
3306	Vonne Anne Heninger	3306 – 3B	934-1337	
3318	Trudi Garland	3318 – 3A	954-7166	
3324	Richard Long	3324 – 1C	274-1786	
3340	Jerry Laughlin	3340 – 1A	932-5058	
CB Radio PTAR 20.1	Bruce Fletcher	3324 – 4A	256-7094	Also carries FRS radio
CB Radio PTAR 20.2	Peter Scully	3324 – 1C	949-8476	Also carries FRS radio

Updated 4/1/13