

# WALNUT CREEK MUTUAL NO. FORTY-EIGHT

REGULAR MEETING MINUTES OF THE BOARD  
WEDNESDAY, DECEMBER 18, 2019 AT 2:00PM  
MOD LARGE CONFERENCE ROOM  
800 ROCKVIEW DRIVE, WALNUT CREEK, CA 94595

## Call to Order

President Ford called the meeting to order at 2:00pm.

## Roll Call

**Directors Present:** Sonya Ford, President  
Ellen Russell, Secretary  
Richard Pancoast, Director

**Directors Absent:** Ron Schwartz, Treasurer

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

**Also Present:** Paul Donner, Mutual Operations Director; Rick West, Building Maintenance Manager, Rebecca Pollon, Landscape Manager and Lucy Limon, Administrative Assistant.

## Approval of Meeting Minutes

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

Regular Meeting of the Board ..... December 18, 2019

The Board made a motion to approve the aforementioned minutes.

**Moved, Seconded, Carried 3-0**

## Board Director Vacancy

The Board made a motion to Bruce MacLeod as Director at Large

**Moved, Seconded, Carried 3-0**

The Board made motion to appoint Richard Pancoast as Vice President.

**Moved, Seconded, Carried 3-0**

## Members Forum

Residents were afforded the opportunity to express their general concerns and make comments.

Topics discussed were gutters.

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## **Treasurer's Report: Ron Schwartz**

The November 30, 2019 Financial Report was presented as follows:

- a) Operating: \$26,239
- b) Reserves: \$568,422

Current expenses and anticipated expenses were reviewed.

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

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

## **Landscape Report: Rebecca Pollon**

Rebecca Pollon met with the foreman of Arbor Works and he addressed the broken ditch, broken housing for power poles and a variety of piled up wood. Rebecca will follow up to confirm when all work is complete.

## **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 PT - Elevator Modernization technical and Safety upgrades - Contractor: Otis Elevator Cost \$147,500.00. Notices have gone out to all of the building residents. (Tentative scheduled start date for 3324 PT is January 6th and reopening February 14th 2020).
2. 3340 PT Roof chimney chase covers - Contractor: MOD - Modify 29 chimney chase covers by re-sealing and re-flashing frame to prevent water from pooling and rusting components and water intrusion inside of manors. Cost \$20,687.96. (Only 2 chimneys remain to be completed on building # 3258. Work temporarily stopped due to weather).
3. 3274 PT - New Concrete Stair Treads - MOD to touchup paint and paint trim around new deck closet door at 2B. Project Not to exceed \$500 - Contractor: MOD.
4. 3324 PT #1B - MOD to drill larger drain holes in window frame for faster water run off during heavy storms.
5. MOD working with State roofing on deck stain investigation. Some decks found to be stained from rusty water run-off from deck railings above Tuf Deck material.

## **Solar Committee**

Norm King reported that the total charges for 2019 totaled out to \$1,086. Owners to be billed.

## **Hospitality Committee**

The committee reported that the holiday party on December 7 was very successful. Garland reported that nothing else is planned until the Summer of 2020.

## **Emergency Preparedness Committee**

Mosher reported the walk out was a success. The walk out list has now been updated.

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

David Vereeke reported that he will be creating a report for the Board to use as a guide. Vereeke to provide summary report to Sonya. Vereeke contacted Solar Tech for a bid will come soon on the pump room.

### **Recycling and Waste Champion**

Committee had no report.

### **New Business:**

**Resident Generators:** Mutual 48 is looking into creating a policy for generators.

### **Old Business:**

**Final 2020 Calendar:** A 2020 calendar was provided in the Board packet.

### **President's Forum**

President Ford reported on staffing changes and new staff at MOD. She also reminded the Board on the legal seminar scheduled for January 29, 2020.

### **Next Board Meeting**

The next Meeting will be held on Wednesday, January 15, 2020 at 2:00 pm in the MOD Large Conference Room.

### **Adjournment**

President Ford adjourned the regular meeting at 3:06pm.

### **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