

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

REGULAR MEETING MINUTES OF THE BOARD  
WEDNESDAY, JANUARY 16, 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 2:00pm.

**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; 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 .....December 19, 2018

The minutes to the December 19, 2018 Board meeting were approved with a motion.

**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**

No report was presented. The Mutual is still waiting for the End Year Report.

**Landscape Report: Sonya Ford**

Sonya reported that she and Rebecca will be meeting with Terra in February to Finalize a Juniper project. The project will consist of removing Juniper. A test section will be done first.

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

Building Maintenance Manager Rick West reported the following:

# WALNUT CREEK MUTUAL NO. FORTY-EIGHT

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

1. New Irrigation Pump - Contact installation (Scheduled for 1/16/19). Rick West was directed to fill in the hole with concrete.
2. Balcony Inspection and Re-caulking - Contractor: Jim Hogue - Cost \$ 5,580.00. (Scheduled weather pending).
3. 3318 PT - 2ND Floor Breezeway Beam Repair - Contractor: AMAC - Cost \$5,142.00 (Work Completed).
4. 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. (Waiting for Scheduling dates).
5. December Gutter cleaning - Contractor; Five Star cost \$6,500.00 (Completed).
6. Signs - (still on order).
7. Asphalt painted stop signs (Scheduled for spring).

## **Alterations Committee**

No report was presented.

## **Solar Committee**

Norm King reported that the committee is waiting for PG&E to schedule the final installation of the meter for Phase II.

## **Hospitality Committee**

No report was presented.

## **Emergency Preparedness Committee**

No report was presented. A question was asked about alarm testing and Rick West confirmed that the central alarms on all 3 building are tested annually.

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

David Vereeke reported that the ongoing battle with PG&E continues and that the claim is still not resolved and has past the 30-day deadline.

## **Presidents Forum**

No report was presented.

## **Next Board Meeting**

The next Regular Meeting will be held on Wednesday, January 16, 2019 at 2:00pm in the large conference room of MOD.

## **Adjournment**

President Burch adjourned the regular meeting at 2:48pm.

## **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.

WALNUT CREEK MUTUAL NO. FORTY-EIGHT



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**Assistant Secretary**  
**Mutual 48**