

WALNUT CREEK MUTUAL NO. FORTY-EIGHT

REGULAR MEETING MINUTES OF THE BOARD
WEDNESDAY, JANUARY 15, 2020 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 2:01 pm.

Roll Call

Directors Present: Sonya Ford, President
Richard Pancoast, Vice President
Ellen Russell, Secretary
Bruce MacLeod, MacLeod

Directors Absent: Ron Schwartz, Treasurer

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

Also Present: Paul Donner, Mutual Operations Director; Rick West, Building Maintenance Manager, 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 BoardDecember 18, 2019

The Board made a motion to approve the aforementioned minutes.

Moved, Seconded, Carried 4-0

Members Forum

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

Treasurer's Report: Ron Schwartz

No report was given.

Landscape Report: Rebecca Pollon

Sonya Ford reported that there is no new updates other than a new budget being approved for the Landscape committee.

Building Maintenance Report: Rick West & Richard Pancoast

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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. 3318 and 3324 - Back up battery installation consecutive with current project. (3324 PT Project start date was January 6th tentative reopening date is February 14th).
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. Final Cost \$22,000.00 (Project has been completed).
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. (scheduling pending on weather).
4. 3324 PT #1B - MOD reopened the drain holes in window frame and installed sheet metal over the window. (Project has been completed).
5. Some decks found to be stained from rusty water run-off from deck railings above. Scheduled to pressure wash all affected decks. Walk through scheduled for February.
6. Repainting of Deck railings to go out to bid with the board's approval.

Solar Committee

Norm King reported that the total charges for 2019 have been billed. He also reported that Tesla will bill pro rata.

Hospitality Committee

No report was given.

Emergency Preparedness Committee

No report was given.

EVCS – Electric Vehicle Charge Station Committee

No report was given.

Recycling and Waste Champion

Tim Andrews reported on a new compost bin cleaning service, Nice Cans. Andrews also reported that the credit from Republic Services is still pending.

New Business:

- a) **Policy Review:** Mutual 48 is in the process of reviewing several policies. More info to come.
- b) **Discussion of Roof “Tune – Up”:** Project scheduled for summer 2020.
- c) **Discussion on Private Balcony Railing:** Rick West advised the Board to contact Building Maintenance to make an appointment with in-house painter.
- d) **Borrowing for Insurance from Reserves:** The Board made a motion to approve borrowing \$75,000.00 from reserves for insurance.

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Moved, Seconded, Carried 4-0

Old Business:

- a) **Legal Seminar:** President Ford reminded the Board that the HGCT Legal Seminar was scheduled for January 29th, 2020.

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, February 19, 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