

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

REGULAR MEETING MINUTES OF THE BOARD  
WEDNESDAY, NOVEMBER 21, 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  
Henry Mei, Treasurer  
Ron Schwartz, Secretary  
Richard Pancoast, Director

**Director Absent:** Sonya Ford, Vice President

**Committees:** Sonya Ford, Landscape Maintenance - absent  
Sheafe Ewing, Building Maintenance - absent  
Richard Pancoast, Alterations  
Norm King, Solar  
Trudi Garland, Hospitality  
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 ..... October 17, 2018  
Executive Session Meeting ..... October 17, 2018  
Special Budget Meeting ..... October 24, 2018

The minutes to the aforementioned meetings were approved with a motion.

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

**Residents' Forum**

A Resident's Forum was held for comments and questions from the membership.

**Treasurer's Report: Henry Mei**

The October 31, 2018 Financial Report was presented as follows:

a) Operating: \$38,689  
b) Reserves: \$548,173

**Landscape Report: Rebecca Pollon**

Rebecca Pollon reported that her and Sonya did a tree walk a couple of weeks ago to identify

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work for after January 1<sup>st</sup>. There is a little budget left for this year and it will be discussed with Sonya when she returns.

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

Building Maintenance Manager Rick West reported the following:

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

1. 3324 and 3318 Elevator Modernization technical and Safety upgrades - Otis Elevator Estimate \$240,000.00 Plus \$40,000.00 Electrical upgrades by Muscio Electric. Budget \$280,000.00. (Presented for signature).

A motion was made to approve the elevator work at \$280,000.

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

2. 3318 PT - 2ND Floor Breezeway Beam Repair - Contractor estimates: A - One Construction \$12,850.00 and AMAC \$. (pending).

A motion was made to approve AMAC to do the beam repair on the 2<sup>nd</sup> floor breezeway at 3318 PT at a cost of \$5,142.

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

### **PENDING ITEMS:**

1. Balcony Inspection and Re-caulking Estimates - Contractors: Jim Hogue \$ 5,580.00 State Roofing - (waiting for estimate).

A motion was made to approve Jim Hogue to do the balcony inspection and re-caulking at a cost of \$5,580.

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

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

1. New irrigation pump motor - Contractor East Bat Pump and Motor - cost \$4,930.50 - (On Order). Board approved NTE \$5,800.00
2. Gutter Cleaning - Contractor Five Star - scheduled the week of November 26<sup>th</sup>.

### **Alterations Committee**

No report was presented.

### **Solar Committee**

Norm King reported that Solar Technologies confirmed yesterday they would be out today. Inspections to take place next week. Phase III location is being discussed.

### **Hospitality Committee**

Trudi Garland reported that the Holiday Party will take place on Tuesday December 4<sup>th</sup> in the Dollar Clubhouse. Scotts will be catering.

### **Emergency Preparedness Committee**

No report was presented.

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

David Vereeke reported that the charge station installation is complete. PG&E was supposed

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to activate it but problems occurred that are being worked out with PG&E personnel.

### **Presidents Forum**

No report was presented.

### **New Business**

**Approval of Water Pump Estimate:** A motion to approve a new water pump was made during the Building Maintenance Report.

**Elevators at 3318 and 3324:** The Board discussed the need to schedule some elevator maintenance that will include monitorization, electronics repairs, panel repair, flooring repair, and a button that will replace the phone. This will be to comply with ADA requirements and the elevators will not be accessible for 6 weeks.

### **Next Board Meeting**

The next Regular Meeting will also be held on Wednesday, December 19, 2018 at 2:00pm in the large conference room of MOD.

### **Adjournment**

President Burch adjourned the regular meeting at 2:51pm and the Board moved into executive session to discuss member discipline.

### **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.



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**Assistant Secretary  
Mutual 48**