

WALNUT CREEK MUTUAL NO. FORTY-EIGHT

REGULAR MEETING MINUTES OF THE BOARD
WEDNESDAY, DECEMBER 19, 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
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 - absent

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 BoardNovember 21, 2018

The minutes to the November 21st 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

The November 30, 2018 Financial Report was presented as follows:

- a) Operating: \$40,168
- b) Reserves: \$560,482

Landscape Report: Sonya Ford

Sonya reported that the Oak tree next to the carports across from 3250 will be coming down next week as it is a safety concern and will be replaced by shrubs. The tree work for the Mutual is being finished.

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Building Maintenance Report: Rick West & Richard Pancoast

Building Maintenance Manager Rick West reported the following:

PENDING ITEMS:

1. Dryer Vent Cleaning - Contractor: Welcome - Cost \$4,340.00 - \$70 per manor x 62 manors. (Tabled by the Board).

INFORMATION ITEMS: Work Scheduled, In Progress, or Complete

1. New 7.5 HP Irrigation Pump - Contractor East Bat Pump and Motor - Cost \$4,930.50 Board approved NTE \$5,800.00. (Installation Completed on 12/10/18).
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 (Scheduled weather pending).
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. (Scheduling).
5. December Gutter cleaning - Contractor; Five Star cost \$6,500.00 (Work in Progress).

Alterations Committee

No report was presented.

Solar Committee

Norm King reported that Phase II passed the fire and building inspections. There are 4 possibilities of commitments for Phase III.

Hospitality Committee

No report was presented.

Emergency Preparedness Committee

No report was presented.

EVCS - Electric Vehicle Charge Station Committee

No report was presented.

Presidents Forum

No report was presented.

New Business

Transfer from Reserve to Operating to Cover Insurance Premium: A motion was made to extend for one year the plan to repay \$30,000 that was borrowed in December 2017 from Reserves to Operating.

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Moved, Seconded, Carried 5-0

A motion was made to transfer \$20,000 from Reserves to Operating to cover the insurance premium that is due in January and to be repaid within one year through the 2019 budget and working capital.

Moved, Seconded, Carried 5-0

Next Board Meeting

The next Regular Meeting will also 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 3:05pm.

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.



**Assistant Secretary
Mutual 48**