

# WALNUT CREEK MUTUAL NO. FORTY-EIGHT

REGULAR MEETING MINUTES OF THE BOARD  
WEDNESDAY, DECEMBER 20, 2017 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  
Norm King, Secretary  
Richard Pancoast, Director

## **Committees:**

Sonya Ford, Landscape Maintenance  
Sheafe Ewing, Building Maintenance - absent  
Norm King, Solar  
Trudi Garland, Hospitality  
David Vereeke, Vehicle Charge Station - absent  
John Mosher, Emergency Preparedness – absent

**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 .....November 15, 2017  
The minutes to the aforementioned meeting was approved.

**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, 2017 Financial Report was presented as follows:

- a) Operating           \$12,714
- b) Reserves           \$605,252

## **Landscape Report: Sonya Ford**

Vice President Ford reported that 1/3 of grass is being removed on the right side of the driveway up to 3340 and will be replaced with mulch and plants. The tree that was damaged and removed has been replaced.

Landscape Manager Rebecca Pollon reported the following:

Lawn Maintenance: Turf mowing has slowed and mowers will begin their winter 1-2 times

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monthly mowing schedule. Irrigation is also running less frequently but remains ON until winter rains begin in earnest.

Entry Maintenance: Entry maintenance crews are still concentrating on keeping paths clear of leaves until the trees completely defoliate.

Landscape Rehab: M48 landscape representative and Rebecca will meet early in 2018 to determine projects to undertake in 2018.

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

Director Pancoast reported that he noticed stucco pulling away from the building at 3306 and would like to see procedures in place that outline proper stucco construction techniques to owners and their contractors when they get an approval to do window replacement.

Building Maintenance Manager Rick West Reported:

Action Items:

1. Five Star to replace ground drains at 2 locations; #3318 and #3282. NTE \$500 per location.
2. Estimate to replace Trash enclosure gates at 3318 PT with metal gates and new hinges - Contractor: Eagle Iron \$2,600.00. Estimate only replace Hinges and latch presented to the board.
3. Estimate presented to the board for monthly roof cleaning - Contractor: Perfect Painting. Yearly Rate \$1,100 a month. That is \$13,200.00 a year. One time only \$2,250. Once every 6 months \$1,750.

A motion was made to approve a One Time Only roof cleaning by Perfect painting in the amount of \$2,250.

**Moved, Seconded, Carried 5-0**

Work in Progress:

1. Deck coating on upper front landings for 3258 # 3 & 4 and 3266 # 1, 2, 3 E-19 - Contractor – EmpireWorks. Contractor is scheduled to begin on December 18th (weather pending). Cost \$13,500.00.

Completed:

1. 3266 4B - AMAC Completed the painting on the new stucco wall and patched hole by the stairs.
2. Roto Rooter completed clearing all but two of PGS mapped ground drains.

### **Alterations Committee**

No report was presented.

### **Solar Committee**

Director King reported that the provisioning bills will need a process as the Mutual is currently being billed. Once accounting pays the invoice a bill back to the owners will need to happen. Solar Technologies has 4 interviews to complete and 4 accounts confirmed for Phase II. The Board discussed repayment to the Mutual for Solar Legal Fees. President Burch will speak with the accounting department.

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## **Hospitality Committee**

Chairperson Garland reported that the balance between revenue and cost for the recent party was \$4.86. The party was a success. The committee will be meeting in March to create plans for the Spring and Summer Events.

## **Vehicle Charging Station Committee**

No report was presented.

## **Emergency Preparedness Committee**

No report was presented.

## **Presidents Forum**

No report was presented.

## **Old Business**

**Garbage Enclosure Doors:** The Board discussed the repairs needed at the garbage enclosure doors and will considering a new plan.

## **New Business**

**Tree Removal Discussion:** The Board discussed a concern about the Redwood Tree's invasive roots and possible consequences to the foundation at the elevators for 3318 and 3324. Ed and Rebecca will inspect the trees and provide a recommendation to the Board. The Board also asked if Ed and Rebecca can inspect the Liquid Amber at the south end of 3266.

**Garage vs. Carport Fees:** The Board had a brief discussion on the fees associated with garages.

**Review of Policy 25 – Open Flames:** The Board reviewed their open flame policy in light of the recent barbeque fire that took place in Rossmoor.

**2018 Meeting Calendar:** The Board reviewed their 2018 meeting Calendar and decided to change the Annual Meeting date and time to Wednesday April 18<sup>th</sup> at 1:00 p.m. Kelly will update the Calendar and then print copies for Norm to post onsite. Kelly will also see that the Calendar gets posted on the Rossmoor website.

## **Next Board Meeting**

The next Regular Meeting will be held on Wednesday, January 17, 2018 at 2:00PM in the MOD Large Conference Room at 800 Rockview Drive.

## **Adjournment**

President Burch adjourned meeting at 3:20PM.

## **Secretary's Certificate**

I hereby certify that the foregoing is a true and correct copy of the approved minutes of the Board of Director's meeting.

A handwritten signature in blue ink that reads "Kelly Patterson". The signature is written in a cursive style with a long horizontal flourish at the end.

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**Assistant Secretary  
Mutual 48**