

# WALNUT CREEK MUTUAL NO. FORTY-EIGHT

REGULAR MEETING MINUTES OF THE BOARD  
WEDNESDAY, DECEMBER 21, 2016 AT 2:00 P.M.  
MOD LARGE CONFERENCE ROOM  
800 ROCKVIEW DRIVE, WALNUT CREEK, CA 94595

## **Call to Order**

President Burch called the meeting to order at 2:00 p.m.

## **Roll Call**

**Directors Present:** Robert Burch, President  
Sonya Ford, Vice President  
Norm King, Secretary  
Henry Mei, Treasurer  
Richard Pancoast, Director

**Committees:** Sonya Ford, Landscape Maintenance  
Sheafe Ewing, Building Maintenance  
Marcia Cutter, Hospitality Committee

**Also Present:** Paul Donner, Mutual Operations Director; Rick West, Building Maintenance Manager; Rebecca Pollon, Landscape Manager; Will Kim, Board Services Coordinator; Peter Dempsey, Dempsey-Newport.

## **Approval of Meeting Minutes**

President Burch asked if there were any additions or corrections to the following minutes:

Regular Meeting of the Board .....November 16, 2016

The minutes to the aforementioned meeting was approved as submitted.

Moved, Seconded, Carried 5-0

## **Residents' Forum**

Residents were present to express their concerns, make comments, or have questions answered by the Board and M.O.D. staff representatives. The following topics were discussed: lawn mower turf damage, work order desk, and owner lists.

## **Financial Report: Henry Mei & Paul Donner**

The Financial Report was presented as follows:

- a) Total Assets as of November 30, 2016
- b) Operating     \$ 23,231.
- c) Reserves     \$ 526,252.
- d) Total         \$ 549,484.

## **Reserve Transfer for Insurance Premium: Project 51, 53, & 64**

The Mutual requires a transfer of funds to the operating account from the reserve account, as a temporary transfer subject to repayment within 12-months for their 2017 insurance premium.

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A motion was made to approve a temporary transfer of funds in the amount of \$15,000 to the operating fund account from the reserve fund account to cover the 2017 insurance premium expenses, to be repaid within 12-months.

Moved, Seconded, Carried 5-0

### **Landscape Report: Sonya Ford**

Landscape Manager Pollon presented the Landscape Report as follows:

- a) Lawn Maintenance: Turf is being mowed 1-2 times monthly due to slowed winter growth and saturated soils. Irrigation is now off.
- b) Entry Maintenance: Crews are still focusing leaf cleanup and will turn to rejuvenation pruning when leaf fall is complete.
- c) Tree Maintenance: A tree walk will be scheduled for January.
- d) Landscape Rehab: No pending projects at this time.

### **Building Maintenance Report: Sheafe Ewing & Rick West**

Building Maintenance Manager West presented the Maintenance Report as follows:

- a) Work In Progress:
  - Pump rebuild and new light install will be completed by Eastbay Pump and Equip. Co.
- b) Follow up:
  - The sliding glass door at 3258 PT 4B has been installed/completed.

### **Smoke Detector Replacement Cost**

The Board continued discussion on the estimate from Sang Electric to replace and install a new smoke detector with a 10-year lithium ultra-life battery on the sixty-two (62) smoke detectors hardwired to enunciators for \$5,490 and the cost to annually replace batteries in all existing smoke detectors at \$500 a year. Upon review of *Policy 17: Smoke Detectors*, it was determined that the Mutual is responsible for smoke detectors connected to enunciators and homeowners are responsible for maintaining additional smoke detectors inside their manors.

A motion was made on November 16, 2016, to approve the replacement and installation of 10-year lithium ultra-life battery smoke detectors on the sixty-two (62) existing detectors throughout the Mutual that are hardwired to enunciators by Sang Electric for \$5,490. A new motion was not made by the board.

### **Alterations Committee: Richard Pancoast**

An alterations application to install a new front door containing glass at 3340 #3A has been completed.

### **Solar Committee: Norm King**

Reconfigurations of setbacks were prepared and the plans were resubmitted to the Fire Protection District for approval. The plans will be resubmitted to the City of Walnut Creek, after the requests made by the Fire Protection District are satisfied.

### **Hospitality Committee**

The holiday party was held on December 6<sup>th</sup> at Stanley Dollar Clubhouse. There are no

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events currently planned for spring 2017.

### **Emergency Preparedness**

A report was not presented to the membership.

### **Lighting Report**

Peter Dempsey of Newport Dempsey presented a proposal for lighting design review services, dated December 21, 2016. The proposal included the following items:

- a) Lighting Economic Analysis and the following fixture count: 185 wall, 23 ceiling, 54 post top, 11 recessed, 273 total.
- b) PG&E rebates, PG&E Energy Efficiency Financing, next steps, and options to explore
- c) Invoice of expenses to date in the amount of \$740

### **Presidents' Forum**

A presentation and informational packet on "Becoming a Better Board Member" was presented by Mutual Operations Director Donner. The informational packet will be distributed to the directors and presented during the next meeting on January 18, 2017.

### **Policy Review & Update**

The Board will continue to review and discuss necessary updates to the Mutual's Policies.

### **Next Board Meeting**

The next board meeting will be held on Wednesday, January 18, 2017 at 2:00 p.m. in the in the MOD Large Conference Room.

### **Adjournment**

President Burch adjourned meeting at 3:33 p.m.

### **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.



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**Secretary**