

WALNUT CREEK MUTUAL NO. FORTY-EIGHT

REGULAR MEETING MINUTES OF THE BOARD
WEDNESDAY, FEBRUARY 15, 2017 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

Also Present: Paul Donner, Mutual Operations Director; Rick West, Building Maintenance Manager; Rebecca Pollon, Landscape Manager.

Approval of Meeting Minutes

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

Regular Meeting of the Board.....January 18, 2017

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: landscaping and parking.

Financial Report: Paul Donner

The Financial Report was presented as follows:

- a) Preliminary January 2017 Financials
- b) Operating \$ 21,473.
- c) Reserves \$ 547,332.
- d) Total \$ 568,805.

Landscape Report: Sonya Ford & Rebecca Pollon

Landscape Manager Pollon presented the Landscape Report as follows:

- a) Lawn Maintenance: Turf is being mowed every 3-4 weeks due to slow winter growth and saturated soils. Irrigation is now OFF.

WALNUT CREEK MUTUAL NO. FORTY-EIGHT

- b) Entry Maintenance: Crews are focusing drain and v-ditch clearing and will turn to rejuvenation pruning when the weather calms.
- c) Tree Maintenance: A permit has been requested to remove four trees.
- d) Landscape Rehab: MOD days occur in May and October this year. Landscape Manager Pollon will schedule a walk with the landscape representative in the month prior to identify projects to undertake.

Building Maintenance Report: Sheafe Ewing & Rick West

Building Maintenance Manager West presented the Maintenance Report as follows:

- a) Eastbay Pump and Equipment Company: Pump rebuild, malfunction light, and gate valve completed. A motion was made to approve Eastbay Pump and Equipment Company for the pump rebuild, malfunction light, and gate valve for approximately \$9,000.

Moved, Seconded, Carried 5-0

- b) The Board reviewed estimate for new main line section installation, repainting all equipment, and estimate for yearly equipment maintenance. Tabled, pending a detailed breakdown (parts & labor) of estimate by Eastbay Pump and Equipment Company.
- c) Installation of 64 new 10 year hardwired smoke detectors to annunciators by Sang Electric has been scheduled.
- d) 3318 PT 4A/3B: Rain Leak into bedroom window and kitchen window has been completed
- e) 3266 PT 3B: Rain leaked into kitchen, but damages were not identified
- f) 3250 PT 1A: Rain Leak at slider has been completed
- g) Perfect paint full gutter cleaning has been completed

Alterations Committee

A report was not presented to the membership.

Solar Committee

The Fire Protection District is satisfied with the reconfiguration of setbacks. The plans were resubmitted to the City of Walnut Creek for approval, but additional information was requested on the ballast system and wind tunnel testing.

Hospitality Committee

The Summer Party will be held on Saturday, July 22, 2017.

Emergency Preparedness

A report was not presented to the membership.

Presidents Forum

- The final numbers on insurance premiums were received and are slightly less than approximated.
- The Golden Rain Foundation is working on a system to manage membership access to facilities and amenities.

WALNUT CREEK MUTUAL NO. FORTY-EIGHT

Storage Room Door

Per Policy 03, members are responsible for maintenance of their doors. It was determined that storage doors should be replaced with fiberglass doors to prevent water damage.

Next Board Meeting

The next board meeting will be held on Wednesday, March 15, 2017 at 2:00 p.m. in the MOD Large Conference Room.

Adjournment

President Burch adjourned meeting at 3:49 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.



Secretary