

WALNUT CREEK MUTUAL NO. FORTY-EIGHT

REGULAR MEETING MINUTES OF THE BOARD
WEDNESDAY, APRIL 18, 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 2:09PM

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
Richard Pancoast, Alterations
Norm King, Solar
Trudi Garland, Hospitality
John Mosher, Emergency Preparedness

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 BoardMarch 21, 2018

The minutes to the March 21, 2018 regular meeting were approved.

Moved, Seconded, Carried 5-0

Members' Forum

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

Treasurer's Report: Henry Mei

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

- a) Operating: \$26,449
- b) Reserves: \$616,389

Landscape Report: Rebecca Pollon & Sonya Ford

Landscape Manager Rebecca Pollon reported the following:

LANDSCAPE REHAB; MOD crews have finished all identified projects early and 5 days will be credited to M48 for use during another time of the year.

LANDSCAPE PROPOSALS; None

TREE BUDGET 2018	\$7,200	
TREE BUDGET REMAINING	\$4,820	
LANDSCAPE BUDGET 2018	\$10,000	
LANDSCAPE BUDGET REMAINING	\$6,711**	not actually billed yet
IRRIGATION RESERVE BUDGET 2018	\$2,903	
IRRIGATION BUDGET REMAINING	\$2,001	

Building Maintenance Report: Rick West & Richard Pancoast

Building Maintenance Manager Rick West Reported the following:

ACTION ITEMS: Proposal review and Approval

1. Trash Enclosure Door Repairs for 5 locations - 3340, 3306, 3282, 3258 & 3266
Contractor: Fleece Construction Estimate \$4,800.00 (Presented to the board).
2. 3318/3324 PT Concrete repair on breezeway edging. Estimate from Fleece Construction:
\$18,000.00 per building - Total \$36,000.00 (Presented to the board).

INFORMATION ITEMS: Work Scheduled, In Progress, or Completed

1. Deck coating on upper front landings for 3258 # 3 & 4 and 3266 # 1, 2, 3 E-19 - Contractor
- EmpireWorks Cost \$13,500.00. AMAC to start opening up the last three landings.
(Weather Pending).
2. 3318 PT 4B / 4C - Contractor; AMAC - Contractor is still investigating new leak that
was discovered. (Work in Progress).
3. 2nd Gutter Cleaning. Contractor; Perfect Painting cost \$2,700.00. (Work in Progress).
A motion was made to vacate previous motion of approval on this item. The Board is
not proceeding with a second gutter cleaning.
Moved, seconded, Carried, 5-0
4. 3274 PT 2A - Screening around buildings. Contractor Five Star. NTE \$5,000. (Work in
Progress).
5. 3258 PT 4A - Kitchen window Leak. (Completed).

Alterations Committee

No report was presented.

Solar Committee

No report was presented.

Hospitality Committee

No report was presented.

Emergency Preparedness Committee

No report was presented.

Presidents Forum

No report was presented.

New Business

Gutter Replacement: 3258 #3 has a gutter that is rotted at the bottom. The Board has tabled the proposal for further information.

Paving Contract: The Board reviewed a proposal from Silicon Valley Paving. A motion was made to approve the proposal in the amount of \$10,545.50.

Moved, Seconded, Carried 5-0

Breezeway Concrete Repair Proposal: The Board reviewed a proposal from Fleece Construction in the amount of \$36,000. A motion was made to approve an amount not to exceed \$30,00 after a walk with the contractor can be conducted and the proposal revised.

Moved, Seconded, Carried 5-0

Five Gate Hinges Proposal: The Board reviewed a proposal from Fleece Construction in the amount of \$4,800 to repair five gate hinges. A motion was made to deny the proposal. The board is not approving the proposal.

Moved, Seconded, Carried 5-0

Next Board Meeting

The next Regular Meeting will also be held on Wednesday, May 16, 2018 at 2:00pm in the large conference room at MOD.

Adjournment

President Burch adjourned meeting at 2:49 p.m.

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**