

WALNUT CREEK MUTUAL NO. FORTY-EIGHT

REGULAR MEETING MINUTES OF THE BOARD
WEDNESDAY, MAY 15, 2019 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
Ron Schwartz, Treasurer
Ellen Russell, Secretary
Richard Pancoast, Director

Committees: Sonya Ford, Landscape Maintenance
Richard Pancoast, Building Maintenance/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 Board March 20, 2019
Organizational Meeting April 17, 2019

The minutes to the March 20, 2019 Board meeting and April 17, 2019 Organizational 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. No comments were made.

Treasurer's Report: Ron Schwartz

The March 31, 2019 Financial Report was presented as follows:

a) Operating: \$43,127
b) Reserves: \$598,962

A motion was made to certify that the Mutual is on compliance with §5500 by review of the March 31, 2019 financial reports.

Moved, Seconded, Carried 5-0

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Landscape Report: Sonya Ford

Sonya reported that junipers have been removed from 3282 to 3258 and the next removal will take place behind 3324 and 3318. Any replanting to be done where the junipers were removed will take place in October.

Building Maintenance Report: Rick West & Richard Pancoast

Building Maintenance Manager Rick West reported the following:

INFORMATION ITEMS: Work Scheduled, In Progress, or Completed

1. 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. (Scheduled start date for 3318 PT is September 2nd and reopening Oct. 11th, 2019 / Scheduled Start date for 3324 PT is Jan 6th reopening Feb 14th, 2020)
2. Asphalt painted stop signs (Scheduled for June).
3. Balcony Inspection and Re-caulking - Contractor: Jim Hogue - Cost \$ 5,580.00. New Deck Inspection Binder presented to the board. (Work Completed).
4. 3258 PT 1A - Replacement of dry rotted rear deck stairs. Contractor: Five Star Cost \$2,800.00 (Work Completed).
5. 3340 PT Roof chimney chase covers - Contractor: MOD to modify 4 chimney chase covers by re-sealing and re-flashing frame to prevent water from pooling and rusting components and water intrusion inside of manors. Estimate \$5,300.00
6. New Pump House Generator - Installation for water pressure to Entry 20 during black out - The building committee agreed to conducting tests to see what the water pressure is during a simulated outage.
7. Stucco patches on 3324 PT 3C and 3258 PT 1A (Work scheduled).
8. New Concrete stair treads - 3274 PT Estimated cost for 4 treads installed \$1,200.00. The Board will look at all stairs.
9. 3258 PT 1A - Vapor Barrier Estimated cost \$1,800.00.

Richard Pancoast reported that the rear gutters of 3324 are to be removed from the 2nd and 3rd floors and replaced.

A fire safety committee will be formed.

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Solar Committee

Norm King reported Phase I and phase II are working well. We are down to 1-2 owners for Phase II and this may cause Phase III to be postponed if more owners do not come forward.

Hospitality Committee

No report was presented.

Emergency Preparedness Committee

No report was presented.

EVCS – Electric Vehicle Charge Station Committee

No report was presented.

Old Business

Electric Generator for Household Water Pump: The Board continues to discuss this topic.

New Business

Discussion on removal of weeds and smooth out the fire trail on GRF property:
The Board stated that this was resolved by the fire department.

Presidents Forum

No report was presented.

Next Board Meeting

The next Meeting will be held on Wednesday, June 19, 2019 at 2:00pm in the MOD Large Conference Room.

Adjournment

President Burch adjourned the regular meeting at 3:12pm.

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**