

WALNUT CREEK MUTUAL FORTY-EIGHT
REGULAR MEETING OF THE BOARD OF DIRECTORS
WEDNESDAY, JUNE 15, 2016, 2:00 P.M.
CONFERENCE ROOM, MOD
800 ROCKVIEW DRIVE, WALNUT CREEK, CA 94595

Vice President Sonya Ford convened the Regular Meeting of the Board of Directors of Walnut Creek Mutual Forty-Eight at 2:00 p.m. on Wednesday, June 15, 2016, in the MOD Conference Room, 800 Rockview Drive, Walnut Creek, California 94595.

ROLL CALL

PRESENT:	Sonya Ford	Vice President
	Henry Mei	Treasurer
	Richard Pancoast	Director
EXCUSED:	Bob Burch	President
	Norm King	Secretary
COMMITTEES:	Sheafe Ewing	Building Maint
	Trudi Garland	Hospitality
	Sonya Ford	Landscape

Mutual Operations staff was represented by Paul Donner, Mutual Operations Director; Rebecca Pollon, Landscape Manager; Rick West, Building Maintenance Manager; and Sharon Fees, Board Services Coordinator.

No additional Mutual members were present.

Sonya Ford welcomed everyone and thanked them for their attendance.

APPROVAL OF MINUTES

Sonya Ford asked if there were any additions or corrections to the following minutes:

Regular Meeting of the Board – May 18, 2016

With no corrections noted Ford declared the minutes as approved.

MEMBERS FORUM

No presentations were made.

ANNOUNCEMENTS

Ford announced that the next Regular Meeting of the Board will take place on Wednesday, July 20, 2016, beginning at 2:00 p.m. in the MOD Large Conference Room.

FINANCIAL REPORT

Henry Mei presented the Treasurer's report and Paul Donner noted that the Mutual is just slightly over budget year to date.

Paul Donner announced that Mutual 48 received a refund of \$1,900 from MOD for excess received by MOD on all 2015 billable work. The grand total of the dividend is divided amongst all Mutuals on a per manor basis.

Donner reported that as of May 31 the Operating Fund had a balance of \$34,409 and the Reserve Fund had a balance of \$469,982.

Donner fielded Director questions regarding the monthly financials.

LANDSCAPE -- Sonya Ford and Rebecca Pollon

Lawn Maintenance: The irrigation systems are now on. Turf is being mowed weekly and will be fertilized next in late June. Water restrictions have been lifted but reasonable water conservation measures will remain.

Entry Maintenance: Crews are working on schedule pruning and spot spraying ever 4-6 weeks.

Tree Maintenance: Emergency tree work is performed by Waraner Tree Service.

Landscape Rehab: All rehab work has been completed.

PG&E Road: The board decided that they will not request PG&E to keep the gravel road. The watershed drainage area in Entry 20 is being currently being worked on.

Pollon fielded director questions.

BUILDING MAINTENANCE

3250 PT #1A: This is a work in progress. MOD is replacing the leaking slider. The Mutual will only pay for the installation of the slider; the resident has purchased the door as he preferred to get an upgraded door. Sub-floor damage was also discovered and this will be repaired at a cost to the Mutual after the new slider is installed.

Concrete Tripping Hazards: The Board requested that Rick West obtain additional bids for other concrete work to be performed. Concrete work was previously approved to be done at 3324 PT.

Carport Rain Leak across from #3340: Sorenson Roofing presented an estimate of \$1,177 (minus the permit) to perform this work. Richard Pancoast moved and Henry Mei seconded to approve an expenditure of \$1,177 to have the carport rain leaks in the carport across from #3340 repaired. The motion passed unanimously.

Follow-up:

3318 PT #3B: The MOD investigation of wet deck corners is on-going, but it cannot be determined where the moisture is coming from. It has been scheduled for touch-up painting.

Hot Spot Gutter Cleaning: Perfect Painting completed this job. The job cost \$1,450.

Rick West fielded Director questions and requests.

The Board requested that West conduct research on a termite prevention and abatement program. West will then report back to the Board once his investigation is complete.

SOLAR COMMITTEE

There are currently 24 subscribers for solar which is about 40 percent of all Mutual 48 households.

327 total panels will be installed to service these 24 subscribers. Each of the first three identified buildings can accommodate approximately 150 panels per building.

Richard Pancoast reported that he attended the informational meeting presented by Marin Clean Energy (MCE). The municipality of Walnut Creek has joined MCE in order to offer clean energy resources to its citizens.

Pancoast provided a report on the status of the solar panel project.

ALTERATIONS COMMITTEE

No report was given.

HOSPITALITY COMMITTEE

The Summer Party will be held on Saturday, July 23. The cost is \$26 per person and will be from 5 - 9 p.m.

EMERGENCY PREPAREDNESS -- John Reppart

No report was given.

UNFINISHED BUSINESS

There was no Old Business to discuss.

REPORT ON THE PRESIDENTS' FORUM – Bob Burch

No report was given.

NEW BUSINESS

There was no new business to discuss.

ADJOURNMENT

With no further business to discuss, the June 15, 2016 Mutual Forty-Eight board meeting adjourned at 3:00 p.m.



Sharon Fees, Assistant Secretary
Mutual Forty-Eight