

WALNUT CREEK MUTUAL NO. FORTY-EIGHT

REGULAR MEETING MINUTES OF THE BOARD
WEDNESDAY, AUGUST 15, 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 2:00PM

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 - absent
Richard Pancoast, Alterations
Norm King, Solar
Trudi Garland, Hospitality - absent
John Mosher, Emergency Preparedness – absent
David Vereeke, EVCS Committee

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 BoardJuly 18, 2018
Executive Session Meeting of the BoardJuly 18, 2018

The minutes to the July 18, 2018 regular and executive meetings were approved.

Moved, Seconded, Carried 5-0

Residents' Forum

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

Treasurer's Report: Henry Mei

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

- a) Operating: \$34,504
- b) Reserves: \$595,500

\$309 left over from BBQ event

Landscape Report: Rebecca Pollon & Sonya Ford

Landscape Manager Rebecca Pollon reported the following:

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Warm days continue as do blooming Oleanders, St John's Wort and Crepe Myrtle trees.

Residents can help keep the landscape healthy by reporting dry spots on lawns or evidence of irrigation issues to the work order desk.

LAWN MAINTENANCE: Mowing is occurring weekly and lawns are being edged on alternating weeks.

WATER USE: Irrigation and water use will peak in August due to long days. Beginning in September water use will decrease, even if temperatures do not. Residents can assist in conserving water and keeping the landscape healthy by reporting water leaks and irrigation breaks. If a break is suspected please report the location to the work order desk.

ENTRY MAINTENANCE: Entry maintenance crews are continuing summer pruning tasks including tip pruning shrubs and hard pruning Catmints and Daisies.

MOD WORK DAYS: M48 has 7 days to use in the fall. MOD crews repaired irrigation lines and added heads as directed by Sonya Ford in July.

TREE MAINTENANCE: Two Pears have been fertilized at a cost of \$131 and will be fertilized again on August 22nd.

Budget Snapshot

TREE BUDGET 2018	\$7,200
TREE BUDGET REMAINING	\$1,584
LANDSCAPE BUDGET RES. 2018	\$10,000
LANDSCAPE BUDGET REMAINING	\$6,702
IRRIGATION RES. BUDGET 2018	\$2,903
IRRIGATION BUDGET REMAINING	\$2,001

DISCUSSION: Irrigation and Pumps

Building Maintenance Report: Rick West & Richard Pancoast

Building Maintenance Manager Rick West reported the following:

ACTION ITEMS: Proposal review and Approval

1. New concrete stairway between entry 19 and 20 (Five Star Estimate \$42,500). - tabled
2. Additional concrete stairs at 3306 PT (Five Star Estimate \$34,000). - tabled
3. New red curb painting and signage. (committee walkthrough). -tabled

INFORMATION ITEMS: Work Scheduled, In Progress, or Completed

1. Balcony Inspection and Re- caulking - Contractor: State Roofing - (scheduled to come out this week).

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2. 3324 PT Concrete repairs on breezeway edging - Fleece Construction: Estimate - \$2,000.00. (scheduled).
3. 3324 PT Breezeway coating / crack fill Contractor: Perfect Painting estimate - \$38,370.00 (scheduled).
4. 3318 PT Breezeway coating / crack fill Contractor: Perfect Painting - \$38,240.00 (Scheduling 3rd floor breezeway coating).
5. 3318 PT - 2ND Floor Breezeway beam repair - (Waiting on engineer report).
6. Stoddard plumbing / Beasley Plumbing - (Irrigation equipment update.) Camera on Monday
7. 3250 PT Gutter replacement - Contractor: MOD Cost \$1,500.00. (completed).
8. 3258 PT Gutter replacement - Contractor: MOD Cost \$3,100.00. (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.

EVCS – Electric Vehicle Charge Station Committee

EVCS Committee Chairperson David Vereeke gave the following report:

A Request for Quotes (RFQ) was sent to five contractors following the Board's authorization of the project to install a shared EV charging station at no cost to the Mutual. Four contractors responded with bids and two were selected to perform the work.

Terra Landscaping will perform the trench and concrete work, Got Watts will supply the plans for the project, prepare and submit the permits, furnish the electrical work and eMotorwerks will supply the JuiceBox 75 charging station. This station is mounted on a five-foot post that bolts to the concrete platform. The estimate for the completed project is \$5258. The contractors have not yet been notified.

Before the quotes had been reviewed Brad Wiley from MCE called to explain their EV Charging program (MCEv) that I had inquired about. He said that Rossmoor will qualify for the program and MCE would provide a grant of \$2500 per installed charging head up to 20 charging heads. To receive the grant, we must meet the following requirements:

- Complete an application and agree to the terms and conditions of the program.
- Order a minimum of 2 charging heads and no more than 20 charging heads.
- Use MCE 100% green power for the charging stations and identify MCE as the supplier of green power with a tag on each EV charging station.

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The applicant must not sign any contract or letter of intent concerning the purchase of equipment or installation services prior to receiving the approval letter and commitment of funds from MCE.

When the EV Charging Stations are installed, permitted and operating the applicant can submit receipts showing money paid for the purchase and installation of the equipment, including any miscellaneous expenses incurred in support of the equipment such as signs, pavement markings, brochures, etc.

When the documentation is completed and accepted, the applicant will receive a check up to the maximum amount \$2500 x number of installed charging heads. All expenses in excess of the maximum distribution are the responsibility of the applicant.

The applicant is responsible for the management and maintenance of the charging network. MCE has no role in the selection, design, installation or operation of the equipment.

The grant application will be available within a few weeks.

Based on this new information I am requesting that the board approve the application for a grant from the MCEv program for a single two charging head station.

A motion was made to approve the application where David Vereeke will be the point of contact for MCE and to approve the second head on the charging station with no parking restrictions on this parking spot by the committee.

Moved, Seconded, Carried 5-0

The total cost for the equipment and its installation will be approximately \$6256. Thus, the net cost to the M48 EV charging group will be \$1,256 (\$6,256 - \$5,000).

Presidents Forum

No report was presented.

Next Board Meeting

The next Regular Meeting will also be held on Wednesday, September 19, 2018 at 2:00pm in the large conference room of MOD.

Adjournment

President Burch adjourned the regular meeting at 3:19 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**