

# WALNUT CREEK MUTUAL NO. FORTY-EIGHT

REGULAR MEETING MINUTES OF THE BOARD  
WEDNESDAY, AUGUST 16, 2017 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  
Norm King, Secretary  
Henry Mei, Treasurer  
Richard Pancoast, Director

**Committees:** Sonya Ford, Landscape Maintenance  
Sheafe Ewing, Building Maintenance  
Norm King, Solar  
John Reppart, 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 Board .....July 19, 2017

The minutes to the aforementioned meeting were approved.

**Moved, Seconded, Carried 5-0**

## **Residents' Forum**

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

## **Financial Report: Henry Mei**

The July 31, 2017 Financial Report was presented as follows:

a) Operating           \$30,343  
b) Reserves           \$588,928

## **Landscape Report: Sonya Ford & Rebecca Pollon**

Lawn Maintenance: Turf is being moved weekly and edged every other week. Irrigation is ON and watering frequently during the hot spell. Please report suspected breaks or malfunctions to the work order desk.

Entry Maintenance: Entry maintenance crews are on their summer pruning schedules and weed treatment is ongoing.

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Landscape Rehab: the Next MOD rehab days are in October, if you have a request please contact your landscape representative.

## **Building Maintenance Report: Sheafe Ewing & Rick West**

Work in Progress:

1. Sang Electric scheduled 8/16/17 to begin installation of new Jelly Jar LED light fixtures. (started last Monday)
2. 3266 4B – AMAC and Bertolami Engineering have been working together to complete a scope of work for the Dry Rot repairs on front landings.  
A motion was made to approve a time and material contract with AMAC, not to exceed an amount of \$6,993, excluding change orders or permits.  
**Moved, Seconded, Carried 5-0**
3. PGS is scheduled for the week of 8/28/17 to begin gutter cleaning.

Completed:

1. New stop sign installed last week.
2. Sang Electric replaced one new Jelly Jar light fixture with an LED fixture in carport #19. Sang also replaced a photo cell at 3306 PT.
3. 3318 PT 1C deck repair where State Roofing completed sealing the upper deck.

## **Alterations Committee**

A discussion was had regarding the steps to take when an owner makes an alteration without prior approval.

## **Solar Committee**

On July 18<sup>th</sup> Walnut Creek Electrical Inspector made a new requirement for supplemental grounding. On July 19<sup>th</sup> the inspector was due at noon. On July 26<sup>th</sup> the PG&E crew installed meters. Objections were made about not having 30" squares in front of the meters. Brendan seeks PTO. On July 29<sup>th</sup> Colin arrived to turn up production. On August 2<sup>nd</sup>, DuraLast roof inspection was completed. The remaining to do items is: establish inverter communication between sun power inverters and servers and acquire DuraLast certification in writing.

## **Hospitality Committee**

The committee is currently working on casual things for the fall season and the Christmas Party.

## **Vehicle Charging Station Committee**

No report was presented.

## **Emergency Preparedness Committee**

John Reppart announced he has resigned as the chair of the Emergency Preparedness Committee and that John Mosher has graciously accepted the position. The Annual Walk Out emergency preparedness exercise is tentatively scheduled for November 2, 2017 at 6:30PM. The Board Services coordinator will update the directory with John Mosher's information.

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### **Presidents Forum**

No report was presented.

### **Update on Mailings of Policy 28 Draft and Policy 9 revision Draft – 30 Day**

The Board Services Coordinator announced that the cover letter and draft policies were mailed to all owners on July 26, 2017. The policies will be added to the September 20, 2017 for consideration of adoption.

### **Next Board Meeting**

The next board meeting will be held on Wednesday, September 20, 2017 at 2:00PM in the MOD Large Conference Room.

### **Adjournment**

President Burch adjourned meeting at 3:05PM.

### **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.



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**Assistant Secretary**