

# WALNUT CREEK MUTUAL NO. FORTY-EIGHT

REGULAR MEETING MINUTES OF THE BOARD  
WEDNESDAY, AUGUST 17, 2016 AT 2:00 P.M.  
MOD CONFERENCE ROOM  
800 ROCKVIEW DRIVE, WALNUT CREEK, CA 94595

## **Call to Order**

President Burch called the meeting to order at 2:00 PM.

## **Roll Call**

**Directors Present:** Robert Burch, President  
Sonya Ford, Vice President  
Norm King, Secretary  
Henry Mei, Treasurer

**Directors Absent:** Richard Pancoast, Director

**Committees:** Sonya Ford, Landscape  
Trudi Garland, Hospitality

**Also Present:** Rick West, Building Maintenance Manager; Rebecca Pollon, Landscape Manager; and Will Kim, Board Services Coordinator.

## **Approval of Meeting Minutes**

The Regular Session Minutes of the July 20, 2016 meeting were approved as submitted.

Moved, seconded, carried 4-0

## **Treasurer Report**

Treasurer Mei presented the Treasurer's report of total assets as of July 31, 2016 as follows:

Operating Account: \$ 36,676.00  
Reserve Account: \$ 488,738.00

A breakdown of revenue and expense regarding the 2016 Summer Party was discussed:

Total Expenses: \$ 1,668.27  
Total Revenue: \$ 1,508.00  
Total Deficit: \$ 160.27

## **Alteration Committee**

The Board discussed and reviewed an Architectural Modification Application requesting the installation of exterior awnings. However, the Mutual does not allow the installation of exterior awnings. Therefore, the request was denied.

## **Landscape Report**

Landscape Manager Rebecca Pollen presented the Landscape Report as follows:

Lawn Maintenance: Turf continues to be mowed weekly and is irrigated every 2-3 days

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	depending on weather requirements. Irrigation check and repairs are being performed.
Entry Maintenance:	Crews are working on scheduling pruning and spot spraying every 4-6 weeks.
Tree Maintenance:	Any emergency tree work is performed by Waraner Tree Service. No outstanding permits. Both the arborist and Rebecca Pollen have examined the Oaks behind 3306 and they are not infected with sudden oak death.
Landscape rehab:	No rehab work currently scheduled.

### **Building Maintenance Report**

Building Maintenance Manager Rick West presented the Maintenance Report as follows:

3258 PT 3A:	Rear deck stairs estimates was presented to the board
3250 PT:	Pillar inspection was completed and was found to be a hairline crack
3340 PT:	Water leak inspection under the building was completed by Davis-Plumbing.
3324 PT 1C:	This termite damage is not a warranty work issue. Terminex will proceed with resident scheduling.

The Board reviewed and discussed three (3) estimates for rear deck stair repairs. A motion was made to approve the proposal presented by Moura Constriction for rear deck stair repairs at 3258 PT 3A for \$1,100, dated August 17, 2016.

Moved, Seconded, Carried 4-0

### **Hospitality Committee**

The next event will not be held until the December Holiday Party.

### **PG&E Easement Update**

The PG&E easement work is complete except for monitoring the effect on the hill side during the next rain season. The Orange drain covers will remain until PG&E is satisfied that no debris will be washed into the lane or the drains in front of 3306 due to the hillside run off.

### **Noncompliance Letter**

The Board reviewed a draft copy of a notice that was prepared regarding a homeowner who has left piles of wood unattended in the common area. The Board requested the draft letter be used as a template for future notices and to proceed with a notice to the homeowner regarding piles of wood left in the common area.

### **President's Report**

A resident was transported to John Muir Medical Center for injuries caused by losing her balance outside the manor while carrying multiple items. The Mutual did not receive any notice of a dangerous area, nor have they received any prior notice.

The Presidents Forum has been and is continuing to discuss the definition of "co-occupancy."

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**Next Board Meeting**

The next meeting will be held on Wednesday, September 21, 2016 at 2:00 p.m. in the MOD Conference Room.

**Adjournment**

President Burch adjourned meeting at 3:39 PM.

**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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**Secretary**