

WALNUT CREEK MUTUAL NO. FORTY-EIGHT

REGULAR MEETING MINUTES OF THE BOARD
WEDNESDAY, SEPTEMBER 19, 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

Directors Absent: Ron Schwartz, Secretary
Richard Pancoast, Director

Committees: Sonya Ford, Landscape Maintenance
Sheafe Ewing, Building Maintenance - absent
Richard Pancoast, Alterations - absent
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; 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 BoardAugust 15, 2018

The minutes to the August 15, 2018 regular meeting were approved.

Moved, Seconded, Carried 3-0

Residents' Forum

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

Treasurer's Report: Henry Mei

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

- a) Operating: \$33,076
- b) Reserves: \$566,691

Landscape Report: Rebecca Pollon & Sonya Ford

Landscape Manager Rebecca Pollon reported the following:

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As the weather cools and the day lengths shorten irrigation will become less frequent even if the warm weather continues.

Residents can look forward to the fall colors of Red Maples, Liquidambar and Nyssas.

LAWN MAINTENANCE: Lawns will be over seeded between October 1st and November 15th.

WATER USE: August is the highest water consumption month of the year due to high temperatures and long day lengths. After September irrigation use will continue but drop steeply even if warm weather continues.

ENTRY MAINTENANCE: Entry maintenance crews will finish summer pruning tasks and start transitioning to fall cleanup.

REHAB DAYS: M48 has 7 days to use in the fall, tentatively scheduled to begin October 8. Sonya will meet with Rebecca next Tuesday.

OTHER WORK: Attached are proposals for juniper removals mutual-wide for planning purposes and discussion.

TREE MAINTENANCE: none

Budget Snapshot

TREE BUDGET 2018	\$7,200
TREE BUDGET REMAINING	\$1,584
LANDSCAPE BUDGET RES. 2018	\$10,000
LANDSCAPE BUDGET REMAINING	\$6,761
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:

PENDING ITEMS:

1. Additional concrete stairs at 3306 PT (Fleece Construction Estimate). The Board tabled this item.
2. New concrete stairway between entry 19 and 20 (Fleece Construction Estimate). The Board requested this item be closed.
3. New red curb painting and signage. (Committee Walkthrough). The walkthrough will take place when Director Pancoast returns from travels.

INFORMATION ITEMS: Work Scheduled, In Progress, or Complete

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1. Balcony Inspection and Re- caulking - Contractor: State Roofing - (Scheduled Walkthrough).
2. 3324 PT Concrete repair on breezeway edging - Fleece Construction: Cost - \$2,000.00. (Completed).
3. 3324 PT Breezeway coating / crack fill Contractor: Perfect Painting Cost- \$38,370.00 (Completed).
4. 3318 PT Breezeway coating / crack fill Contractor: Perfect Painting - Cost \$38,240.00 (Scheduled).
5. 3318 PT - 2ND Floor Breezeway beam repair - (Waiting on engineer report).
6. Five Star digging to locate existing irrigation line and run new line - (Work in Progress).

Alterations Committee

No report was presented.

Solar Committee

Phase II is moving along well. The modules and panels were delivered on Monday and are almost done being installed. PG&E still needs to accept the panels and provisioning meter.

Hospitality Committee

Marsha Cutter reported that the BBQ was a big success and owners should look forward to the Holiday Dinner at Dollar Clubhouse on Tuesday December 4th at 5:00pm.

Emergency Preparedness Committee

No report was presented.

EVCS – Electric Vehicle Charge Station Committee

President Burch read the following report for David Vereeke who was not able to attend today's meeting:

The charging station is on track. The trench is dug and expected to be finished by Monday when we hope to pour the slab. The electrician finishes one day's worth of work following the open trench inspection and then we wait for PG&E to set the meter, hopefully by 10/1 followed by the final inspection.

Presidents Forum

No report was presented.

New Business

Approval of Parking Letter: The Board reviewed a draft of a parking reminder memo that would be given to all owners. The letter was approved for distribution with one additional sentence to be added about blocking egress for the trash pickup on trash days.

Removal of Tree Log and Brush – Clarification of GRF Property Line: Director Ford confirmed with the Board that the removal of these items will be scheduled and completed. Director Ford also acknowledged that she has a map of the Mutual with the property lines that she can share with other board members for clarification.

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Next Board Meeting

The next Regular Meeting will also be held on Wednesday, October 17, 2018 at 2:00pm in the large conference room of MOD. A special meeting to present the 2019 Budget draft to the members will be held on Wednesday October 24, 2018 at 2pm in the Dollar clubhouse.

Adjournment

President Burch adjourned the regular meeting at 2:41pm.

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**