

WALNUT CREEK MUTUAL NO. FORTY-EIGHT

REGULAR MEETING MINUTES OF THE BOARD
WEDNESDAY, MAY 16, 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 - absent
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:

Organizational Meeting of the BoardApril 18, 2018
Regular Meeting of the BoardApril 18, 2018

The minutes to the April 18, 2018 organizational and regular meeting 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 April 30, 2018 Financial Report was presented as follows:

- a) Operating: \$26,952
- b) Reserves: \$624,733

Landscape Report: Rebecca Pollon & Sonya Ford

Landscape Manager Rebecca Pollon reported the following:

LANDSCAPE REHAB: MOD crews have finished all identified projects early and 5 days will be credited to M48 for use during another time of the year.

LANDSCAPE PROPOSALS: Complete

TREE PROPOSALS: A proposal to deep feed two Pear trees in entry 20 for \$131 is attached for review.

TREE BUDGET 2018	\$7,200
TREE BUDGET REMAINING	\$4,820

LANDSCAPE BUDGET RES. 2018	\$10,000
LANDSCAPE BUDGET REMAINING	\$6,701

IRRIGATION RES. BUDGET 2018	\$2,903
IRRIGATION BUDGET REMAINING	\$2,001

The Board discussed Tree Pruning/Cutting

Building Maintenance Report: Rick West & Richard Pancoast

Building Maintenance Manager Rick West Reported the following:

ACTION ITEMS: Proposal review and Approval

1. 3318/3324 PT Concrete repair on breezeway edging. Estimate from Fleece Construction: \$18,000.00 per building - Total \$36,000.00 (Waiting for revised estimate).
The Board is waiting on one more bid from A One Construction
2. 3250 PT 1B - Contractor MOD - Replacement of 40 ft. of gutter. Estimate \$1,500.00 (presented to the board for approval). On hold

INFORMATION ITEMS: Work Scheduled, In Progress, or Completed

1. 3318 PT 4B / 4C - Contractor; AMAC - Contractor has completed all work except for painting discovered. (Work Completed).
2. 3274 PT 2A - Screening around building completed. Contractor Five Star. NTE \$5,000. Screening around other buildings as needed (Work in Progress).
3. Mutual 48 Asphalt seal coat - Contractor SVP (scheduled for June 2018). Entry 19 will be done June 18th and will likely be ½ day. Entry 20 June 19th all day.

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

Chairmen David Vereeke presented a proposal to install a shared EV charging station in M48 that would be gifted to the Mutual. It is being proposed to be installed in Entry 20. The presentation included an introduction and discussed creating an EV group, management of the EV Charge Stations, Revenue and Accounting and ownership.

Presidents Forum

No report was presented.

New Business

Discussion on Attorney Review of CC&Rs and Bylaws: The board discussed whether it is time to get a proposal to update the governing documents. No action was taken.

Gutter Replacement: The Board discussed replacement vs. repair. More investigation is to be done on the matter. No action was taken.

Breezeway Concrete Repair Revised Proposal: This topic was table until the next meeting as the Board is still waiting on the revised bud and is requesting that MOD provide 3 to choose from.

Next Board Meeting

The next Regular Meeting will also be held on Wednesday, June 20, 2018 at 2:00pm in the large conference room of MOD.

Adjournment

President Burch adjourned meeting at 3:39pm.

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**