

# WALNUT CREEK MUTUAL NO. FORTY-EIGHT

ANNUAL MEETING MINUTES OF THE BOARD  
WEDNESDAY, APRIL 17, 2019 AT 1:00 P.M.  
CLUBROOM - CREEKSIDE  
1010 STANLEY DOLLAR DRIVE

## **Call to Order**

President Burch called the meeting to order at 1:00 p.m.

## **Roll Call**

**Directors Present:** Robert Burch (2021)  
Sonya Ford (2020)  
Ron Schwartz (2021)  
Henry Mei (Outgoing)  
Richard Pancoast (Incumbent)  
Ellen Russell (Incoming)

## **Certification of Notice of Meeting**

In accordance with Section 5.4 of the Mutual's Bylaws and Civil Code § 5100(a), balloting is only required if an election requires a vote. If the election is uncontested, there is no need for a vote. Therefore, the Mutual did not proceed with a ballot/vote.

A Call for Candidates was published in the Feb. 6th, Feb. 13th, and Feb. 20th editions of the Rossmoor News. The Mutuals' Board Office received two board nominations from the membership. In accordance with Corporations Code § 7511(b), a notice of the Annual Meeting was also mailed to the membership on March 29, 2019.

## **Election of Directors by Acclamation (3-Year Term)**

There were two open board positions and two candidates. Therefore, in accordance with Civil Code § 5100(a) and Article 5.2.3 of the Mutual's Bylaws, Richard Pancoast and Ellen Russell are appointed to the board of directors by acclamation for a term of three (3) years.

## **Approval of Meeting Minutes**

President Burch asked if there were any additions or corrections to the following minutes:

Annual Meeting of the Board .....April 18, 2018

The minutes to the aforementioned meetings were approved as submitted.

**Moved, Seconded, Carried**

## **Reports of Officers and Committees**

The following Committee reports were presented:

- a. **President's Report:** President Burch announced that composting for M48 will only take place in entry 20 and not in entry 19, for now. Volunteers are needed from entry 19 to monitor the trash enclosure for the possibility of reducing the land fill bin sizes to make room for a composting bin in the future.

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**b. Financial Report:** Treasurer Mei presented the following Annual Summary Report:

TOTAL MUTUAL OPERATING FUND (in round figures)

(Including Golden Rain Foundation and MOD Mgt. Fees: \$227,815)

Budgeted - \$452,165.

Actual Expenses - 472,231. A Deficiency of (20,066).

OPERATING FUND BY ITEMS (in round figures)

Building Maintenance & Public Works

Budgeted - \$26,355.

Actual Expenses - 47,390. A Deficiency of (21,035).

Landscaping Maintenance

Budgeted - \$71,088.

Actual Expenses - 69,523. An excess of 1,565.

Insurance

Budgeted - \$36,776.

Actual Expenses - 37,594. A Deficiency of (818).

Utilities

Budgeted - \$79,400.

Actual Expenses - 82,353. A Deficiency of (2,953).

Miscellaneous (Including Elevator, Custodial, & Prof. Services, etc.)

Budgeted - \$10,731.

Actual Expenses - 7,557. An Excess of 3,174.

RESERVE FUND (in round figures)

As of December 31, 2017, Mutual 48 Reserve Fund is \$611,787, an increase of 59,041 from prior year (2016).

**c. Landscape Report:** Vice President Ford reported on the Policy 9 Landscape policy as a reminder to all owners. When plants decline, they are removed.

Plants are not replaced until the mutual's scheduled rehabilitation days.

Sprinkler problems should be called in to the work order desk at 988-7650.

For fire abatement, the junipers are being removed and it will be a slow project. The hill on entry 19 has been completed and about 40 replacement plants have been planted. Due to the expense, the removal of all juniper spread out over several years. Reminder about tree work: only healthy pruning is done by the mutual, and view pruning is to be done at the owner's expense

Richard Pancoast reported that PG&E will be removing all the trees that they recently marked near utility lines above 3340 and 3306. The Mutual talked with PG&E and there is nothing the mutual can do to stop their removals. This will likely start in 1-2 months. The trees left behind will be ground up as much as they can, and they will leave the chips for the Mutual to use as mulch.

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**d. Building Maintenance Report:**

Rick West gave the following building maintenance report:

INFORMATION ITEMS: Work scheduled, In Progress or Completed

1. 3324 and 3318 Elevator Modernization technical and Safety upgrades - Contractor: Otis Elevator - Cost \$240,000.00 Plus \$40,000.00 Electrical upgrades by Muscio Electric. Budget \$280,000.00. (Scheduled start date 9/2019).
2. Asphalt painted stop signs (Scheduled for May).
3. Balcony Inspection and Re- caulking - Contractor: Jim Hogue - Cost \$ 5,580.00. (Work in Progress).
4. 3258 PT 1A - Replacement of dry rotted rear deck stairs. Contractor: Five Star Cost \$2,800.00. (Work scheduled).
5. 3340 PT Roof chimney chase covers - MOD is putting an estimate together to modify four chimney chase covers to prevent water from pooling and rusting components.
6. MOD to replaced two bulbs with new LED bulbs.
7. Pump House Generator - Information on obtaining an estimate was sent to the board for review.
8. Stucco patches on 3324 PT 3C AND 3258 PT 1A (scheduled).

Richard Pancoast reported that he will be putting together a Fire Safety Plan with John Mosher, Chair of the Emergency Preparedness Committee and they are looking for volunteers to help.

The gutter guard experiment at 3258 looks good so far. There were 3 design correction that took place. The next step would be to get a cost for all buildings.

The signage for no smoking has been installed.

Limit lines or "STOP" lines are to be painted on the asphalt.

New coating for the entry decks have been completed.

- e. Solar Report:** Norm King reported that Phase II is operational. The panels went up in October 2018 and the green light was given in February of this year. The committee is working on Phase III and is looking for more owners to sign. We currently only have 2 owners signed up for Phase III. This will be that last year for the 30% tax credit. The committee gave thanks to Solar Technologies.
- f. Hospitality Report:** Trudi Garland reported that the Condo Stroll will take place May 16<sup>th</sup> with 6 homes opening for that day (weather permitting). There will be a Mexican buffet for \$18 per person and a flyer will distributed soon. July 27<sup>th</sup> is the annual summer BBQ at Diablo Room – Hillside. Flyers for all events will be delivered to doorways.
- g. Emergency Preparedness Report:** John Mosher did not give a report but did ask the Board to inform him once new owners move in.

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- h. **Vehicle Charge Station Report:** David Vereeke reported that he was approved to go forward with the station installation, gathered permits, and hooked up the equipment by November 2018. PG&E then came out to install the meter but instead ripped out all the wiring and did not allow the charge station to hook up to the same electrical panel that the solar panels were connected to. A claim was filed, and David was told it would be resolved within 30 days. Due to PG&E filing bankruptcy, David will have to re-file the claim in bankruptcy court. The station will be at the top of 3340 once/if this gets resolved and will be open to anyone in the Mutual.

New Members were asked to stand and introduce themselves before the members Forum.

### **Members' Forum**

Residents were afforded the opportunity to express their general concerns and make comments. Topics discussed including resident's being directed to call Sheafe Ewing for building maintenance items and composting.

### **Next Board Meeting**

The next board meeting will be held on Wednesday, May 15, 2019 at 2:00 p.m. in the MOD Large Conference Room.

### **Adjournment**

President Burch adjourned meeting at 1:58 p.m.

### **Secretary's Certificate**

I hereby certify that the foregoing is a true and correct copy of the minutes of the 2018 Annual meeting.



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**Assistant Secretary**