

# WALNUT CREEK MUTUAL NO. FORTY-EIGHT

## ANNUAL MEETING MINUTES OF THE BOARD WEDNESDAY, APRIL 21, 2021, AT 1:00 P.M. ZOOM MEETING

### **Call to Order**

President Ford called the meeting to order at 1:01 p.m.

### **Roll Call**

**Directors Present:** Sonya Ford, President (2023)  
Richard Pancoast, Vice President (2022)  
Ron Schwartz, Treasurer (Incumbent for term 2024)  
Vacant, Secretary (2022)  
Bruce MacLeod, Director (Incumbent for term 2024)

**Also Present:** Paul Donner, Mutual Operations Director; Rick West, Building Maintenance Manager; Rebecca Pollon, Landscape Manager; Joel Lesser, Chief Financial Officer; and Kelly Maki, Board Services Coordinator

### **Certification of Notice of Meeting**

Assistant Secretary Kelly Maki announced: In accordance with Section 5.4 of the Mutual's Bylaws, 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 December 23, 2020, December 30, 2020, January 6, 2021, and January 13, 2021, 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 April 7, 2021.

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

There were two open board positions and two candidates. Therefore, in accordance with Article 5.2.3 of the Mutual's Bylaws, Ron Schwartz and Bruce MacLeod are appointed to the Board of Directors by acclamation for a 3-year term ending in 2024.

### **Approval of Meeting Minutes**

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

Annual Meeting of the Board.....April 15, 2020

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 – Sonya Ford:** I want to express my thanks to the Board and committee chairs for their commitment to Mutual 48. They volunteer many hours to help keep our Mutual infrastructure in good condition and in all endeavors take our

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fiduciary responsibility very seriously. And thank you to Kelly Maki, Board Services Coordinator for all her hard work and patience supporting the board.

We can do a better job if you help us. As they say, it takes a village. Read the newsletter tips, tell us if a sprinkler is broken or a light is out or if there is another problem. Attend a Board meeting and see what issues we are dealing with. If that's not possible, the Board minutes are available on Rossmoor.com.

2020 was a busy year.

Our buildings are 40 years old, so maintenance projects are increasing. Some examples include rain leaks, dry rot, broken lights, gutter cleaning, indoor leaks affecting residents below, broken mechanisms on the refuse areas, rotted expansion joints, clogged overflow drains, etc.

A major challenge was identifying the cause of the water shutoffs in entry 20. Currently the problem has been resolved. We want to ensure it doesn't resurface so we continue to monitor water pressure and work with the irrigation staff and East Bay Mud. A big thank you to David Vereeke for all his hard work on this project.

The area underneath every building was inspected for termites. Remediation was done where there was an issue, or a potential future problem was identified. Back deck railings, front railings and mailboxes were painted.

Phase 3 solar was completed. Anyone interested in Phase 4 can contract Solar Technologies for information.

The renovation of the elevators at 3318 and 3324 was completed.

California has enacted new laws that require updates to our Bylaws and CC&Rs. Our governing documents have not been updated for 18 years so we asked our attorney to review and update them. Once the documents are complete, you will be informed of any changes.

A new budget is done every year along with a comprehensive 10-year plan which outlines costs for future projects. The Helsing Report and new California laws provide guidance for us in this process. Details are presented to residents at the annual Mutual budget meeting. An upcoming project as required by SB326 requires that all decks be inspected and repaired as needed. This work is scheduled for 2022 and 2023.

We are looking forward to the year ahead. Hopefully, we can have Mutual social events.

### **b. Financial Report – Ron Schwartz:**

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**April 2021 MUTUAL 48 TREASURER's REPORT**  
**Preliminary Financial Report--12/31/2020**  
**Financial Report as of---2/28/2021**

	DEC	JAN	FEB	MARCH
operating fund balance	<\$12,821>	<\$3,519>	<\$400>	
reserve fund balance	\$445,611	\$463,189	\$474,577	

Petty Cash Fund: \$803.97  
on loan, reserve fund to operating \$105,000  
Receivables-- \$1079, None over 60 days

**items to watch:**

Telephone bill actual \$2166 FROM ATT

**Expenses of interest to the Mutual**

Terminate work---(five star) time and material----\$4620  
inspection ---\$3500

Expected to need from the **RESERVE FUND for 2022:**

SB 326---Balcony/Deck inspection---\$61,644  
Paint-----\$300,500  
roof/tile//gutters-----\$31,500  
all other-----\$45,400

**RESERVE FUND**

	\$ CURRENT MONTH	\$ YEAR TO DATE	TOTAL YEAR BUDGET
REVENUE	14,441	32,246	173,002
EXPENSES			
bldg main	2953	3179	53,100
landscape	0	0	24,800
elevator	0	0	0
prof serv	100	100	600
TOTAL	3053	3279	78,500

**c. Landscape Report – Rebecca Pollon:**

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## 2021 MUTUAL ANNUAL WORKSHEET M48

### ANNUAL GOALS 2021

LANDSCAPE REHAB BUDGET (reserves) \$15,000  
AVAILABLE FUNDS \$

#### MOD DAYS

Spring MOD days were used to convert the upper section of lawn in front of 3306 to shrub landscape. This section of lawn had been in decline for a long time and though it looked fine in the spring, in the heat of summer we always had issues keeping it in an acceptable state.

The conversion is expected to garner a rebate from EBMUD of about \$2,000. In addition, it will save the Mutual on the following each year moving forward-

- 42,000 gallons of water
- \$300+ in water costs
- 260 lbs of chemicals

The landscape will look fairly sparse as the shrubs fill in, but upon maturity the combination of plants is expected to have something in bloom for much of the year and provide variety and color through the seasons.

TREE MAINTENANCE BUDGET (operating) \$7,000  
AVAILABLE FUNDS \$

FIRE PLAN (reserves) \$1,000  
AVAILABLE FUNDS \$1,000

IRRIGATION PLAN (reserves) \$1,800  
AVAILABLE BUDGET \$6,500

Total clocks 3

Clocks older than 5 years 2

Subscription fee (~\$250 each clock older than 5 years) \$500

Number of clocks to replace (older than 10 years) 0. Up to date until 2022

#### **d. Building Maintenance Report – Rick West:**

##### INFORMATION ITEMS: Work scheduled, In Progress or Completed

1. In 2020 and 2021 Kingsway Termite Company completed an inspection of all Mutual

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48 Buildings. 3 building had treatment completed. Five Star was also hired to complete damaged wood replacement and plumbing repairs for this project. Inspection cost \$3,500.00 / Treatment cost for 3 Buildings \$4,620.00. (Project has been completed).

2. This year a leak was found at building 3306 PT in the utility closet. The Cooper Pipe and Ball valve inside of the concrete slab had to be replaced. Contractor: Five Star - Cost \$2,840.00. (Project has been completed).
  3. This year 3306 PT 1A – Had a water leak due to damaged Mutual drainpipe in the building wall. Contractor: Five Star / All Star Mold / MOD – Total Cost \$5,106.00. (Project has been completed).
  4. This year at 3318 / 3324 PT the Board requested to have two new Elevator mechanical room Handrails installed. Contractor: Eagle Iron – For the railing and MOD for railing. Railing Cost \$830.00. (Project has been completed).
  5. This year at 3324 PT The board requested a new Elevator mechanical room metal door. Contractor: Ahumada Construction. Estimate \$2,083.00. (Project has been completed).
  6. In 2020 the mutual elected to have the building Deck Railing, Mailbox and Breezeway Railing re -painted. Contractor: Cost \$23,500,00 (Project has been completed).
  7. And in 2020 the board elected to complete the Elevator ERU (Emergency Return Unit) installation on both 3318 PT and 3324 PT building Elevators. Cost \$26,000,00 (Project has been completed).
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- e. **Solar Report – David Vereeke:** Dave reported that Phase III is completed, meters are installed, and the committee is waiting for the permission to operate. Phase IV has a few interested members and a least 5 are needed. This is the last year for the rebate.
  - f. **Social Report – Kathleen Stumpfel:** Kathleen reported that things will start to open up soon and the committee is waiting on the guidelines before they schedule or plan any social events.
  - g. **Emergency Preparedness Report – John Mosher:** John reported that 10 presentations have been given to new owners and then the pandemic hit, and pamphlets had to be given. John asked that everyone be prepared for the dry summer and fire season. Have your emergency supplies updated and ready to go.
  - h. **Vehicle Charge Station Report:** Dave reported that electrical vehicle charge station has two level 2 charge installed that can service up to 18kw that is available to the community for a fee. Contact Dave for the contract and fee details.

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- i. **Recycling and Waste Report – Tim Andrews:** Tim reported that he encourages residents to review pages 19-26 of the Rossmoor phone book for great recycling information. If you have questions about what goes into the recycling bin and the landfill bin, please contact Tim.

Paul Donner reported that the 988# used for Rossmoor employees is now going to become a suicide hotline and he reminds everyone to dial 1-925 at the beginning. Please reference the article in the Rossmoor News.

### **Members' Forum**

Residents were afforded the opportunity to express their general concerns and make comments. Topics discussed included: thanks to the board for all their hard work and recycling reminders.

### **Next Board Meeting**

The next board meeting will be held on Wednesday, May 19, 2021 at 2:00 p.m. via zoom. An organizational meeting will directly follow this meeting.

### **Adjournment**

President Ford adjourned meeting at 1:50 p.m. The Board then moved into an Organizational Meeting.

### **Secretary's Certificate**

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



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**Assistant Secretary**