

WALNUT CREEK MUTUAL NO. FORTY-EIGHT

ANNUAL MEETING MINUTES OF THE BOARD
WEDNESDAY, APRIL 20, 2022, AT 2:00 P.M.
FAIRWAY ROOM AT CREEKSIDE
1010 STANLEY DOLLAR DR,
WALNUT CRREK, CA 94595

Call to Order

President Ford called the meeting to order at 2:06 p.m.

Roll Call

Directors Present: Sonya Ford, President (2023)
Richard Pancoast, Vice President (incumbent for term 2025)
Ron Schwartz, Treasurer
David Vereeke, Secretary (incumbent for term 2025)
David Bartlett, Director (Incumbent for term 2024)

Also Present: Paul Donner, Mutual Operations Director; Rick West, Building Maintenance Manager; John Tawaststjerna, Landscape Manager; and Lucy Limon Board Services Coordinator

Certification of Notice of Meeting

Assistant Secretary Lucy Limon 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 January 12th, 2022, January 19th, 2022, January 26th, 2022, and February 2nd, 2022, 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 23rd, 2022.

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 BoardApril 21, 2021
Organizational Meeting of the Board.....April 21, 2021

The minutes to the aforementioned meetings were approved as submitted.

Moved, Seconded, Carried 5-0

Reports of Officers and Committees

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The following Committee reports were presented:

a. President's Report – Sonya Ford:

I want to start by assuring you that the Board members are keenly aware of their fiduciary responsibility and work hard to ensure the Mutual facilities are kept in excellent condition while dealing with the challenge of ever-increasing costs.

The Helsing Report and the previous year expenditures are used as guides in compiling the annual budget. Additionally, we have a ten-year plan of anticipated expenditures which is updated regularly.

Some examples of repair cost this past year were clogged outside drains, roof leaks, outdoor light replacement, irrigation repair, dry rot repair, gutter cleaning, plant replacements and dead tree removal. The Board looks for cost saving ways to prevent problems before they occur. For example, buildings were treated to prevent termites and we will soon be doing roof tune-up of the tile roofs.

Phase 3 of solar was activated. As part of a new law, all decks must be inspected and repaired, if necessary. Inspections will start this summer and continue through next year along with any needed repair work.

The problem of occasional low water pressure still exists. We continue to work with East Bay Mud, East Bay Pump, and Rossmoor irrigation to identify the cause. Thanks to David Vereeke who has worked tirelessly on this challenging issue.

We are in the final stage of updating our 20-year-old CC&Rs to include new legislation requirements. You will soon be receiving a copy with an explanation of the updates and a ballot asking for your approval. It is critical that all residents return their ballot promptly so we can complete this important project.

My thanks to the Board members and committee chair for their ongoing commitment and contributions to Mutual 48.

b. Financial Report – Ron Schwartz:

**MARCH 2022 MUTUAL 48 TREASURER REPORT
Financial Report as of--01/31/2022**

	OCT	NOV	DEC	JAN
operating fund balance	\$37,827	\$53,750	\$45,125	\$55,057
reserve fund balance	\$572,454	\$583,796	\$587,087	\$603,347

Petty Cash Fund: \$1,286.54
Investments (Reserve fund) \$200,050

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Borrowed from Reserves: \$22,234
Receivables-- \$1,255

ACTUAL VS BUDGET

Operating Expense: on budget
Reserve: YTD spent \$330, Annual Budget \$146,980

NOTES:

Financial report of 12/31/2021 is unaudited and subject to change

PG&E Damage Refund—Please assure all related repair bills in 2022 are marked as “off-set to PG&E funding”

Collection—no action by board members, all collections through accounting and outside collection agency (SB 908 applies)

A FINAL THOUGHT FROM THE FINANCIAL COMMITTEE: “Our budget is used to determine the following years coupon amount “. **We must be accurate....** send needed budget changes and ANTICIPATED EXPENSES to the Treasurer for the 2023 budgeting cycle.

c. Landscape Report – John Tawastsjerna:

Mutual 48 Landscape Report

MOD Days

- 4/25 – 5/3 (7 total workdays)
 - Mulch 90 total yards in Zone A
 - Zone A is Entry 19
 - Estimated Cost = \$4,500
 - Hillside along Ptarmigan Dr
 - Install 6 Tuscan Blue Rosemary (5 GC)
 - Install 6 Elaeagnus Gilt Edge (5 GC)
 - 3318 Walkway near garages
 - Install 2 Sherwood Pink Azalea (5 GC)
 - 3318 3A
 - Install 2 Camellia (5 GC)
 - Install 4 Loropetalum Purple Majesty (5 GC)
 - 3266
 - Move Rock

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- Remove Barberry & Society Garlics
- Install 3 Coastal Grevillea (1 GC)
- Install 3 Azalea (5 GC)

Landscape Maintenance

- Emphasis on adjusting tree stakes and ties this month
- Plant material should be getting fertilized with Triple 9 fertilizer
- Lawns have been fertilized and are currently being treated with a grub control product.

Future Landscape Plans

- Continue to reduce and remove unnecessary lawns.

d. Building Maintenance Report – Rick West:

INFORMATION ITEMS: Work scheduled, In Progress or Completed

1. Otis Elevator State Mandated 5-year Load Testing for Elevators 3318 PT and 3324 PT.

Cost \$ 3,692.00 for each elevator or \$7,384.00 for both elevators Total.

This testing was completed and both Elevators passed.

2. Asphalt Sealcoat to go out to bid in March.

Entry 20 - 2022 Budget for Phase I –\$ 24,000.00

Entry 19 - 2023 Budget for Phase I –\$ 24,000.00

3. Interior and exterior Electrical Panel inspections are out to Bid.

Contractors: Sang Electric / KR Electric / Pure Electric

Estimates to be provided to the Board for approval.

4. SB326 Phase I - Raised Component Inspections scheduled for Summer 2022.

Contractor FWC. Phase I 2022 Cost \$28,144.00 / Phase II 2023 Cost \$28,736.00.

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- 5. Roof Tune Up - Tile replacement. Missing or cracked tile. Replacement of any torn paper or felt material as needed. This project will include all 9 Buildings and Garages.**

MOD Roofing Dept. was awarded this project for the estimated cost of \$7,777.00.

**MOD ordered multiple temporary restraint systems for the roofers.
(Project is in progress).**

- e. Solar Report – David Vereeke:** Dave reported that as of 2022 the Mutual has completed the third phase of solar panel installations and now have 493 solar panels installed. Thirty-five Manors, making up 56% of the community, have participated in the solar program. Last year the panels produced 213,502 Kwh worth approximately \$64,506. Phase 4 of the installation program is now open but will require five (5) new manors to proceed. If you are interested in participating in phase 4, don't hesitate to contact David Vereeke, and he will connect you with the solar installer, Solar Technologies.
- f. Social Report – Kathleen Stumpfel:** Kathleen reported that the committee is planning an outdoor event for the month of May.
- g. Emergency Preparedness Report – John Mosher:** No report given.
- h. Vehicle Charge Station Report – David Vereeke:** Dave reported as of 2022:

We have two EV charging stations installed adjacent to 3340 Ptarmigan.

Residents from mutual 48 obtained a \$5000 grant from MCE and provided additional funds to install the EV charging stations at no cost to the Mutual. Any resident can set up an account and use an EV station on a first-come, first-serve basis.

There are two classes of users: the casual class and the premium class. The casual user can use a station 3 hours per day between 10 am and 7 pm on a first-come, first-serve basis. The casual user pays a \$2/session fee to support service and maintenance and the cost of electricity.

The premium user pays a one-time fee for a guaranteed overnight charge once a week and access to 4 daily 3-hour slots reserved for premium users.

The premium fee is applied to help retire the remaining acquisition debt. The premium user only pays for the electricity used and a small cost (\$.02/Kwh) to fund the maintenance fund.

- i. Recycling and Waste Report – Tim Andrews:** Tim reported that the committee is doing well. The Mutual has many resources to help residents. Residents with

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questions should contact Tim.

Members' Forum

Residents were afforded the opportunity to express their general concerns and make comments. Topics discussed included: deck repairs.

Next Board Meeting

The next board meeting will be held on Wednesday, May 18th, 2022, at 2:00 p.m. in the MOD LCR. An organizational meeting will directly follow this meeting.

Adjournment

President Ford adjourned meeting at 2:41 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.

Lucy Limon

Assistant Secretary