

**WALNUT CREEK MUTUAL NO. FORTY-EIGHT**

REGULAR MEETING MINUTES OF THE BOARD  
WEDNESDAY, JANUARY 19, 2022, AT 2:00PM  
ZOOM MEETING

**Call to Order**

President Ford called the meeting to order at 2:02 pm.

**Roll Call**

**Directors:**

Sonya Ford, President  
Richard Pancoast, Vice President  
Ron Schwartz, Treasurer  
Dave Vereeke, Secretary  
David Bartlett, Director at Large

**Committees:**

Sonya Ford, Landscape Maintenance  
Richard Pancoast, Building Maintenance/Alterations  
Kathleen Stumpf, Social (Absent)  
John Mosher, Emergency Preparedness (Absent)  
David Vereeke, EVCS Committee & Solar  
Tim Andrews, Recycling & Waster Champion

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

**Approval of Meeting Minutes**

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

Regular Meeting of the Board.....December 15, 2021

**Moved, Seconded, Carried 5-0**

**Managers' Report**

Paul Donner briefly reported on the GRF facility closures. The GRF Board will hold a meeting at the end of month to reconsider this decision.

**Members Forum**

No members attended.

**Treasurer's Report: Ron Schwartz**

Ron Schwartz gave the following report:

**JAN 2022 MUTUAL 48 TREASURER REPORT**

# WALNUT CREEK MUTUAL NO. FORTY-EIGHT

## Financial Report as of---11/31/2021

	<b>AUG</b>	<b>SEPT</b>	<b>OCT</b>	<b>NOV</b>
operating fund balance	\$44,239	\$38,975	\$37,827	\$53,750
reserve fund balance	\$546,851	\$561,261	\$572,454	\$583,796

Petty Cash Fund: \$370.14 (1/1/2022) --\$1000 requested from operating  
Investments (Reserve fund) \$200,000  
Receivables-- \$8732 (plus aging \$2265)

### **Items to watch:**

PG & E incorrect budget for 2021  
Elevator maintenance--\$225 from “Bay area office” BELIEVE elevator “permit”

### **Other items to note:**

3306-3B AND 3A—water and dry rot damage

NOTE: 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)**

### **ACTUAL VS BUDGET (YTD)**

Operating: Favorable \$23,575  
Reserve: YTD spent \$24,547, Annual Budget \$78,500

A motion was made to certify that the Mutual is in compliance with § 5500 by review of the  
November 30, 2021, Financial Report.

**Moved, Seconded, Carried 4-0**

### **Landscape Report: Sonya Ford**

No report was given.

### **Building Maintenance Report: Rick West & Richard Pancoast**

Building Maintenance Manager Rick West gave the following report:

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

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1. Gutter Cleaning was completed in November by Outdoor Keepers. Two cleaning scheduled annually November and February. Cost per cleaning \$7,940.00 or \$15,880.00 Annually.  
**MOD to send estimate replaced rusted gutter on carport across from Building 3306 PT.**
2. Sang Electric to repair two electrical outlets in the common area of Mutual 48.
3. 3306 PT 3B - Deck inspection and report. Contractor FWC. Cost \$990.00  
**(Report Scope of Work was used to go out to Bid For needed repair work).**
4. 3306 3A - Dry out needed from Slider Leak above. Contractor: ASM - Cost \$720.00.
5. Entry 19 - Asphalt Sealcoat to go out to bid as part of Rossmoor package deal in March.  
**Entry 19 - 2022 Budget for Phase I - \$ 24,000.00 / Entry 20 - 2023 Budget for Phase I - \$ 24,000.00**
6. Interior and exterior Electrical Panel inspections are out to Bid.  
**Contractors: Sang Electric / KR Electric / Pure Electric**

### **Solar Committee**

No report was given.

### **EVCS – Electric Vehicle Charge Station Committee**

No report was given.

### **Emergency Preparedness Committee**

No report was given.

### **Recycling and Waste Champion**

No report was given.

### **Social Report**

No report was given.

### **Old Business**

No old business to report.

### **New Business**

No new business to report.

### **Next Board Meeting**

The next Board Meeting is scheduled for Wednesday, February 16, 2022, via Zoom.

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**Adjournment**

President Ford adjourned the regular meeting at 2:44 p.m.

**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.

Lucy Limon

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**Assistant Secretary  
Mutual 48**