

WALNUT CREEK MUTUAL NO. FORTY-EIGHT

REGULAR MEETING MINUTES OF THE BOARD
WEDNESDAY, NOVEMBER 17, 2021, AT 2:00PM
MOD – LARGE CONFERENCE ROOM
800 ROCKVIEW DR – WALNUT CREEK, CA 94595

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

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 (Absent)

Also Present: Paul Donner, Mutual Operations Director, Rick West, Building Maintenance, Manager, Joel Lesser, Chief Financial Officer and Lucy Limon, Board Services Coordinator

Appointment of David Bartlett to Director Position

The Board made a motion to appoint David Bartlett to fill the vacant director position due to the resignation of Bruce MacLeod. This term is until 2024.

Moved, Seconded, Carried 4-0

Approval of Meeting Minutes

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

Regular Meeting of the Board.....October 20, 2021
Special Budget Meeting of the Board October 22, 2021

Moved, Seconded, Carried 5-0

Members Forum

Residents were afforded the opportunity to express their general concerns and make comments. No Comments were made.

Treasurer's Report: Ron Schwartz

Ron Schwartz gave the following report:

NOV 2021 MUTUAL 48 TREASURER REPORT

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Financial Report as of---9/30/2021

	June	JULY	AUG	SEPT
operating fund balance	\$37,943	\$34,719	\$44,239	\$38,975
reserve fund balance	\$518,133	\$532,439	\$546,851	\$561,261

Petty Cash Fund: \$659.99

on loan, reserve fund to operating \$75,000 (to be paid back in Oct statement)

Investments (Reserve fund) \$200,000

Receivables-- \$8732 plus \$1115 (?)

items to watch:

Landscape moves dollars from operating to reserve **

PG & E SEPT: YTD Actual \$7567. YTD budget \$4293 (looks like rates, not usage)

WATER SEPT: YTD Actual \$46,983. YTD BUDGET **SHOULD BE** \$54,105

ACTUAL VS BUDGET (YTD)

Operating: Favorable \$11,203 **

Reserve: YTD spent \$18,139, Annual Budget \$78,500

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

Moved, Seconded, Carried 5-0

The Board made a motion to place a lien on the account #14227_048-048-016.

Moved, Seconded, Carried 5-0

Landscape Report: Sonya Ford

The Board reviewed the Standardized Mutual Landscape Policy provided by Rebecca Pollon. No motion was taken.

The Board made a motion to renew the landscape contract with Terra Landscape for 5-years.

Moved, Seconded, Carried 5-0

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Building Maintenance Report: Rick West & Richard Pancoast

Building Maintenance Manager Rick West gave the following report:

INFORMATION ITEMS: Work scheduled, In Progress or Completed

1. 3306 PT #3B - Balcony Deck New Excel Waterproof Coating Project.

Contractors: GBG –Total cost to date \$9,035.83.00

Board voted NTE \$6,500.00 but two additional Change orders came in for \$2,535.83 This was due to the discovery of beam dry rot issues.

This was inspected and approved by The Structural Engineer from FWC.

Work on this project is currently in progress.

2. 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 is ordering multiple types of temporary restraint systems for the roofers to try.

(Project on hold pending temporary Anchor purchase).

Solar Committee

David Vereeke reported that the meter that stopped working was successfully replaced.

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.

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Next Board Meeting

The next Board Meeting is scheduled for Wednesday, December 15, 2021, at MOD Large Conference Room.

Adjournment

President Ford adjourned the regular meeting at 2:52 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

**Interim Assistant Secretary
Mutual 48**