

# WALNUT CREEK MUTUAL NO. FORTY-EIGHT

REGULAR MEETING MINUTES OF THE BOARD  
WEDNESDAY, AUGUST 17<sup>th</sup>, 2022, 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 2:00 pm.

## Roll Call

### **Directors:**

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

### **Directors Absent:**

Richard Pancoast, Vice President

### **Committees:**

Sonya Ford, Landscape Maintenance  
Richard Pancoast, Building Maintenance/Alterations (Absent)  
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 and Rick West, Building Maintenance Manager

## Approval of Meeting Minutes

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

- a. Regular Board Meeting of July 20<sup>th</sup>, 2022.

A motion was made to approve the aforementioned minutes.

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

## Members Forum

No comments were made.

## Treasurer's Report: Ron Schwartz

Ron Schwartz gave the following report:

### **AUG 2022 MUTUAL 48 TREASURER REPORT**

Financial Report as of--06/30/2022

	<b>DEC</b>	<b>APRIL</b>	<b>MAY</b>	<b>JUNE</b>	<b>JULY</b>
Operating fund balance	\$45,125	\$79,874	\$83,902	\$105,655	

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Reserve fund balance      \$587,087      \$645,612      \$656,011      \$657,393

Petty Cash Fund: \$1,143.91  
Investments (Reserve fund) \$200,094.61  
Borrowed from Reserves: \$17,420  
Receivables-- \$473.09

## ACTUAL VS BUDGET

Operating Expense: YTD **favorable** by \$9,200  
Water budget incorrect

Reserve: YTD spent \$32,476, Annual Budget \$146,980

## EXPENSES OF INTEREST

CC&R

LEGAL                      \$3,928 + \$446.25  
Recording fees          \$335.00  
Printing/mailing      \$2,341 + \$39.60 + \$1447.40

## PENDING INCOME

--Excess insurance commission allocation: \$10,388 -----applied in June  
--GRF surplus refund to mutuals: \$25,181  
--2021 MOD surplus to mutuals \$9,043.33  
--PG&E claims damage refund payment (allocated to "road repair", etc...): \$36,760

## NOTES:

All elevator expenses in operating (move \$8992 from Reserve) (not done for June)

PG&E Damage Refund—Please assure all related repair bills in 2022 are marked as "off-set to PG&E funding" AND CODED TO 048-27005-10

Collection—no action by board members, all collections through Accounting (SB 908 applies)  
HOWEVER a license is not required for routine assessment collection reminders. GRF may bill and receive payments in the normal course of business, which may include sending reminders for past due assessment amounts not seriously delinquent.

A motion was made to certify that the Mutual is in compliance with § 5500 by review of the June 31<sup>st</sup>, 2022, Financial Report.

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

## Landscape Report: Sonya Ford & John Tawastajerna

No report was given.

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## Building Maintenance Report: Rick West & Richard Pancoast

Rick West presented the following report:

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

**1. Asphalt Sealcoat / Slurry Coat - Estimates presented to the Board for Discussion.**

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

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

Contractors: SVP Estimates – Entry 20 \$6,600.00 / Entry 19 \$4,800.00.

BDP Estimates - Entry 20 \$5,554.00 / Entry 19 \$4,994.00.

**(Presented to the Board for further discussion).**

A motion was made to approve the contract with Black Diamond Paving in the amount of \$11,825 to seal coat entry 19 and 20. Estimate to be confirmed for repair work.

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

**2. 64 Interior and 13 exterior Electrical Panel inspections are out to Bid.**

Contractors: KR Electric / Pure Electric

Estimates to be provided to the Board for approval.

Pure Electric Estimate \$32,545.00 / KR Electric \$18,860.00

*This matter has been tabled for future discussion.*

**3. 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.

**(Schedule for August / September).**

**4. Roof Tune Up - Tile replacement. Missing or cracked tile. Replacement of any Damaged paper or felt material as needed. This project included all 9 Buildings and Garages.**

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

MOD utilized a temporary restraint system for the roofers.

**(Work has been completed).**

**5. East Bay Pump and Equipment contract to be approved by the Board.**

**(Cost \$14,300.00).**

**(Sonya in negotiations with EBP&E for additional pump issues).**

*All work is completed, and equipment is fully functioning.*

## Solar Committee

No report was given.

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## **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.

## **New Business**

No new business.

## **Next Board Meeting**

The next Board Meeting is scheduled for Wednesday, September 21<sup>st</sup>, 2022, in the MOD Large Conference Room.

## **Adjournment**

President Ford adjourned the regular meeting at 3:01 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**