

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

**REGULAR MEETING MINUTES OF THE BOARD  
WEDNESDAY, AUGUST 19, 2020 AT 2:00PM  
ZOOM MEETING**

**Call to Order**

President Ford called the meeting to order at 2:01 pm.

**Roll Call**

**Directors Present:** Sonya Ford, President  
Richard Pancoast, Vice President  
Ron Schwartz, Treasurer  
Ellen Russell, Secretary  
Bruce MacLeod, Director

**Committees:** Sonya Ford, Landscape Maintenance  
Richard Pancoast, Building Maintenance/Alterations  
Trudi Garland, Hospitality - absent  
John Mosher, Emergency Preparedness - absent  
David Vereeke, EVCS Committee & Solar  
Tim Andrews, Recycling & Waste Champion

**Also Present:** Paul Donner, Mutual Operations Director; Rick West, Building Maintenance Manager; and Kelly Maki, Board Services Coordinator

**Approval of Meeting Minutes**

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

Regular Meeting of the Board ..... July15, 2020

The Board made a motion to approve the above minutes.

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

**Members Forum**

Residents were afforded the opportunity to express their general concerns and make comments.

**Treasurer’s Report: Ron Schwartz**

**JULY 2020--MUTUAL 48 TREASURER REPORT**

	<b>MAY</b>	<b>JUNE</b>	<b>JULY</b>
operating fund balance	\$33,382	\$35,579	\$27,762
reserve fund balance	\$411,182	\$421,192	\$434,899

Petty Cash Fund: \$1402.89 (-\$228.30 for fire safety)

**items to watch:**

# WALNUT CREEK MUTUAL NO. FORTY-EIGHT

INSURANCE YTD over budget \$5,244

Water (based on revised monthly budget) YTD unfavorable \$7516.73

Telephone (2 phones) YTD cost \$4726 (\$678 this month) waiting for comcast to take over

**OTHER expected/estimated expenses:**

new deck inspection expenses-----\$54,600--+inflation rate

Update of CC & R; by laws, policies-----\$8000

Repainting decks/railings -----\$23,500

Annual termite service---\$3500-\$5600

Elevators-; cost of equip for "drop" in emergency, maintenance on 3324, new contracts

**(Rick is on this) (plus demo of emerg drop in a no power situation)**

**investment in reserve fund**

First 90-day CD for \$100,000 purchased in Aug

**RESERVE FUND**

	<u>\$ CURRENT MONTH</u>	<u>\$ YEAR TO DATE</u>	<u>TOTAL YEAR BUDGET</u>
REVENUE	13,857	101,803	165,562
 EXPENSES			
bldg main	0	7,621	54,100
landscape	104	5,619	31,500
elevator	0	54,866	147,500
prof serv	46	321	550
 TOTAL	 150	 68,427	 233,650
DIFF			(68,088)

A motion was made to certify that the Mutual is on compliance with §5500 by review of the July 31, 2020 Financial Report.

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

**Landscape Report: Sonya Ford**

The Board discussed electric blowers and their noise, power, length of battery use, cost efficiency, and labor intensity.

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

Building Maintenance Manager Rick West reported the following:

**PENDING ITEMS: Proposal Review for Approval**

## WALNUT CREEK MUTUAL NO. FORTY-EIGHT

1. Termite Treatment plan estimate from Kingsway. Inspection of all 9 building subareas and 11 carport exteriors \$3,500.00. Reinspect every 5-7 years. A motion was made to approve the estimate.

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

2. Senate Bill SB 326 - Raised Component Structural Engineer Inspections to be completed by January 1st, 2025. The three companies were FWC, FIG and Design Everest. Discussion of completing this inspection in two phases over two years. A motion was made to approve the contract with FWC in the amount of \$56,800 for two phases: 2022 & 2023.

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

3. 3306 Copper Pipe: It was announced that there was a domestic leak in a copper pipe at 3306 under the concrete, in the utility closet and a work order will be approved for the repair in the amount of \$2,840.00.

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

1. Repainting of Deck, Breezeway railings and Mailboxes. Contractor: CVP Cost \$23,500. (painting will start day after Labor Day, 72hr notices will be posted)

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

David Vereeke reported that there was very little usage this month.

### **Solar Committee**

David Vereeke reported that he is getting all the solar documents from Norm King and will review them. The committee will discuss simplifying the billing process. Phase III of the solar project has been on hold due to COVID.

### **Hospitality Committee**

No report was given

### **Emergency Preparedness Committee**

No report was given.

### **Recycling and Waste Champion**

Tim Andrews asked the Board if further pressure washing of the trash enclosures should take place now that 3306 and 3266 have been completed. Tim requested that he be notified if a sign needs to be replaced.

### **Old Business:**

- a) **Bylaws and CC&Rs update:** The Board discussed the contract for the Bylaws and CC&Rs Update. Sonya will be the point of contact with Melissa Ward. A retainer fee of \$3000 is needed to start the project.

### **New Business**

- a) **Resignation of Norm King as Chair of Solar Committee & Appointment of**

## WALNUT CREEK MUTUAL NO. FORTY-EIGHT

**David Vereeke as Chair:** A motion was made to appoint David Vereeke as the Chair of the Solar committee to replace Norm King. The board expressed great thanks to Norm for a great job.

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

- b) Policy Update Discussion:** The Board discussed the need to update the policies after the Bylaw and CC&R revision is complete.

### **Next Board Meeting**

The next Meeting will be held on Wednesday, September 16, 2020 at 2:00 pm via Zoom.

### **Adjournment**

President Ford adjourned the regular meeting at 3:24 pm.

### **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.



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**Assistant Secretary  
Mutual 48**