

WALNUT CREEK MUTUAL NO. FORTY-EIGHT

REGULAR MEETING MINUTES OF THE BOARD
WEDNESDAY, DECEMBER 21st, 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 2:01 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 (Absent)

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:

- a. Regular Board Meeting of November 16th, 2022.

A motion was made to approve the aforementioned minutes.

Moved, Seconded, Carried 5-0

Members Forum

No comments were made.

President Ford announced that Dave Vereeke has decided to step down from Board.

Treasurer's Report: Ron Schwartz

Ron Schwartz gave the following report:

DEC 2022 MUTUAL 48 TREASURER REPORT

Financial Report as of---10/31/2022

DEC

JULY

AUG

SEPT

OCT

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Operating fund balance	\$45,125	\$131,364	\$140,950	\$139,640	\$149,225
Reserve fund balance	\$587,087	\$651,557	\$690,907	\$695,093	\$705,322

Petty Cash Fund: \$751.81
Investments (Reserve Fund) \$201,169.91
Borrowed from Reserves: \$17,383 (NEED TO CLEAR IN 2022)
Receivables-- 0

ACTUAL VS BUDGET

Operating Expense: YTD **favorable** by \$5020
Water budget understated by \$2568

Reserve:
AUG YTD spent \$53,184 Annual Budget \$146,980

EXPENSES OF INTEREST

--PG&E claims damage refund payment (allocated to "road repair", etc...): \$36,760
PG&E Damage Refund—Please assure all related repair bills are marked as "off-set to
PG&E funding" AND CODED TO 048-27005-10
Contracted, \$23,700 for road work-COMPLETED

---pending
Resurface roadways (2023 due to weather)
bill for deck inspection due for entry 19 decks-----remainder of "deck" inspection/work in 2023

NOTES:

Need to determine improve investment for approx. \$300,000 in reserve fund

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

Moved, Seconded, Carried 5-0

Landscape Report: Sonya Ford & John Tawastajerna

No report was made.

Building Maintenance Report: Rick West & Richard Pancoast

Rick West presented the following report:

INFORMATION ITEMS: Work scheduled, In Progress or Completed

- 1 Asphalt Repairs and Sealcoat Project Entry 19 & 20 - Contractor: Black Diamond Paving.**

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Total cost of \$17,379.00.

Contract signed but rescheduled for 2023.

1. 64 Interior and 13 exterior Electrical Panel inspections.

THG recommends conducting these inspections every 10 years.

Contractors: KR Electric / Pure Electric

Estimates were provided to the Board for consideration.

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

Project currently on hold.

2. 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.

FWC will send list of resident units that were not accessible.

These missed units will be rescheduled for 2023 inspection if not available.

FWC sent Phase I report. Reviewing for SOW to go out to bid early 2023.

3. 3318 PT 3A – In wall Drain Line Leak due to Rodent activity.

Contractors: AMAC, Steamatic , Pest Control.

Clean up / Dry out / Put back Estimates to be presented to the Board.

4. 3324 PT 4B Shower pan Gasket leak. Contractors: Davis Plumbing / ASM.

Davis to complete plumbing repairs. ASM to complete dry out and sheetrock / texture / paint.

Mutual Board to revise plumbing policy to add specific missing details.

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.

New Business

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1. A motion was made for establish a 2-month AD-HOC committee to revise the plumbing policy, Richard Pancoast will chair the committee.

Moved, Seconded, Carried 5-0

Next Board Meeting

The next Board Meeting is scheduled for Wednesday, January 18th, 2023, in the MOD Large Conference Room.

Adjournment

President Ford adjourned the regular meeting at 3:21 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

**Assistant Secretary
Mutual 48**