

WALNUT CREEK MUTUAL NO. FORTY-EIGHT

REGULAR MEETING MINUTES OF THE BOARD WEDNESDAY, FEBRUARY 15TH, 2023, 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
Rick Boyer, Secretary
Ron Schwartz, Treasurer
David Bartlett, Director at Large

Committees:

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

Also Present: Paul Donner, Mutual Operations Director; Rick West, Building Maintenance Manager, John Tawastjerna, Landscape 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 January 18th, 2023
- b. Special Meeting of February 1st, 2023

A motion was made to approve the aforementioned minutes.

Moved, Seconded, Carried 5-0

Members Forum

No comments were made.

Treasurer's Report: Ron Schwartz

Ron Schwartz gave the following report:

FEB 2023 MUTUAL 48 TREASURER REPORT

Financial Report as of--12/31/2022

	DEC	SEPT	OCT	NOV	DEC
Operating fund balance	\$45,125	\$139,640	\$149,225	\$141,763	\$150,180

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Reserve fund balance \$587,087 \$695,093 \$705,322 \$716,151 \$730,314

Petty Cash Fund: \$976.89

Investments (Reserve Fund) \$202,220

Borrowed from Reserves: 0 (in 2023=\$25,000)

Receivable: \$7831.93

ACTUAL VS BUDGET

Operating Expense: YTD **unfavorable** by \$3864

Reserve: DEC YTD spent \$64,123 Annual Budget \$146,980

INCOME:

EV charger expenses for 2022 rcvd

Solar expenses for 2022 pending.

EXPENSES OF INTEREST

IN 2022

One-time misc. income: \$71,000

Major MISC Expenses

Water pumps and back flow: \$13,850

Test Elevators for weight: \$7,800 (schedule again in 2027)

Fire safety: \$3,400

Revised CC&R: \$10,800

Other

Water over budget by \$15,500

NOTES:

--PG&E claims damage refund payment: \$36,760

Assure all related repair bills are marked as "off-set to PG&E funding"; CODED 048-27005-10 Contracted, \$24,800 for road work-COMPLETED (new road damage in Dec/Jan Storms)

---pending

Resurface roadways (2023 due to weather)

bill for deck inspection due for entry 19 decks

work estimates due.

"deck" inspection/work for entry 20 pending

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

Moved, Seconded, Carried 5-0

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Landscape Report: Sonya Ford & John Tawastajerna

John Tawaststjerna reported that M48 has 7 days in April, 3 in July, and 3 in Sept. Irrigation controllers now under contract. The Mutual will receive monthly billing of \$193.62 through March. Starting in April, it will be \$95.70 monthly.

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.

Total cost of \$17,379.00.

Contract signed scheduled for 2023.

2. 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.

A motion was made to approve the inspection of 13 exterior electrical panels not to exceed \$5k.

Moved, Seconded, Carried 5-0

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. 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.

4. 3318 PT 3A – In wall Drain Line Leak. Contractors: AMAC, Steamatic, MOD.

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

MUTUAL RESPONSIBILITY, REPAIR DAMAGED FRAMING FROM LEAKING ABS PIPE, PER ENGINEER DRAWINGS

-REPAIR ALL ROTTED 2X4 FRAMING -SUPPLY AND INSTALL NEW SHEAR WALL -REMOVE AND REPLACE SOFFIT

-SUPPLY AND INSTALL NEW 2X4 FRAMING -SUPPLY AND INSTALL NEW INSULATION ON EXTERIOR

WALL AND PARTY WALL -SUPPLY AND INSTALL NEW 5/8" DRYWALL ON SOFFIT -SUPPLY AND INSTALL NEW

1/2" DRYWALL ON WALLS -TAPE, TOP, AND TEXTURE TO MATCH -PRIME AND PAINT WALLS AND CEILING

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-FINAL CLEANING -DISPOSAL OF ALL TRASH AND DEBRIS AT LOCAL WASTE FACILITY
-TOTAL COST 9,856.00

5. 3250 PT 1B - Replace three concrete stair stringers. Mutual has stair stringers but are 2in longer.

We would have to modify them by cutting an inch on both sides. Need to weld prep area and weld six "L" brackets then weld stringers to brackets. Paint touch up as needed.
Contractor: Five Star COST \$2,685.00

6. 3282 PT 1A -SET UP PLASTIC PROTECTION 125.00 -SUPPLY AND INSTALL NEW DRYWALL AND INSULATION

WHERE REMOVED 295.00 -TAPE, TOP, AND TEXTURE DRYWALL TO MATCH 225.00
-SUPPLY AND INSTALL NEW BASEBOARDS WERE REMOVED 65.00 -PRIME AND PAINT TO MATCH 275.00
-FINAL CLEAN AND DISPOSAL OF ALL TRASH AND DEBRIS AT LOCAL WASTE FACILITY 165.00
Total Cost \$1,150.00

Solar Committee

Four residents interested in Phase 4. Costs and feasibility of another install to be determined by Solar Technologies.

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:

- a. Review of Maintenance, EV, and Solar Policies:
 - i. A motion was made to approve the proposed EV policy and send to the residents for the required 28-day comment period.
Moved, Seconded, Carried 5-0
 - ii. A motion was made to approve the proposed plumbing addition to policy 3 and send to the residents for the required 28-day comment period.
Moved, Seconded, Carried 5-0

New Business

- a. Appointment of Evan Spinrod as Inspector of Elections - 2023
Moved, Seconded, Carried 5-0

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Next Board Meeting

The next Board Meeting is scheduled for Wednesday, March 15th, 2023, via zoom.

Adjournment

President Ford adjourned the regular meeting at 4:01 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

**Assistant Secretary
Mutual 48**

DRAFT