

WALNUT CREEK MUTUAL NO. FORTY-EIGHT

REGULAR MEETING MINUTES OF THE BOARD
WEDNESDAY, FEBRUARY 17, 2021 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
Ron Schwartz, Treasurer
Ellen Russell, Secretary - **absent**
Bruce MacLeod, Director - **absent**

Committees: Sonya Ford, Landscape Maintenance
Richard Pancoast, Building Maintenance/Alterations
Kathleen Stumpf, Social - **absent**
John Mosher, Emergency Preparedness - **absent**
David Vereeke, EVCS Committee & Solar - **absent**
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 January 20, 2021

The Board made a motion to approve the January 20th minutes.

Moved, Seconded, Carried 3-0

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:

**FEB 2021 MUTUAL 48 TREASURER REPORT
Preliminary Financial Report--12/31/2020**

	DEC	JAN
operating fund balance	<\$12,821>	
reserve fund balance	\$445,611	

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Petty Cash Fund: \$851.58

items to watch:

INSURANCE YTD \$91,922

Water-- incorrect allocation of Jan 2012 bill back to Dec 2020

Telephone YTD \$7,956 (includes bill from COMCAST at \$144 for **DEC**)

Expense rebate to Mutual

EV charger -- \$209.35

Solar Expense -- \$527.60

Expenses of interest

copper pipe-3306: \$2840 in 2021

SB 326--- \$67,000 budgeted in Reserve 2021 and 2022

review of legal items Spent YTD \$3554 operating, plus \$ in 2021=

RESERVE FUND

	<u>\$ CURRENT</u> <u>MONTH</u>	<u>\$ YEAR TO DATE</u>	<u>TOTAL YEAR</u> <u>BUDGET</u>
REVENUE	13,825	170,221	
EXPENSES			
bldg main	319	42,552	
landscape	128	8,924	
elevator	0	74,826	
prof serv	46	550	
TOTAL	492	126,852	233,650

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

Moved, Seconded, Carried 3-0

Landscape Report: Sonya Ford

Sonya Ford had no report to give this month.

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. Five Star to complete repair work from Kingsway inspection report. To repair any water

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leaks or wood damage under Buildings. 3258 Item # 1C 3266 Item # 1D 3282 Item # 1D 3306 Item # 1C3 3324 Item # 1A 3324 Item # 1D 3340 Items # 1E 3266 Item # 2A 3324 Item # 1F. Five Star hired to complete work as Time and Material Project. (Five Star to send detailed report of findings).

2. 3306 PT Cooper Pipe and Ball House Replacement in exterior utility Closet. Contractor: Five Star -Cost \$2,840.00. (Five Star to put out notices and schedule the water shut off).
3. 3306 PT 1A - Emergency work on unit water leak due to damaged drainpipe in the wall. Contractor: Five Star - Interior repairs Est \$2,695.00. Exterior repairs Est. \$1,430.00. (Work is in progress).
4. 3318 / 3324 PT Elevator Hand Railing. Contractor: Eagle Iron to install two new handrails leading to Elevator mechanical rooms. Cost \$830.00 for both. Will be painted by MOD. (Materials are on order)
5. 3324 PT New Elevator mechanical room metal door with vent Contractor: Alhumada Construction. Est. \$1,826.00.

Solar Committee

Dave Vereeke had no report to give this month.

EVCS – Electric Vehicle Charge Station Committee

Dave Vereeke had no report to give this month.

Emergency Preparedness Committee

John Mosher had no report to give this month.

Recycling and Waste Champion

Tim Andrews had no report to give this month.

Social Report

Kathleen Stumpfel no report to give this month.

New Business

Approval of Updated GRF Management Contract: The Board discussed the Updated GRF Management Contract, and the item was table for discussion at a later date.

Next Board Meeting

The next regular Meeting will be held on Wednesday, March 17, 2021 at 2:00 pm via Zoom.

Adjournment

President Ford adjourned the regular meeting at 2:53 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.

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Kelly Maki

**Assistant Secretary
Mutual 48**