

WALNUT CREEK MUTUAL NO. FORTY-EIGHT

REGULAR MEETING MINUTES OF THE BOARD
WEDNESDAY, JANUARY 18th, 2023, 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 2:05 pm.

Roll Call

Directors:

Sonya Ford, President
Richard Pancoast, Vice President
Ron Schwartz, Treasurer
David Bartlett, Director at Large

Committees:

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

Also Present: Paul Donner, Mutual Operations Director; Rick West, Building Maintenance Manager and John Tawastjerna, Landscape Manager.

Approval of Meeting Minutes

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

- a. Regular Board Meeting of December 21st, 2022.

A motion was made to approve the aforementioned minutes.

Moved, Seconded, Carried 4-0

New Business:

- a. Appointment of Rick Boyer to the Board of Directors

A motion was made to appoint Rick Boyer to the Board vacancy until the end of term, 2025.
David Vereeke resigned in December 2022.

Moved, Seconded, Carried 4-0

- b. Appointment of Alice Lowe as the Social Committee Chair

A motion was made to appoint Alice Lowe as the Social Committee Chair.

Moved, Seconded, Carried 4-0

- c. Policy Update

Updates to be presented to the Board at the February meeting.

Old Business

- a. Status of Policy 3 Update

Policy 3 discussed. A few updates will be made, and it will be ready for Board approval in February.

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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:

JAN 2023 MUTUAL 48 TREASURER REPORT

Financial Report as of--11/30/2022

	DEC	SEPT	OCT	NOV	DEC
Operating fund balance	\$45,125	\$139,640	\$149,225	\$141,763	
Reserve fund balance	\$587,087	\$695,093	\$705,322	\$716,151	

Petty Cash Fund: \$751.81

Investments (Reserve Fund) \$201,468.31

Borrowed from Reserves: 0

Receivable: \$8601.89 (\$7953 to be reversed from resident pay to mutual pay)

ACTUAL VS BUDGET

Operating Expense: YTD **unfavorable** by \$8833; (less \$2751 not in budget for water)

Reserve:

NOV YTD spent \$60,184 Annual Budget \$146,980

EXPENSES OF INTEREST

All stale (old) uncashed checks cleared out of our account.

\$4380 for "water heater replacement" in Reserves should be first invoices for 3318 works.

--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, \$23,700 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

NOTES:

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

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A motion was made to certify that the Mutual is in compliance with § 5500 by review of the November 30th, 2022, Financial Report.

Moved, Seconded, Carried 5-0

Landscape Report: Sonya Ford & John Tawastajerna

John Tawaststjerna reported that M48 rehab schedule will be sent via email to Landscape Chair. 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.
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.
Clean up / Dry out / Put back Estimates to be presented to the Board.
5. 3324 PT 4B Shower pan Gasket leak. Contractors: Davis Plumbing / ASM.
Davis completed plumbing repairs. ASM completed dry out and sheetrock repairs.

Paving and deck inspections to be scheduled for Spring or Summer. West is to provide a

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quote at Feb meeting for inspection of main electrical panels.

Solar Committee

Four residents interested in Phase 4. Costs and feasibility of another install to be determined by Solar Technologies. Solar committee will update solar policy and present at February meeting.

EVCS – Electric Vehicle Charge Station Committee

Electric Vehicle Policy to be updated in light of new laws and presented at next meeting.

Emergency Preparedness Committee

No report was given.

Recycling and Waste Champion

No report was given.

Social Report

Alice Lowe will work with recreation to reserve Holiday Party date.

Next Board Meeting

The next Board Meeting is scheduled for Wednesday, February 15th, 2023, in the MOD Large Conference Room.

Adjournment

President Ford adjourned the regular meeting at 3:48 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**