

WALNUT CREEK MUTUAL NO. FORTY-EIGHT

REGULAR MEETING MINUTES OF THE BOARD
WEDNESDAY, JULY 15, 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
Norm King, Solar - absent
Trudi Garland, Hospitality - absent
John Mosher, Emergency Preparedness - absent
David Vereeke, EVCS Committee - absent
Tim Andrews, Recycling & Waste Champion

Also Present: Paul Donner, Mutual Operations Director; Rick West, Building Maintenance Manager; Rebecca Pollon, Landscape 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 BoardJune 17, 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

	APRIL	MAY	JUNE
operating fund balance	\$33,306	\$33,382	\$35,579
reserve fund balance	\$400,733	\$411,182	\$421,192

Petty Cash Fund: \$1631.19

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items to watch:

Building Maintenance-operating (YTD over budget \$8,694)

INSURANCE YTD over budget \$3,456

Water (based on revised monthly budget) YTD unfavorable \$2185 --OK

Telephone (2 phones) YTD cost \$4048 - waiting to finalize change over

OTHER:

new deck inspection expenses (54,600-116,070) (budget for ????)

Update of CC & R; by laws, policies---legal expenses

Repainting decks/railings (20,400)

Elevators-new contracts; cost of equip for "drop" in emergency,
telephone costs,

CDs for investment--directions given to accounting

RESERVE FUND

	\$ CURRENT MONTH	\$ YEAR TO DATE	TOTAL YEAR BUDGET
REVENUE	13,830	73,378	165,562
EXPENSES			
bldg main	0	7,621	54,100
landscape	3620	5,515	31,500
elevator	172	54,866	147,500
prof serv	46	275	550
TOTAL	3,838	68,277	233,650
DIFF			(68,088)

A motion was made to certify that the Mutual is on compliance with §5500 by review of the June 30, 2020 Financial Report.

Moved, Seconded, Carried 5-0

Landscape Report: Sonya Ford

Sonya Ford reported that a request was received for a new bench at the top of the hill at 3306. It was decided that no bench will be added at this time.

Building Maintenance Report: Rick West & Richard Pancoast

Building Maintenance Manager Rick West reported the following:

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PENDING ITEMS: Proposal Review for Approval

1. Annual Termite Treatment estimate from Kingsway. (Proposals Presented to the Board for Approval).

INFORMATION ITEMS: Work scheduled, In Progress or Completed

1. Repainting of Deck, Breezeway railings and Mailboxes. Contractor: CVP Cost \$23,500. (CVP is scheduled to begin this project in August).
2. Senate Bill SB 326 - Raised Component Structural Engineer Inspections to be completed by January 1st, 2025. MOD sent out the SOW for this project to seven Engineering Companies. All but three companies declined to bid on this project. The three companies were FWC, FIG and Design Everest. Low bid was FWC at \$54,600.00. Currently Two mutuals have signed contracts with FWC to begin inspections in Spring 2021. - FWC GoTo meeting scheduled for 7-2-20. (Proposals Presented to the Board for Approval).

Solar Committee

No report was given.

Hospitality Committee

No report was given

Emergency Preparedness Committee

No report was given.

EVCS – Electric Vehicle Charge Station Committee

No report was given.

Recycling and Waste Champion

Tim Andrews reported that residents recently power washed two of the refuse areas. Republic Services will provide new labels for the bins. Tim announced that he takes new compost bins to new owners.

New Business:

- a) **Bylaws and CC&Rs update:** A motion was made to hire Melissa Ward for amending the Bylaws and CC&Rs.

Moved, Seconded, Carried 5-0

Next Board Meeting

The next Meeting will be held on Wednesday, August 19, 2020 at 2:00 pm via Zoom.

Adjournment

President Ford adjourned the regular meeting at 3:13 pm.

Secretary's Certificate

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I hereby certify that the foregoing is a true and correct copy of the minutes of the Board of Director's meeting.



**Assistant Secretary
Mutual 48**