



Walnut Creek Mutual No. Forty-Eight

**REGULAR MEETING MINUTES OF THE BOARD
WEDNESDAY, JULY 19th, 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 2:00 pm.

Roll Call

Directors:

Sonya Ford, President
David Bartlett, Vice President
Ron Schwartz, Treasurer
Rick Boyer, Secretary
Tim Andrews, Director at Large.

Committees:

Sonya Ford, Landscape Maintenance
Emergency Preparedness
David Vereeke, EVCS Committee & Solar
Tim Andrews, Recycling & Waster Champion
Alice Lowe, Social

Staff Present:

Paul Donner, Director of Mutual Operations
Jeroen Wright, Director of Mutual Operations
Rick West, Building Maintenance Manager
John Tawaststjerna, Landscape Manager
Victoria Thomas, Board Services Coordinator

Approval of Meeting Minutes

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

- a. Regular Meeting Minutes of June 21st, 2023

Rick Boyer made a motion, seconded by Dave Bartlett, 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:

May 2023 MUTUAL 48 TREASURER REPORT
Financial Report as of---3/31/2023



Walnut Creek Mutual No. Forty-Eight

	DEC (2022)	March	April	May
Operating fund balance	\$150,180	\$180,035	\$175,879	\$177,996
Reserve fund balance	\$730,314	\$768,182	\$775,766	\$795,169

Petty Cash Fund: \$830.44
 Investments (Reserve Fund) \$205,571.55
 Borrowed from Reserves: \$42,383
 Receivable: \$8116.36
 one resident \$7953.80

ACTUAL VS BUDGET

Operating Expense: YTD **favorable** by \$1,690
 Reserve: YTD spent \$40,783 Annual Budget \$122,516

NOTE: based on Project costs, reserve expenses are projected at \$217,300 (if the cost of all 2023 projects are billed and paid in 2023)

EXPENSES OF INTEREST

Water--\$13,512; budget \$29,585
 Rain Leaks (operating) YTD \$12,452
 building Maintenance YTD –Reserves:
 Carpentry-\$17,966

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.

Rick Boyer made a motion, seconded by Dave Bartlett, to certify compliance with Civil Code 5500.
Moved, seconded, Carried 5-0

Landscape Report: Sonya Ford & John Tawastajerna

Sonya Ford reported that members can request plant replacements with a deadline of September 1st.

Building Maintenance Report: Rick West

Rick West gave the following report:



Walnut Creek Mutual No. Forty-Eight

ACTION ITEMS: Proposals for review or Approval

1. 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 a 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. Scope of Work was sent out to Bid.

First phase Contactor Bid: GBG Proposal
\$ 32,532.21

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.
2. 13 exterior Main Electrical Panel inspection and Lube. Contractors: KR Electric. Board approved NTE \$5000.

KR Electric has completed the Authorized repair work.

3. 00656188 11/28/2022 ZAR Open Mutual Reserve 3258 PTARMIGAN DR. #4A REPLACED RUSTED DOWNSPOUT AT THIS LOCATION. 3258 PT 1A - Detach existing downspout and save for re-installation. Remove disconnected conduit and dispose. Note: Additional charge will be added if live wires. Break out an 8Ft wide x 12' Ft tall section of stucco where entry landing beam meets the wall and dispose. Remove (2) sheets of 1/2"x4'x10' CDX plywood and dispose. Inspect existing sheathing and framing conditions and report any adverse conditions back to management. Furnish and install (new) 2x4x10' DF trimmer studs were removed based on FWC engineers detail dated 04/17/2023. Furnish and install (new) MST27 strap based on FWC engineers detail dated 04/17/2023. Furnish and install (2) (new) 1/2"x4'x10' CDX struct 1 plywood sheathing where removed based on FWC engineers' detail dated 04/17/2023. Install (new) 2ply 60min building paper, self-furred wire lath, weep screeds, J-molds, and tie into existing building envelope. Furnish and apply approx. 100SF of (new) stucco and feather in (new) skip trowel texture. (2) times the repair amount to match as close as possible. Prime (new) stucco repairs. Paint (new) stucco repairs (2) times the repair amount in like color scheme (2) coats. Reset existing downspout. Interior of Garage: Furnish and install (new) 5/8"x4'x8' sheet of drywall where removed. Tape, top, and feather in (new) mechanically applied wall texture to blend in with existing. Prime (new) drywall repairs. Paint garage wall in like color scheme corner to corner for uniformity. Final clean-up of construction related debris. Contractor: GBG Total: \$ 11,613.34

Work is in progress.



Walnut Creek Mutual No. Forty-Eight

Rick Boyer made a motion, Dave Bartlett seconded, to accept the bid from ALP Construction for SB326 Raised Component Inspections not to exceed \$35,000.

Rick Boyer made a motion, and Tim Andrews seconded, to approve the GBG change order for 3258 1A not to exceed \$12k.

Moved, Seconded, Carried 4-0-1(Bartlett abstained)

San Francisco elevator is being looked at as a new vendor for elevator repairs.

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

Rick Boyer Boyer made a motion, Dave Bartlett seconded, to approve a picnic table installation in Entry 19.

Moved, Seconded, Carried 0-5 (Against)

Old Business:

- a. **Discussion of Policies 5, 6, 10, and 26:**
Reviewed all policies and some edits were suggested. Will discuss again with revisions in August.
- b. **Vote on all Finalized Revised Policies**
Tabled for August.

New Business

- a. **Lien to Resident with Unpaid Invoice, if not paid by July 31st – Acct #13009**
Sonya Ford made a motion, seconded by Rick Boyer, that if the money owed on account #13009 is not received by August 17th, 2023, the Board will send this account to a collection agency.
Moved, Seconded, Carried 5-0
- b. **Hiring Collection Agency if Needed for One Time Collection Issue**
Deferred until further notice.



Walnut Creek Mutual No. Forty-Eight

Next Board Meeting

The next scheduled meeting will be held on Wednesday, August 16th, 2023, at 2:00PM, in the MOD Large Conference Room.

Adjournment

President Ford adjourned the regular meeting at 3:34 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**