

# WALNUT CREEK MUTUAL NO. FORTY-EIGHT

REGULAR MEETING MINUTES OF THE BOARD  
WEDNESDAY, JULY 20<sup>th</sup>, 2022, 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  
Ron Schwartz, Treasurer  
Dave Vereeke, Secretary  
David Bartlett, Director at Large

### **Directors Absent:**

Richard Pancoast, Vice President

### **Committees:**

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

**Also Present:** Paul Donner, Mutual Operations Director; Rick West, Building Maintenance Manager; John Tawastajerna, 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 June 15<sup>th</sup>, 2022.

A motion was made to approve the aforementioned minutes.

**Moved, Seconded, Carried 4-0**

## **Members Forum**

No comments were made

## **Treasurer's Report: Ron Schwartz**

Ron Schwartz gave the following report:

## **July 2022 MUTUAL 48 TREASURER REPORT**

Financial Report as of---05/31/2022

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	<b>DEC</b>	<b>FEB</b>	<b>MARCH</b>	<b>APRIL</b>	<b>MAY</b>
Operating fund balance	\$45,125	\$58,615	\$67,373	\$79,874	\$83,902
Reserve fund balance	\$587,087	\$622,561	\$629,487	\$645,612	\$656,011

Petty Cash Fund: \$1,278.91  
Investments (Reserve fund) \$200,059.20  
Borrowed from Reserves: \$17,420  
Receivables-- \$473.09

## **ACTUAL VS BUDGET**

Operating Expense: YTD **unfavorable** by \$7,885  
(Reason: Insur 6000, Fire Ext-2500, plus elevators to be added)  
Water budget incorrect

Reserve: YTD spent \$17,233, Annual Budget \$146,980

## **PENDING INCOME**

--Excess insurance commission allocation: \$10,388  
--GRF surplus refund to mutuals: \$25,181  
--PG&E claims damage refund payment (allocated to "road repair", etc...): \$36,760

## **NOTES:**

All elevator expenses in operating (move \$8992 from Reserve)

PG&E Damage Refund—Please assure all related repair bills in 2022 are marked as "off-set to PG&E funding" AND CODED TO 048-27005-10

Collection—no action by board members, all collections through Accounting (SB 908 applies)  
HOWEVER a license is not required for routine assessment collection reminders. GRF may bill and receive payments in the normal course of business, which may include sending reminders for past due assessment amounts not seriously delinquent

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

**Moved, Seconded, Carried 4-0**

## **Landscape Report: Sonya Ford & John Tawastajerna**

John Tawastajerna provided the following report:

## **Mutual 48 Landscape Report**

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## MOD Days

- 8/1-8/3 (3 total days)
  - o Irrigation projects
    - System checks
    - System repairs
    - System upgrades

## Landscape Maintenance

- Deadheading of perennials
- Pruning of overgrown shrubs
- Crews are mowing the lawns every week
- Weed removal by hand and herbicide spray

## Future Landscape Plans

- Backflow installation
  - o Stock fee for 6" backflow waived
  - o Delivery expected on July 26<sup>th</sup>.
  - o If backflow is delivered on time, installation will be either the 28<sup>th</sup> or 29<sup>th</sup>
- Resale inspection
  - o 3324 Ptarmigan 3A
  - o Total Cost = \$2,000
  - o Mutual might have to build a small retaining wall in the future.

## Budget

- Landscape Rehab
  - o Total Budget - \$10,000.00
  - o YTD = \$5,769.66
  - o Remaining = \$4,230.34
- Tree Maintenance
  - o Total Budget - \$7,000.00
  - o YTD = \$250.00
  - o Remaining = \$6,750.00

## **Building Maintenance Report: Rick West & Richard Pancoast**

Rick West presented the following report:

**INFORMATION ITEMS: Work scheduled, In Progress or Completed**

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1. Asphalt Sealcoat / Slurry Coat - Estimates presented to the Board for Discussion.  
Entry 20 - 2022 Budget for Phase I –\$ 24,000.00 /  
Entry 19 - 2023 Budget for Phase I –\$ 24,000.00  
Contractors: SVP Estimates – Entry 20 \$6,600.00 / Entry 19 \$4,800.00.  
BDP Estimates - Entry 20 \$5,554.00 / Entry 19 \$4,994.00.  
(Presented to the Board for further discussion).  
*This topic is tabled.*
2. 64 Interior and 13 exterior Electrical Panel inspections are out to Bid.  
Contractors: KR Electric / Pure Electric  
Estimates to be provided to the Board for approval.  
Pure Electric Estimate \$32,545.00 / KR Electric \$18,860.00
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.  
(Schedule for August / September).
4. Roof Tune Up - Tile replacement. Missing or cracked tile. Replacement of any Damaged paper or felt material as needed. This project included all 9 Buildings and Garages.  
MOD Roofing Dept. was awarded this project for the estimated cost of \$7,777.00.  
MOD utilized a temporary restraint system for the roofers.  
(Project is scheduled to be completed on July 14<sup>TH</sup>).
5. East Bay Pump and Equipment contract to be approved by the Board.  
(Presented to the Board for ratification Cost \$14,300.00).

## Solar Committee

No report was given.

## EVCS – Electric Vehicle Charge Station Committee

No report was given.

## Emergency Preparedness Committee

John Mosher briefly demonstrated the firefighter equipment the committee has been collecting over the years. He advised the Board on possibly scheduling a demonstration on how to use all the equipment along with the Fire Department.

## Recycling and Waste Champion

No report was given.

## Social Report

No report was given.

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**Old Business**

No old business.

**New Business**

No new business.

**Next Board Meeting**

The next Board Meeting is scheduled for Wednesday, August 17<sup>th</sup>, 2022, in the MOD Large Conference Room.

**Adjournment**

President Ford adjourned the regular meeting at 3:00 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

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**Assistant Secretary  
Mutual 48**