

# WALNUT CREEK MUTUAL NO. FORTY-EIGHT

REGULAR MEETING MINUTES OF THE BOARD  
WEDNESDAY, JULY 21, 2021, 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  
Richard Pancoast, Vice President  
Ron Schwartz, Treasurer  
Dave Vereeke, Secretary  
Bruce MacLeod, Director

### **Committees:**

Sonya Ford, Landscape Maintenance  
Richard Pancoast, Building Maintenance/Alterations  
Kathleen Stumpf, 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 Christine Conti, Board Services Coordinator.

## Approval of Meeting Minutes

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

Regular Meeting of the Board.....June 16,2021

**Moved, Seconded, Carried 5-0**

## Members Forum

Residents were afforded the opportunity to express their general concerns and make comments. There were none.

## Treasurer's Report: Ron Schwartz

Ron Schwartz gave the following report:

### **JULY MUTUAL 48 TREASURER REPORT Preliminary Financial Report--12/31/2020 Financial Report as of---6/30/2021**

	<b>MARCH</b>	<b>APRIL</b>	<b>MAY</b>	<b>June</b>
operating fund balance	\$13,802	\$22,581	\$20,684	\$37,943
reserve fund balance	\$484,312	\$493,328	\$507,249	\$518,133

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Petty Cash Fund: \$659.99  
 on loan, reserve fund to operating \$105,000 (\$30,000 pay back pending)  
 Investments (Reserve fund) \$200,000 (to increase by \$50,000)  
 Receivables-- \$8,732.33

**items to watch:**

PG & E over budget \$1,661  
 WATER actual reported cost (YTD): \$17,827--Budget should be \$36,066 (6 months @ \$6012)  
 For 7 months-actual bills =\$34,022 for 2021

Credit for insurance commission rebate----\$7,888 applied

**OPERATING FUND (ytd)**

ACTUAL VS BUDGET (YTD): **UNDER** budget \$5,453

**EXPECTED RESERVE FUND EXPENSES**

Mutual share of fire (entry 22, Golden Rain) deductible  
 Roof tune up----\$7,777 (MOD)  
 Roof anchors for Personnel safety—OSHA guidelines  
 Additional legal expenses for document review and modifications

**RESERVE FUND**

	\$ CURRENT <u>MONTH</u>	\$ YEAR TO DATE <hr style="width: 50%; margin: 0 auto;"/>	TOTAL YEAR <u>BUDGET</u>
REVENUE	14,874	90,459	173,002
EXPENSES			
bldg main	3940	12,482	53,100
landscape	0	5107	24,800
prof serv	50	300	600
TOTAL	3990	17,899	78,500

A motion was made to certify that the Mutual is in compliance with §5500 by review of the June 2021 Financial Report.

**Moved, Seconded, Carried 5-0**

**Landscape Report: Sonya Ford**

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No report was given.

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

Building Maintenance Manager Rick West gave the following report:

### **ACTION ITEMS: Proposals for review or Approval**

1. **Building Roof Anchoring D Ring proposal per OSHA guidelines.**

**Contractors: Fiala Roofing – Estimate \$36,575.00 / A-ONE Construction – Estimate \$0.00**

**Cost from Fiala will include installation of 133 anchors at \$275 per anchor.**

**(Currently waiting for additional estimates).**

2. **3306 PT #3B - Balcony Deck New Excel Waterproof Coating Project.**

**Contractors: GBG – Estimate 6,347.00 / AMAC Estimate \$0.00**

**(Currently waiting for additional estimates).**

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

1. **Roof Tune Up - This Project is Out to Bid for completing any needed Tile replacement. Due to missing of cracked tile. Also, replacement of any torn paper or felt material as needed.**

**This project will include all 9 Buildings and Garages.**

**MOD Roofing Dept. was awarded this project for the estimated cost of \$7,777.00.**

**(Project on hold pending Anchor installation).**

## **Solar Committee**

Dave Vereeke reported that the Mutual is still waiting for PG&E sign off and activation of panels. Estimated to happen by the end of July.

## **EVCS – Electric Vehicle Charge Station Committee**

No report was given.

## **Emergency Preparedness Committee**

No report was given.

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## **Recycling and Waste Champion**

No report was given.

## **Social Report.**

No report was given.

## **Old Business**

**Governing Documents – Update:** The committee met with attorney Melissa and discussed change to first draft. Melissa will now prepare second draft.

## **New Business**

None

## **Next Board Meeting**

The next Board Meeting is scheduled for Wednesday, August 18, 2021, via Zoom.

## **Adjournment**

President Ford adjourned the regular meeting at 2:45 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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**Interim Assistant Secretary  
Mutual 48**