

WALNUT CREEK MUTUAL NO. FORTY-EIGHT

REGULAR MEETING MINUTES OF THE BOARD WEDNESDAY, JUNE 17, 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

Directors Absent: Bruce MacLeod, Director

Committees: Sonya Ford, Landscape Maintenance
Richard Pancoast, Building Maintenance/Alterations
Norm King, Solar
Trudi Garland, Hospitality - Absent
John Mosher, Emergency Preparedness - absent
David Vereeke, EVCS Committee
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 Board May 20, 2020

The Board made a motion to approve the above minutes.

Moved, Seconded, Carried 4-0

Members Forum

Residents were afforded the opportunity to express their general concerns and make comments.

Treasurer's Report: Ron Schwartz

JUNE 2020--MUTUAL 48 TREASURER REPORT

	MARCH	APRIL	MAY
operating fund balance	\$22,931	\$33,306	\$33,382
reserve fund balance	\$387,657	\$400,733	\$411,182

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Petty Cash Fund: \$1651.19

items to watch:

Building Maint-operating (YTD over budget \$6560)
 INSURANCE YTD cost: \$34,058 on budget-due to refund
 Water (based on revised monthly budget) YTD unfavorable \$2144
 Telephone (2 phones) YTD cost \$3384 **waiting for MOD to address**

OTHER:

new deck inspection expenses (54,600-116,070)
 Update of CC & R; by laws, policies---legal expenses
 Repainting decks/railings (20,400)

RESERVE FUND

	<u>\$ CURRENT</u> <u>MONTH</u>	<u>\$ YEAR TO DATE</u>	<u>TOTAL YEAR</u> <u>BUDGET</u>
REVENUE	13,830	73,378	165,562
EXPENSES			
bldg main	-26,665	7,621	54,100
landscape	0	1,895	31,500
elevator	30,000	54,694	147,500
prof serv	46	229	550
TOTAL	218	61,058	233,650
DIFF			(68,088)

A motion was made to assign discretion to the Treasurer and President for re-investing CD's that have matured for the reserve fund.

Moved, Seconded, Carried 4-0

A motion was made to certify that the Mutual is on compliance with §5500 by review of the May 31, 2020 Financial Report.

Moved, Seconded, Carried 4-0

Landscape Report: Sonya Ford

Sonya Ford reported that Rehab work is now finished. Some re-planting will take place in the Fall.

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. Repainting of Deck / Breezeway railings. Bidding Contractors: SVP / Whit's Painting / Five Star / AMS / ALP.
(Received 5 Bids SVP was the lowest bid at \$20,410.00 Presented to the board for approval).
A motion was made to approve the contract with SVP, adding in painting of the mailboxes to the scope of work, at a cost not to exceed \$22,000.
Moved, Seconded, Carried 4-0
2. Senate Bill SB326 - Structural Engineers inspection of elevated mutual components - Companies bidding on this project: FWC, FIG, Bluestone Engineering. We have received two proposals to date - FWC \$54,600.00 / FIG \$116,070.00. Bids do not include destructive testing put back costs.
(Sending estimates to THG for new Reserve funding of this project).
Representatives of the Board will join a zoom meeting set up with MOD and FWC prior to any decisions on the bids.

INFORMATION ITEMS: Work scheduled, In Progress or Completed

1. Some decks found to be stained from rusty water run-off from deck railings above. Scheduled to pressure wash all affected decks.
(The Board decided not to pressure wash).
2. 3318 PT #4B Damp Ceiling sheetrock. After extensive investigation and water testing
Leak was never found or reproduced. Put-Back estimate to repair ceiling presented to the board. (Work in Progress).

Solar Committee

Norm King reported that 2 inverters are out at 3340 and that Phase III is on hold due to COVID-19.

Hospitality Committee

It was reported that there will not be a summer picnic on July 25 due to COVID-19 and the Annual Dinner is yet to be determined.

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 the Mutual has the option of doing trash can cleanings by a company called "Nice Cans". There will be a can cleaning done at 3306 as a test run of their service for the Board to consider for future cleanings in all trash enclosures.

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Old Business:

- a) **Bylaws and CC&Rs update:** The Board continued to discuss revising their governing documents. A list is being compiled of areas of the documents that should be revised and any questions that may arise.

Next Board Meeting

The next Meeting will be held on Wednesday, July 15, 2020 at 2:00 pm via Zoom.

Adjournment

President Ford adjourned the regular meeting at 3:38 pm.

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.



**Assistant Secretary
Mutual 48**