



Walnut Creek Mutual No. Forty-Eight

REGULAR MEETING MINUTES OF THE BOARD  
WEDNESDAY, JUNE 19<sup>th</sup>, 2024, AT 2:00PM  
**ZOOM MEETING AND IN-PERSON**  
MOD – LARGE CONFERENCE ROOM  
800 ROCKVIEW DR – WALNUT CREEK, CA 94595

**Call to Order**

President Ford called the meeting to order at 2:04 pm.

**Roll Call**

**Directors:**

Sonya Ford, President  
David Bartlett, Vice President  
Tim Andrews, Secretary  
Judy Rolke, Director at Large  
Rick Boyer, Treasurer

**Committees:**

Landscape: Sonya Ford  
Maintenance: Sonya Ford  
EV: David Vereeke (*absent*)  
Solar: Rick Boyer  
Recycling and Waste: Tim Andrews  
Social: Alice Lowe (*absent*)

**Staff Present:**

Jeroen Wright, Mutual Operations Director  
Todd Arterburn, Chief Financial Officer  
Rick West, Sr. Building Maintenance Manager  
John Tawaststjerna, Landscape Manager  
Charice Jimenez, Interim Board Services Coordinator

**Members Forum**

No comments.

**Approval of Meeting Minutes**

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

- a. Regular Meeting Minutes of May 15<sup>th</sup>, 2024



## Walnut Creek Mutual No. Forty-Eight

Rick Boyer made a motion, seconded by Sonya Ford, to approve the aforementioned minutes.

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

### **Treasurer's Report: Rick Boyer**

Rick Boyer reviewed the April and May financials.

Rick Boyer made a motion, seconded by Tim Andrews, to certify compliance with Civil Code 5500 that the April financial had been reviewed by the Board.

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

Rick Boyer made a motion, seconded by Tim Andrews, to certify compliance with Civil Code 5500, that the May financial had been reviewed by the Board.

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

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

President Ford explained the duties involved in being the landscape chair.

John Twaststjerna spoke on building clearance, safety, and fire danger this season. .

David Bartlett expressed dissatisfaction with the boxwood trimming in entry 19. John Twaststjerna and Terra will visit the boxwood area.

### **Building Maintenance Report: Rick West and Sonya Ford**

Rick West gave the following report:



## Walnut Creek Mutual No. Forty-Eight

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

1. **SB326 Raised Component Inspections. Contractor FWC.**  
Phase I - 2022 Inspection Cost \$28,144.00 / Phase II -2023 Inspection Cost \$28,736.00.  
Phase I & II inspections Completed, and reports received. Mutual 48 is now in SB326 Compliance.  
Phase I - Project was awarded to GBG Construction \$78,555.93 **Work Currently in Progress.**  
Phase II - Project was awarded to GBG Construction \$58,648.71 **Work Scheduled.**
  
2. **Asphalt Repairs and Sealcoat Project Entry 19 & 20 - Contractor: Black Diamond Paving.**  
Total cost of \$17,379.00 **Completed - E20 Monday, June 10 - E19 Monday, June 17.**
  
3. **Main Electrical Panel inspection. Contractor: KR Electric Recommendations for replacement of main panels.**  
  

**2024 Budget \$53,000.00**
  
4. **Location: Unit 3226, 2B Description: RFC#1 Unit 3266, 2B**  
1). Dedicated framing at stair walls 2). Remove and replace approx. 28 SQ. FT. of stucco 3). 6x6x10 New Posts. 4). 2X6x10 Framing Studs 5). New Scupper Original Contract \$32,532.21.
  
5. **Location: Unit 3266, 3A Description: RFC#2 Unit 3266,3A**  
1). Re-Coating deck approx. 120 sq. ft 2). New deck to wall 3). New Scupper 4). Two new saddles  
5). 6x8x12 Doug Fir 6). Remove and replace approx. 15sqft of stucco 7. Drip Edge  
price. Original Contract \$32,532.21
  
6. **Location: Unit 3258, 3B Description: RFC#3 Unit 3258, 3B**  
1). Decayed framing by stairs 2). Remove and replace additional stucco 3). 2x6x8 Doug Fir 4). New Scupper  
5). Two new stair saddles 6). 1/4x4x8 plywood 7. Forti Flash 6". Total Contract \$32,532.21



## Walnut Creek Mutual No. Forty-Eight

**3250 Ptarmigan Units 1A, 1B, 2A, 2B & House Meter Findings: -Loose bussing & breaker on 2B.  
-Discoloration on 2B bussing. -Melted wire on House Meter circuit breaker. -  
Incorrect circuit breaker on House Meter with loose connection. -All circuit breakers are in poor condition.  
Removal & Replacement of Main Service Panel & Circuit Breakers- 600amp 6meter Unit.  
TOTAL \$11,110.54**

**3266 Ptarmigan Units 3A, 3B, 4A, 4B & House Meter Findings: -Loose bussing & breaker on 3B.  
-Discoloration on 4B bussing. -Homeowner of 4B informed us that he has electrical  
issues regularly. Quick duration power outages, signs of loose connection inside main panel.  
-All circuit breakers are in poor condition. Removal & Replacement of Main Service Panel &  
Circuit Breakers- 600amp meter Unit.  
TOTAL \$11,127.19**

**3258 Ptarmigan Units 3A, 3B, 4A, 4B & House Meter Findings: -Loose bussing & breaker on 4B.  
-Discoloration on 4B bussing. -All circuit breakers are in poor condition.  
Removal & Replacement of Main Service Panel & Circuit Breakers- 600amp 6meter Unit.  
TOTAL \$11,077.43**

Rick followed up by explaining the process of boring and stressed itemizing every step in the process. He explained it is hard to predict what will be seen and what change orders will happen due to the borescope findings.

Units 3318 and 3324 were found to have dry rot in the refuse area roofs.

President Ford made a motion, and David Bartlett seconded to approve \$6,000 to replace the damaged refuse roofs adjacent to 3318 and 3324

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

Unit 3250 2B was found to have a water leak, dry rot and subsequent damage. The Mutuals responsibility in the total cost to repair is \$14,000 and the owner is responsible for \$5,000.

Rick Boyer made a motion, seconded by Tim Andrews, to approve the Mutual to pay up to \$15,000 for its share in the cost to repair the damage in unit 3250 2B.

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

Rick Boyer made a motion, seconded by Tim Andrews, authorizing the Mutual, in the event the owner does not pay for their portion of the necessary repairs, to pay an amount not to exceed \$6,000 to cover the owners responsibly in the cost to repair the damage in unit 3252 B.

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

### **Solar Committee**

No report was made.

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

No report was made.



## Walnut Creek Mutual No. Forty-Eight

### **Recycling and Waste Champion**

No report was made.

### **Social Report:**

No report was made.

### **Old Business:**

Discussion on San Francisco Elevator was deferred to a later meeting.

### **Announcements**

The next scheduled meeting will be held on Wednesday, July 17, 2024, at 2:00PM, in The MOD large conference room.

### **Adjournment**

President Ford adjourned the regular meeting at 3:35 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.

Charice Jimenez

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**Assistant Secretary, Mutual 48**