

WALNUT CREEK MUTUAL NO. FORTY-EIGHT

REGULAR MEETING MINUTES OF THE BOARD
WEDNESDAY, JUNE 15th, 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
Richard Pancoast, Vice President
Ron Schwartz, Treasurer
Dave Vereeke, Secretary
David Bartlett, Director at Large

Committees:

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

Also Present: Paul Donner, Mutual Operations Director; 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 May 18th, 2022

A motion was made 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:

JUNE 2022 MUTUAL 48 TREASURER REPORT **Financial Report as of---04/30/2022**

	DEC	FEB	MARCH	APRIL
Operating fund balance	\$45,125	\$58,615	\$67,373	\$79,874
Reserve fund balance	\$587,087	\$622,561	\$629,487	\$645,612

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Financial report for April is Preliminary subject to 2021 audit

Petty Cash Fund: \$1,278.91
Investments (Reserve fund) \$200,055.80
Borrowed from Reserves: \$17,420
Receivables-- \$373.09

ACTUAL VS BUDGET

Operating Expense: YTD **unfavorable** by \$5,282
Reserve: YTD spent \$11,038, Annual Budget \$146,980

NOTES:

All elevator expenses should be in operating (not reserve) (NO BUDGET IN RESERVES)

PG&E Damage Refund—Please assure all related repair bills in 2022 are marked as “off-set to PG&E funding”

Collection—no action by board members, all collections through accounting and outside collection agency (SB 908 applies)

A motion was made to certify that the Mutual is in compliance with § 5500 by review of the April 30th, 2022, Financial Report.

Moved, Seconded, Carried 5-0

Landscape Report: Sonya Ford & John Tawastajerna

John Tawastajerna provided the following report:

Mutual 48 Landscape Report

MOD Days

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

Landscape Maintenance

- Fire abatement work is completed
- Spring startup irrigation inspection has been completed
- Trimming of ivy in areas where it has become overgrown

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- Deadheading of perennial plantings

Drought Restrictions

- **Mandatory 10 percent water use reduction** District-wide as compared to 2020 with a plan to review progress towards achieving this goal in November.
- **Updated outdoor water restrictions**, including limiting outdoor watering to three times per week, prohibiting washing down sidewalks and driveways.
- 8% drought surcharge to all water use starting July 1st.

Future Landscape Plans

- Backflow installation happening in next two weeks
 - o Brightview will notify when backflow has been delivered, and a notice will be sent out to all residents.

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

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

2. **Interior and exterior Electrical Panel inspections are out to Bid.**

**Contractors: Sang Electric / KR Electric / Pure Electric
Estimates to be provided to the Board for approval.**

3. **SB326 Phase I - Raised Component Inspections scheduled for Summer 2022.**

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Contractor FWC. Phase I 2022 Cost \$28,144.00 / Phase II 2023 Cost \$28,736.00.

- 4. Roof Tune Up - Tile replacement. Missing or cracked tile. Replacement of any Damaged 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.

**MOD ordered multiple temporary restraint systems for the roofers.
(Project is in progress).**

- 5. East Bay Pump and Equipment contract to be approved by the Board.
Cost \$14,300.00.**

The Board made a motion to approve the Brightview proposal for the installation of a backflow system up to \$12k.

Moved, Seconded, Carried 5-0

The Board made a motion to approve the East Bay Pump Co. proposal for the installation of a pump system up to \$16k.

Moved, Seconded, Carried 5-0

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

No report was given.

Old Business

- a. Governing Docs Revision Vote: A ballot count meeting will be held on June 30, 2022, at 1:30pm, in the large conference room at MOD.

New Business

- a. Parking Signs: A discussion was held on the parking policy.
A motion to write to a resident was defeated 2-3.

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Next Board Meeting

The next Board Meeting is scheduled for Wednesday, July 20th, 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

**Assistant Secretary
Mutual 48**