

WALNUT CREEK MUTUAL NO. FORTY-EIGHT

**REGULAR MEETING MINUTES OF THE BOARD
WEDNESDAY, JUNE 16, 2021, AT 2:00PM
ZOOM MEETING**

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
David Vereeke, EVCS Committee & Solar
Tim Andrews, Recycling & Waste Champion

Also Present: Paul Donner, Director Mutual Operations, Rick West, Building Maintenance Manager, Kelly Maki, Board Services Coordinator and Christine Conti 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 BoardMay 19, 2021

The Board made a motion to approve the above minutes.

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:

**JUNE 2021 MUTUAL 48 TREASURER REPORT
Financial Report as of---5/31/2021**

	FEB	MARCH	APRIL	MAY
operating fund balance	<\$5,390>**	\$13,802	\$22,581	\$20,684
reserve fund balance	\$474,577	\$484,312	\$493,328	\$507,249

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**change in Fund Balance due to 2020 audit

Petty Cash Fund: \$659.99
 on loan, reserve fund to operating \$105,000
 Receivables-- \$46,128.59 (\$36,766 & 8,954.20 --- TWO owners)

items to watch:

PG & E over budget \$1042
 Trash over budget \$756---monthly charge increased 2/28/2021

WATER
 actual cost: \$16,930--Budget should be \$30,055

Credit for insurance commission rebate----DUE

OPERATING FUND (ytd)

ACTUAL VS BUDGET: over budget \$1605

EXPECTED RESERVE FUND EXPENSES

Mutual share of fire (entry 22, Golden Rain) deductible
 Roof tune up
 Additional legal expenses for document review and modifications

RESERVE FUND

	<u>\$ CURRENT</u> <u>MONTH</u>	<u>\$ YEAR TO DATE</u>	<u>TOTAL YEAR</u> <u>BUDGET</u>
REVENUE	14,446	75,585	173,002
EXPENSES			
bldg main	425	8542	53,100
landscape	0	5107	24,800
prof serv	100	250	600
TOTAL	525	13,899	78,500

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

Moved, Seconded, Carried 5-0

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Landscape Report: Sonya Ford

None

Building Maintenance Report: Rick West & Richard Pancoast

Building Maintenance Manager Rick West gave the following report:

ACTION ITEMS: Proposals for review or Approval

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

Bid Deadline 6/15/21. This project will include all 9 Buildings and Garages.

Companies invited to Bid :

Five Star / Mendoza Roofing / State Roofing / Timberline Roofing / MOD / Fiala Roofing.

(Proposals presented to the Board for approval).

A motion was made to accept the bid from MOD for \$7,777.04

Moved, Seconded, Carried 5-0

INFORMATION ITEMS: Work scheduled, In Progress or Completed

1. In 2020 and 2021 Kingsway Termite Company completed an inspection of all Mutual 48 Buildings. Three buildings had treatment completed. Five Star was also hired to complete damaged wood replacement and plumbing repairs for this Project. Will go over list with Richard.

Inspection cost \$3,500.00 / Treatment cost for 3 Buildings \$4,620.00.

(Project has been completed).

2. **3266 PT – Deck Stair replacement due to dry rot. Resale request. Wood to earth conditions.**

Estimate to include new concrete footing and Redwood steps. Contractor: Five Star

Total Cost \$3,580.00

(Project has been completed).

Solar Committee

Dave Vereeke reported that transmission was up and down. Solar Technology made repairs within a half an hour. Solar was up and running with no data loss. Solar Technology made repairs and were waiting for a permit from PG&E to complete the permanent repair. Dave is checking with Solar Technology for status.

EVCS – Electric Vehicle Charge Station Committee

Dave Vereeke reported that there was not much usage this past month. The Board discussed

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possibly sharing the Charging Station with other Mutuals. Dave will review the policy and report back to the Board at the next meeting.

Emergency Preparedness Committee

John Mosher had no report to give this month.

Recycling and Waste Champion

Tim Andrews reported that there seems to be a rate increase that he and Ron Schwartz will reach out to GRF Accounting to investigate.

Social Report

Kathleen Stumpfel reported that there is a late summer event being planned for the Mutual.

Old Business

None

New Business

A motion was made to appoint Christine Conti as Assistant Secretary

Moved, Seconded, Carried 5-0

Next Board Meeting

The next scheduled meeting is scheduled for Wednesday, July 21, 2021, at 2PM in MOD Conference Room

Adjournment

President Ford adjourned the regular meeting at 2:38 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.

**Assistant Secretary
Mutual 48**