



Walnut Creek Mutual No. Forty-Eight

REGULAR MEETING MINUTES OF THE BOARD
WEDNESDAY, MARCH 20th, 2024, 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 2:02 pm.

Roll Call

Directors:

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

Committees:

- Sonya Ford, Landscape Maintenance
- Emergency Preparedness
- David Vereeke, EVCS Committee (*Absent*)
- Rick Boyer, Solar
- Tim Andrews, Recycling & Waster Champion
- Alice Lowe, Social (*Absent*)

Staff Present:

- Rick West, Building Maintenance Manager
- Lucy Limon, Board Services Coordinator

Approval of Meeting Minutes

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

- a. Regular Meeting Minutes of February 21st, 2024

Rick Boyer made a motion, seconded by Tim Andrews, to approve the aforementioned minutes.

Moved, Seconded, Carried 5-0

Members Forum

No comments were made.

Treasurer’s Report: Rick Boyer

Rick Boyer gave the following report:

Mutual 48 Financial Report

February 29th, 2024

	Actual	Budget	Variance
<u>Income Statement - Operating</u>			
YTD Revenue	\$145,923	\$143,210	\$2,713



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Moved, Seconded, Carried 5-0

INFORMATION ITEMS: Work scheduled, In Progress or Completed

2. Asphalt Repairs and Sealcoat Project Entry 19 & 20 - Contractor: Black Diamond Paving.

Total cost of \$17,379.00

Schedule: E20 Monday, June 10 - E19 Monday, June 17, 2024.

3. Main Electrical Panel inspection. Contractor: KR Electric Recommendations for replacement of main panels.

2024 Budget \$53,000.00

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

PROGRESS UPDATES

6. 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 The above work is subject to the same conditions as specified in the original contract unless otherwise stipulated. Any amendments made to this document must be initiated in order to be considered approved by both parties. The Contract will be increased by 3 working day(s). Upon approval the sum of \$3,791.90 will be added to the contract price. Original Contract



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\$32,532.21 Other Approved Change Orders \$0.00 Total Contract to Date \$32,532.21 This Request \$3,991.48. 5% Good Customer Discount: \$199.57

Total Request: \$3,791.91

7. 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

The above work is subject to the same conditions as specified in the original contract unless otherwise stipulated. Any amendments made to this document must be initiated in order to be considered approved by both parties. The Contract will be increased by 3 working day(s). Upon approval the sum of \$7,291.14 will be added to the contract price. Original Contract \$32,532.21 Other Approved Change Orders \$0.00 Total Contract to Date \$32,532.21

This Request \$7,674.89 5% Good Customer Discount: \$383.74

Total Request: \$7,291.14

8. 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". The above work is subject to the same conditions as specified in the original contract unless otherwise stipulated. Any amendments made to this document must be initiated in order to be considered approved by both parties. The Contract will be increased by 3 working day(s). Upon approval the sum of \$1,954.59 will be added to the contract price. Original Contract \$32,532.21 Other Approved Change Orders \$0.00 Total Contract to Date \$32,532.21 This Request \$1,954.59

5% Good Customer Discount: \$97.72.

Total Request: \$1,856.87

Solar Committee

No report was made.

EVCS – Electric Vehicle Charge Station Committee

No report was made.

Emergency Preparedness Committee

David Bartlett made a motion, seconded by Rick Boyer to remove the Emergency Preparedness Committee.

Moved, Seconded, Carried 5-0

Recycling and Waste Champion

No report was made.



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Social Report:

No report was made.

Old Business:

New Business

- a. Motion to appoint David Bartlett and Judy Rolke to the Board of Directors at the April 17th Annual meeting via acclamation.

Moved, Seconded, Carried 5-0

Announcements

The next scheduled meeting will be held on Wednesday, April 17th, 2024, at 2:00PM, in the Fairway Room at Creekside. This will be the Annual Meeting of the Members and Organizational Meeting of the Board.

Adjournment

President Ford adjourned the regular meeting at 3:03 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**