

**WALNUT CREEK MUTUAL NO. FORTY-EIGHT**

**REGULAR MEETING MINUTES OF THE BOARD  
WEDNESDAY, MARCH 17, 2021 AT 2:00PM  
ZOOM MEETING**

**Call to Order**

President Ford called the meeting to order at 2:02 pm.

**Roll Call**

**Directors:** Sonya Ford, President  
Richard Pancoast, Vice President  
Ron Schwartz, Treasurer  
Ellen Russell, Secretary  
Bruce MacLeod, Director

**Committees:** Sonya Ford, Landscape Maintenance  
Richard Pancoast, Building Maintenance/Alterations  
Kathleen Stumpf, Social  
John Mosher, Emergency Preparedness - **absent**  
David Vereeke, EVCS Committee & Solar  
Tim Andrews, Recycling & Waste Champion - **absent**

**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 ..... February 17, 2021

The Board made a motion to approve the February 17<sup>th</sup> minutes.

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

**Members Forum**

Residents were afforded the opportunity to express their general concerns and make comments. No comments were made.

**Treasurer’s Report: Ron Schwartz**

Ron Schwartz gave the following report:

**March 2021 MUTUAL 48 TREASURER REPORT  
Preliminary Financial Report--12/31/2020  
Financial Report--1/31/2021**

	<b>DEC</b>	<b>JAN</b>	<b>FEB</b>	<b>MARCH</b>
operating fund balance	<\$12,821>	<\$3,519>		
reserve fund balance	\$445,611	\$463,189		

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on loan, reserve fund to operating \$105,000  
 Petty Cash Fund: \$803.97

**items to watch:**

Water-- incorrect actual amount in Dec financial (allocation of Jan 2012 bill back to Dec 2020???)  
     2021 Jan Budget figure incorrect (should be \$6012)  
     usage Nov/Dec 762,212 gallons (last year about 520,000 gallons)  
     in 2020, no water usage from fire hydrants

Telephone bill actual \$397 vs budget \$150  
 Trash---Actual \$2273 vs budget 1518

INSURANCE----2021 Budget \$134,014  
 legal items-- 2021 Budget \$8,500

page 5 (Summary)- "total mutual operating expense"--\$44,369  
     page 8 (details) -"total mutual operating expense" --\$26,319  
     difference, GRF expense not included on page 8 total

Mutual collectables: EV charger -- \$209.35; Solar Expense -- \$527.60

**Expenses of interest to the Mutual**

copper pipe---(3306) \$2840  
 Terminate work---(five star) (time and material)  
 Emerg water leak---(3306, 1A) \$4125  
 Safety---railings and door for elevators \$2665  
 concrete work in front of elevator at 3318  
 SB 326--- \$67,000 budgeted in Reserve 2021(????)

**RESERVE FUND**

	\$ CURRENT <u>MONTH</u>	\$ YEAR TO DATE <hr style="width: 50%; margin: 0 auto;"/>	TOTAL YEAR <u>BUDGET</u>
REVENUE	17,805	17,805	173,002
 EXPENSES			
bldg main	226	226	53,100
landscape	0	0	24,800
elevator	0	0	0
prof serv	0	0	600
 TOTAL	 226	 226	 78,500

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A motion was made to certify that the Mutual is in compliance with §5500 by review of the January 31, 2021 Financial Report.

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

### **Appoint Assistant Treasurer**

It was announced that Rick Chakoff is resigning as CFO of the Golden Rain Foundation. Joel Lesser was introduced as the new CFO who will be filling the position. A motion was made to appoint Joel Lesser as Assistant Treasurer of Mutual 48.

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

### **Landscape Report: Sonya Ford**

Sonya Ford reported that rehab will take place at the end of the month for replacing some plants. Behind 3306 the landscapers will be removing a portion of the lawn and replacing it with drought tolerant plants and bark. The Mutual is applying for a water rebate with EBMUD.

Rebecca Pollon reported on the water pressure concerns.

### **Building Maintenance Report: Rick West & Richard Pancoast**

Building Maintenance Manager Rick West gave the following report:

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

1. Five Star to complete repair work from Kingsway inspection report. To repair any water leaks or wood damage under Buildings. 3258 Item # 1C 3266 Item # 1D 3282 Item # 1D 3306 Item # 1C3 3324 Item # 1A, 3324 Item # 1D 3340 Items # 1E 3266 Item # 2A 3324 Item # 1F. Five Star hired to complete work as Time and Material Project . Five Star to send detailed report of findings).
2. 3306 PT Cooper Pipe and Ball House Replacement in exterior utility closet. Contractor: Five Star - Cost \$2,840.00. (Five Star to put out notices and schedule the water shut off).
3. 3306 PT 1A - Emergency work on unit water leak due to damaged drainpipe in the wall. Contractor: Five Star - Interior repairs Est \$2,695.00. Exterior repairs Est. \$1,430.00. (Project has been completed).
4. 3318 / 3324 PT Elevator Hand Railing. Contractor: Eagle Iron - Project to install two new handrails leading to Elevator mechanical rooms. Railing will be painted by MOD. Cost \$830.00. (Handrails have been installed. MOD scheduled to paint).
5. 3324 PT New Elevator mechanical room metal door with vent. Contractor: Ahumada Construction. Estimate \$2,083.00. (Presented to the board for approval).
6. 3266 PT 2A - Toilet Wax Ring Leak. Resident billable Project. Contractors: Gauthiers, Five Star. Project cost to date \$4,590.00. (Work is in progress)

### **Solar Committee**

Dave Vereeke reported that Phase III is waiting for PG&E visit to install the meters. A Phase IV is possibly starting, as 3 owners are currently interested. The rebate is still good through 2021.

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

Dave Vereeke had no report to give this month.

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### **Emergency Preparedness Committee**

John Mosher had no report to give this month.

### **Recycling and Waste Champion**

Tim Andrews had no report to give this month.

### **Social Report**

Kathleen Stumpfel no report to give this month. It is possible that an outdoor social event could take place by the end of the year.

### **Next Board Meeting**

The next scheduled meeting is the Annual and Organizational Meetings on Wednesday, April 21, 2021 via Zoom. All owners will be mailed an annual meeting notice.

### **Adjournment**

President Ford adjourned the regular meeting at 2:52 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.



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**Assistant Secretary  
Mutual 48**