



## Walnut Creek Mutual No. Forty-Eight

**REGULAR MEETING MINUTES OF THE BOARD  
WEDNESDAY, MAY 15<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 2:00 pm.

### **Roll Call**

**Directors:** Sonya Ford, President (*via zoom*)  
David Bartlett, Vice President  
Tim Andrews, Secretary  
Judy Rolke, Director at Large  
Rick Boyer, Treasurer (*absent*)

### **Committees:**

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

### **Staff Present:**

Rick West, Building Maintenance Manager  
Jeroen Wright, Mutual Operations Director  
Todd Arterburn, CFO  
Lucy Limon, Board Services Coordinator  
Charice Jimenez, Interim Board Services Coordinator

### **Approval of Meeting Minutes**

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

- a. Regular Meeting Minutes of April 17<sup>th</sup>, 2024

Tim Andrews made a motion, seconded by Judy Rolke, to approve the aforementioned minutes.

**Moved, Seconded, Carried 4-0**

### **Members Forum**

No comments were made.



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

No report was made.

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

Sonya Ford provided the following report:

Rehab is complete. The staff was terrific throughout the process. There are funds remaining in the budget. She also spoke on summer irrigation plans.

### **Building Maintenance Report: Rick West**

Rick West gave the following report:



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### 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 Completed.**  
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 **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](#)



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1. **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

### [Progress updates](#)

#### Solar Committee

No report was made.

#### EVCS – Electric Vehicle Charge Station Committee

No report was made.

#### Recycling and Waste Champion

No report was made.

#### Social Report:

Sonya Ford gave the following update in Alice Lowe's absence:

The Happy Hour will be held on May 22<sup>nd</sup> from 4-6 pm. Bring your own lawn chair.

#### Managers Report:

Jeroen Wright provided the following report:

There will be a Town Hall on June 10<sup>th</sup> at the Event Center and on Zoom. The topic will be emergency evacuation preparation. ConFire and WCPD will be in attendance explaining their roles in the event of a emergency evacuation. To remain Firewise Certified, Rossmoor is required to have as many volunteer hours as there are buildings in the community. Rossmoor will receive 2 volunteer hours for every person in attendance physically or virtually. There will also be a recording of the event on the Rossmoor Youtube channel.

#### Old Business:

No old Business.



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### **New Business**

- a. David Bartlett made a motion, seconded by Judy Rolke, to appoint Todd Arterburn as Assistant Treasurer.

**Moved, Seconded, Carried 4-0**

### **Announcements**

The next scheduled meeting will be held on Wednesday, June 19<sup>th</sup>, 2024, at 2:00PM, in The MOD large conference room.

### **Adjournment**

President Ford adjourned the regular meeting at 2:33 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**