



## Walnut Creek Mutual No. Forty-Eight

**REGULAR MEETING MINUTES OF THE BOARD  
WEDNESDAY, MAY 17<sup>th</sup>, 2023, 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 2:03 pm.

### **Roll Call**

#### **Directors:**

Sonya Ford, President  
Ron Schwartz, Treasurer  
Rick Boyer, Secretary  
David Bartlett, Director at Large.

#### **Committees:**

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

**Also Present:** Rick West, Building Maintenance Manager; Tom Hand, Chief Financial Officer; and John Tawaststjerna, Landscape Manager.

### **Motion to Accept Resignation of Richard Pancoast from the Board of Directors**

A motion was made to approve the resignation of Richard Pancoast from the Board of Directors.

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

### **Motion to Appoint Tim Andrews to the Board of Directors**

A motion was made to appoint Tim Andrews to the Board of Directors to complete Richard Pancoast's term ending in April 2024.

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

### **Reorganization of the Board of Directors**

- a. A motion was made to appoint Dave Bartlett as Vice President.

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

- b. A motion was made to appoint Tim Andrews as Director

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

### **Approval of Meeting Minutes**

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

- a. Annual Meeting Minutes of April 19<sup>th</sup>, 2023



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b. Organizational Meeting Minutes of April 19<sup>th</sup>, 2023

A motion was made to approve the aforementioned minutes:  
**Moved, Seconded, Carried 5-0**

**Members Forum**

Thanks were expressed to Richard Pancoast for his service to the M48 Board.

Pancoast expressed concern over the danger of coyotes behind 3306.  
 Tawaststjerna will look into remediation possibilities and putting a caution article in the Rossmoor news.

**Treasurer’s Report: Ron Schwartz**

Ron Schwartz gave the following report:

**May 2023 MUTUAL 48 TREASURER REPORT**

Financial Report as of--3/31/2023

|                        | <b>DEC (2022)</b> | <b>JAN</b> | <b>FEB</b> | <b>March</b> |
|------------------------|-------------------|------------|------------|--------------|
| Operating fund balance | \$150,180         | \$157,158  | \$168,444  | \$180,035    |
| Reserve fund balance   | \$730,314         | \$749,165  | \$748,856  | \$768,182    |

Petty Cash Fund: \$830.44  
 Investments (Reserve Fund) \$204,129.15  
 Borrowed from Reserves: \$42,383 (**should be: \$25,000**)  
 Receivable: \$8129.89  
     one resident \$7953.80

**ACTUAL VS BUDGET**

Operating Expense: YTD **favorable** by \$16,135  
  
 Reserve: YTD spent \$25,480 Annual Budget \$122,516

**EXPENSES OF INTEREST**

Rain Leaks (operating) YTD \$8,264  
 Sheet metal/gutter repair (operating) YTD \$831  
 Plumbing (operating) YTD \$1,270  
 building Maintenance YTD –Reserves:  
     Carpentry-\$16,466  
     Plumbing-\$1,288

Elevators--\$828 for MOD “to come out” -inspect and call Otis (Thur at 5:27pm and Sunday at 1:16p)  
 Otis billed for door repair \$2,023 for 3 hours of overtime work on Sunday 1/22/2023.



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Professional Services monthly costs- Reserves \$2030 (\$1980 is for deck inspection)

### **NOTES:**

--PG&E claims damage refund payment: \$36,760

Assure all related repair bills are marked as "off-set to PG&E funding"; CODED 048-27005-10 Contracted, \$24,800 for road work-COMPLETED (new road damage in Dec/Jan Storms)

A motion was made to certify compliance with Civil Code 5500.

**Moved, seconded, Carried 5-0**

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

Spring rehab is complete. The total cost was \$5,917.82.

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

Rick West presented the following report:

#### **ACTION ITEMS: Proposals for review or Approval**

1. 3258 PT 1A – Repair water damage to interior and exterior of manor. See estimate for details. Final clean-up of construction related debris. Contractor: GBG Total: \$ 11,613.34  
**Presented to the Board for Approval**

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

1. Asphalt Repairs and Sealcoat Project Entry 19 & 20 - Contractor: Black Diamond Paving. Total cost of \$17,379.00.  
**Contract signed scheduled for Spring / Summer 2023.**
2. 13 exterior Main Electrical Panel inspection and Lube. Contractors: KR Electric. Board approved NTE \$5000.  
**Project Completed May 17<sup>TH</sup>.**
3. SB326 Phase I - Raised Component Inspections scheduled for Summer 2022. Contractor FWC. Phase I 2022 Cost \$28,144.00 / Phase II 2023 Cost \$28,736.00. FWC will send a list of resident units that were not accessible. These missed units will be rescheduled for 2023 inspection if not available.  
**FWC sent Phase I report. Scope of Work was sent out to Bid.**
4. 00656188 11/28/2022 ZAR Open Mutual Reserve 3258 PTARMIGAN DR. #4A REPLACED RUSTED DOWNSPOUT AT THIS LOCATION.



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A motion was made to approve expenditure for repairs at 3258 Ptarmigan #1A not to exceed \$13,000.

**Moved, seconded, Carried 4-0 (Bartlett Abstained)**

### 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

Andrews will monitor bin use to see if any bins can be removed or moved from low to high use areas.

### Social Report

No report was given.

### Old Business:

- a. **Review Policies:** Board members commented on several policies and suggested updates. Review will continue at future Board meetings. When this process is complete, any updated policies will be sent to residents for review.

### New Business

- a. Proposed Elevator Policy: Schwartz discussed current procedure for responding to an elevator service problem. He will present a proposal for an updated policy at a future meeting.
- b. Appointment of Tom Hand as Assistant Treasurer:  
A motion was made to appoint Tom Hand as M48's Assistant Treasurer.  
**Moved, Seconded, Carried 5-0**

### Next Board Meeting

The next scheduled meeting will be held on Wednesday, June 21st, 2023, at 2:00PM, in the MOD Large Conference Room.

### Adjournment

President Ford adjourned the regular meeting at 3:42 p.m.

### Executive Session Summary

The Board met in executive session from 3:45 pm to 4:15pm to discuss member matters.

### 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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Lucy Limon

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**Assistant Secretary  
Mutual 48**