

WALNUT CREEK MUTUAL NO. FORTY-EIGHT

REGULAR MEETING MINUTES OF THE BOARD
WEDNESDAY, MAY 18th, 2022, 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 2:01 pm.

Roll Call

Directors:

Sonya Ford, President
Richard Pancoast, Vice President
Ron Schwartz, Treasurer
Dave Vereeke, Secretary
David Bartlett, Director at Large

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 & Waster Champion

Also Present: Lucy Limon, Board Services Coordinator and John Tawastajerna, Landscape Manager.

Approval of Meeting Minutes

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

- a. Regular Board Meeting of March 16, 2022
- b. Annual Meeting Minutes of April 20, 2022
- c. Organizational Meeting Minutes of April 20, 2022
- d. Regular Board Meeting of April 20, 2022

A motion was made to approve the aforementioned minutes.

Moved, Seconded, Carried 5-0

Members Forum

No comments were made

Treasurer's Report: Ron Schwartz

Ron Schwartz gave the following report:

MAY 2022 MUTUAL 48 TREASURER REPORT

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Financial Report as of---03/31/2022

	DEC	JAN	FEB	MARCH
Operating fund balance	\$45,125	\$55,057	\$58,615	\$67,373
Reserve fund balance	\$587,087	\$603,347	\$622,561	\$629,487

Financial report for March is Preliminary subject to 2021 audit

Petty Cash Fund: \$1,278.91
Investments (Reserve fund) \$200,053.44
Borrowed from Reserves: \$17,420
Receivables-- \$3,945.58

ACTUAL VS BUDGET

Operating Expense: YTD unfavorable by \$9044
Reserve: YTD spent \$10,572, Annual Budget \$146,980

NOTES:

Incorrect budget figure for water (should be \$5917/month)

All elevator expenses should be in operating (not reserve) (NO BUDGET IN RESERVES) (\$8817)

PG&E Damage Refund—Please assure all related repair bills in 2022 are marked as “off-set to PG&E funding”

Collection—no action by board members, all collections through accounting and outside collection agency (SB 908 applies)

A motion was made to certify that the Mutual is in compliance with § 5500 by review of the February 28th, 2022, and March 31st, 2022, Financial Report.

Moved, Seconded, Carried 5-0

Landscape Report: Sonya Ford & John Tawastajerna

John Tawastajerna provided the following report:

Mutual 48 Landscape Report

MOD Days

- 8/1-8/3 (3 total days)
 - o Irrigation projects
 - System checks
 - System repairs
 - System upgrades

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Landscape Maintenance

- Fire abatement work
 - o 100 ft of defensible space from buildings
 - o Pruning of low hanging limbs on trees so there is 10 ft of vertical clearance from the ground to the lowest limbs
- Removal of dead or dying plants

Drought Restrictions

- **Mandatory 10 percent water use reduction** District-wide as compared to 2020 with a plan to review progress towards achieving this goal in November.
- **Updated outdoor water restrictions**, including limiting outdoor watering to three times per week, prohibiting washing down sidewalks and driveways, and requiring restaurants and cafes to only provide water upon request, among other provisions.

Budget

- Landscape Rehab
 - o Total Budget - \$10,000.00
 - o YTD = \$5,769.66
 - o Remaining = \$4,230.34
- Tree Maintenance
 - o Total Budget - \$7,000.00
 - o YTD = \$250.00
 - o Remaining = \$6,750.00

Building Maintenance Report: Rick West & Richard Pancoast

The Board made a motion to allow \$25,000, not to exceed, to cover the cost of a new backflow device, including installation and warranty.

Moved, Seconded, Carried 5-0

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

No report was given.

Social Report

Kathleen reported that reminders have been sent out and posters have been put up to remind residents of the May 26th event.

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Old Business

- a. Governing Docs Revision: Sonya reported the revision and mailing of the CC&Rs, and Bylaws have been completed. An email reminder will be sent to all residents to remind residents to vote.

New Business

- a. Shared Deductible Agreement: Sonya reported that she has signed the shared deductible agreement for 2022.

Next Board Meeting

The next Board Meeting is scheduled for Wednesday, June 15th, 2022, in the MOD Large Conference Room.

Adjournment

President Ford adjourned the regular meeting at 3:00 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**