

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

**REGULAR MEETING MINUTES OF THE BOARD  
WEDNESDAY, MAY 19, 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  
Dave Vereeke, Secretary  
Bruce MacLeod, Director

**Committees:**

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

**Also Present:** Rick West, Building Maintenance 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 ..... March 17, 2021  
Annual Meeting ..... April 21, 2021  
Organizational Meeting ..... April 21, 2021

The Board made a motion to approve the above minutes.

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

**Members Forum**

Residents were afforded the opportunity to express their general concerns and make comments. It was announced that 2 units have recently sold.

**Treasurer's Report: Ron Schwartz**

Ron Schwartz gave the following report:

**May 2021 MUTUAL 48 TREASURER REPORT  
Preliminary Financial Report--12/31/2020  
Financial Report as of--3/31/2021**

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	<b>DEC</b>	<b>JAN</b>	<b>FEB</b>	<b>MARCH</b>
operating fund balance	<\$12,821>	<\$3,519>	<\$5,390>**	\$13,802
reserve fund balance	\$445,611	\$463,189	\$474,577	\$484,312

\*\*change in Fund Balance due to 2020 audit

Petty Cash Fund: \$803.97

on loan, reserve fund to operating \$105,000

Receivables-- \$36,900.77 (last month:\$1,079)(\$33,000 due from one owner)

**items to watch:**

PG & E and Trash

**OPERATING FUND (vtd)**

ACTUAL VS BUDGET: \$261 ("ON BUDGET")

**RESERVE FUND**

	<u>\$ CURRENT</u> <u>MONTH</u>	<u>\$ YEAR TO DATE</u>	<u>TOTAL YEAR</u> <u>BUDGET</u>
REVENUE	14,449	46,692	173,002
EXPENSES			
bldg main	4614	7793	53,100
landscape	0	0	24,800
prof serv	50	150	600
<b>TOTAL</b>	<b>4664</b>	<b>7943</b>	<b>78,500</b>

**Reserve expected Expenses-----RECOMMEND CHANGES**

Expected to need from the **RESERVE FUND for 2022:**

SB 326---Balcony/Deck inspection---	\$61,644
Paint-----	\$300,500 (MOVE 1/2 TO 2023)
roof/tile/gutters-----	\$31,500 (MOVE TO 2021)
all other-----	\$45,400

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

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

# WALNUT CREEK MUTUAL NO. FORTY-EIGHT

## **Landscape Report: Sonya Ford**

Sonya Ford reported that there will be 2 days in July for irrigation MOD Days. In the fall the committee will do tree maintenance and 4 MOD days in October for rehab.

## **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. In 2020 and 2021 Kingsway Termite Company completed an inspection of all Mutual 48 Buildings. 3 building had treatment completed. Five Star was also hired to complete damaged wood replacement and plumbing repairs for this Project. Inspection cost \$3,500.00 / Treatment cost for 3 Buildings \$4,620.00. (Project has been completed).
2. 3266 PT - Deck Stair replacement due to dry rot. Resale request. Wood to earth conditions. Estimate to include new concrete footing and Redwood steps. Contractor: Five Star. Total Cost \$3,580.00 (Proposal signed and scheduled).
3. Discussion of 2021 /2022 Projects and budgeting.

## **Solar Committee**

Dave Vereeke reported that we had not received a date from PG&E to complete the solar installation. David suggested that he and Richard try to expedite the process by calling Richard's contact with the PG&E ombudsman. Richard agreed that would be a good idea.

It was also reported that David replaced a failed Wi-Fi router for the solar and EV installation at 3340 Ptarmigan. No data was lost, and system-wide operation is normal.

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

Dave Vereeke reported that there was not much usage this past month.

## **Emergency Preparedness Committee**

John Mosher had no report to give this month.

## **Recycling and Waste Champion**

Tim Andrews asked the meeting participants for feedback on the recently cleaned Composting Carts, as a gauge for cleaning frequency. The response was “we only hear complaints”. Tim had not received any reports of dumping violations during April. Sonya stated that there are two new residents that should be briefed on Recycling & Waste practices.

## **Social Report**

Kathleen Stumpf reported that the committee is waiting on county guidelines to be published and then maybe an outdoor can be planned. The committee will meet next month when guidelines are announced.

## **Next Board Meeting**

The next scheduled meeting is scheduled for Wednesday, June 16, 2021, at 2PM via Zoom.

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**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.

*Kelly Maki*

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**Assistant Secretary  
Mutual 48**

DRAFT