

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

**REGULAR MEETING MINUTES OF THE BOARD  
WEDNESDAY, MAY 20, 2020 AT 2:00PM  
ZOOM MEETING**

**Call to Order**

President Ford called the meeting to order at 2:00 pm.

**Roll Call**

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

**Committees:** Sonya Ford, Landscape Maintenance  
Richard Pancoast, Building Maintenance/Alterations  
Norm King, Solar  
Trudi Garland, Hospitality - Absent  
John Mosher, Emergency Preparedness - absent  
David Vereeke, EVCS Committee  
Tim Andrews, Recycling & Waste Champion

**Also Present:** Paul Donner, Mutual Operations Director; Rick West, Building Maintenance Manager, 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 18, 2020  
Organizational Meeting .....April 15, 2020

The Board made a motion to approve the aforementioned minutes.

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

**Members Forum**

Residents were afforded the opportunity to express their general concerns and make comments.

**President’s Forum**

Items discussed at the last president’s forum included: checking the Rossmoor website for breaking news; DocuSign; alterations applications being accepted again, though no foot traffic is allowed; and a 5-year landscape plan presented by Rebecca Pollon for Rossmoor.

**Treasurer’s Report: Ron Schwartz**

**MARCH FINANCIAL (PRELIMINARY)**

YTD operating fund balance \$22,931

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YTD reserve fund balance      \$387,657

Petty Cash Fund: \$1651.19

**items to watch:**

Building Maint-operating (YTD over budget \$8797) (ALSO see reserve below)

INSURANCE YTD cost: \$24,829 over budget by \$5,395

Telephone YTD over budget \$1,523

**OTHER:**

    new deck inspection expenses

    Update of CC & R; by laws, policies---legal expenses

**RESERVE FUND**

	<u>\$ CURRENT</u> <u>MONTH</u>	<u>\$ YEAR TO DATE</u>	<u>TOTAL YEAR</u> <u>BUDGET</u>
REVENUE	14,110	45,638	165,562
 EXPENSES			
bldg main	33,648	34,286	54,100
landscape	525	1,895	31,500
elevator	23,952	24,522	147,500
prof serv	46	137	550
 TOTAL	 58,171	 60,840	 233,650
DIFF			-68,088

A motion was made to certify that the Mutual is on compliance with §5500 by review of the March 31, 2020 PRELIMINARY Financial Report.

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

**Landscape Report: Sonya Ford**

Sonya Ford reported that Rehab work started on May 18. Estimated completion date is May 28.

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

Building Maintenance Manager Rick West reported the following:

**PENDING ITEMS: Proposal review for Approval**

1. Repainting of Deck / Breezeway railings. Bidding Contractors: SVP / Whit's Painting / Five Star / AMS / ALP.  
(Received 5 Bids SVP was the lowest bid at \$20,410.00 Presented to the board for approval). Tabled 1 more month, add mailboxes to bids

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

1. Some decks found to be stained from rusty water run-off from deck railings above. Scheduled to pressure wash all affected decks. Walk through rescheduled for May. (MOD has 2 more decks to pressure wash. Project on Hold until SIP has lifted). Deck pressure washing was not approved. The advisability of this is under review and a decision will be made after more study.
2. Senate Bill SB326 - Structural Engineers inspection of Elevated Mutual components – Currently Flash Drives have been sent to two Engineering Companies – FWC and FIG. Both companies have toured your buildings. They were also were sent Jim Hogue’s Mutual 48 deck inspection Report. Both Engineering companies are preparing a proposal to present to the board for approval.  
(Project is Out to Bid)
3. 3258 PT 3A Termite Treatment and Carpentry repair work. Contractor: Kingsway.  
(Work in progress - Total cost \$4,845.00).

### **Solar Committee**

No report was given.

### **Hospitality Committee**

No report was given.

### **Emergency Preparedness Committee**

No report was given.

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

No report was given.

### **Recycling and Waste Champion**

Tim Andrews reported that the Mutual incurred some additional charges on both entries for trash penalties.

### **New Business:**

- a) **Bylaws and CC&Rs update:** The Board reviewed a quote from Melissa Ward for different types of Bylaws and CC&R updates. The Board can do a spot amendment or an entire update to their governing documents that are out of date with current laws. The approval of any revision has been tabled until the next meeting so that the Board can review their documents and prepare a list of items they want updated.

### **Next Board Meeting**

The next Meeting will be held on Wednesday, June 17, 2020 at 2:00 pm via Zoom.

### **Adjournment**

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President Ford adjourned the regular meeting at 3:00 pm.

**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**