



Walnut Creek Mutual No. Forty-Eight

**REGULAR MEETING MINUTES OF THE BOARD
WEDNESDAY, NOVEMBER 15TH, 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 2:01 pm.

Roll Call

Directors:

Sonya Ford, President
David Bartlett, Vice President
Rick Boyer, Treasurer
Tim Andrews, Secretary
Judy Rolke, Director at Large

Committees:

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

Staff Present:

Jeroen Wright, Mutual Operations Director
Rick West, Building Maintenance Manager
John Tawaststjerna, Landscape Manager
Lucy Limon, Board Services Coordinator

Approval of Meeting Minutes

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

- a. Regular Meeting Minutes of October 18th, 2023
- b. Special Budget Meeting of October 20th, 2023

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

Moved, Seconded, Carried 5-0

Members Forum

A landscape request was made.

Treasurer's Report: Rick Boyer

Rick Boyer gave the following report:

Mutual 48 Financial Report October 2023



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Balance Sheet:

Operating fund balance 10/31/23 \$215,197 (cash available \$241,793)
Reserve fund balance 10/31/23 \$846,792
(Reserve includes investments of \$209,580)
Petty cash \$723
Inter fund borrowing \$37,000 (including \$12,00 2022 and \$25,000 2023 loan from reserves)

Income Statement

Operating fund expense YTD 10/23 \$571,836
Operating fund budget YTD 10/23 \$579,460
Operating fund favorable YTD 10/23 \$7,624

Items of note:

2022 inter-fund balance corrected

Hughes & Gill \$3,421

Fong & Fong \$263

Phone unfavorable \$116 due to unexpected increase

Incurred or expected but not reported:

GBG \$32,532

FWC E20 inspections estimate \$5,000

November gutter cleaning \$16,000

Sealcoat estimate \$12,000 not scheduled

\$12,000 for 2022 and \$25,000 for 2023 loans from reserves need to be repaid

Tim Andrews made a motion, seconded by Judy Rolke, to certify compliance with Civil Code 5500.

Moved, seconded, Carried 5-0

A motion was made to adopt a financial sweep program for the Mutual 48 Operating account.

Moved, seconded, Carried 5-0

A motion was made to transfer \$12,000 from Operating account to Reserve account, to repay amount borrowed to pay for insurance in 2022.

Moved, seconded, Carried 5-0

A motion was made to transfer \$25,000 from Operating to Reserve account, to repay amount borrowed to pay for insurance in 2023.

Moved, seconded, Carried 5-0

Landscape Report: Sonya Ford & John Tawaststjerna



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John T. reported that the irrigation controllers are turned off due to rain. Hopefully there will be enough rain to keep them off the entire winter. 5 out of 10 valves will be replaced this year in entry 20 and 5 more in 2024.

Holiday decorations will be set up after Thanksgiving. Boyer and Rolke volunteered to assist Ford with tree lights. Boyer has refurbished the holiday sign and will set it up.

Building Maintenance Report: Rick West

Rick West gave the following report:

INFORMATION ITEMS: Work scheduled, In Progress or Completed

1. 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. Phase II inspections Completed.

Phase I - Project was awarded to GBG Construction \$32,532.21

Work Currently in Progress.

2. Asphalt Repairs and Sealcoat Project Entry 19 & 20 – Contractor: Black Diamond Paving.

Total cost of \$17,379.00.

Scheduled Spring 2024.

3. 13 exterior Main Electrical Panel inspection and Lube. Contractors: KR Electric. Board approved NTE \$5000.

Work in Progress.

4. Gutter and Downspout Cleaning 2023 Contractor: Outdoor Keepers.

Scheduled for November (Work Completed).

Solar Committee

No report was given.

EVCS – Electric Vehicle Charge Station Committee

No report was given.

Emergency Preparedness Committee

No report was given.



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Recycling and Waste Champion

No report was given.

Social Report:

Alice Lowe reported that the M48 Holiday party will be on December 6th, 4pm – 6pm in the Dollar Clubhouse. The social committee volunteers will be going around this weekend to deliver flyers.

Old Business:

a. Approve remaining policies:

A motion was made to adopt all policies sent to residents for comment on October 3 and have them posted on M48 Rossmoor website.

Moved, Seconded, Carried 5-0

b. Amendment to CC&R's:

This item was tabled.

New Business

a. New phone company for elevators:

A motion was made to switch to Granite Communications for the two elevator phones.

Moved, Seconded, Carried 5-0

b. 2024 Budget Meeting:

The Board discussed possibly changing the budget meeting date and time in 2024. Lucy Limon to confirm with the Recreation Department.

Next Board Meeting

The next Regular Board Meeting will be held on December 20th, 2023, at 2:00PM in the Clubroom at Creekside.

Adjournment

President Ford adjourned the regular meeting at 3:02 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**