

WALNUT CREEK MUTUAL NO. FORTY-EIGHT

REGULAR MEETING MINUTES OF THE BOARD WEDNESDAY, NOVEMBER 18, 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
Bruce MacLeod, Director

Directors Absent: Ellen Russell, Secretary

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

Also Present: Paul Donner, Mutual Operations Director; 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 BoardOctober 21, 2020
Special Budget Meeting of the BoardOctober 23, 2020

The Board made a motion to approve the above minutes.

Moved, Seconded, Carried 4-0

Members Forum

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

Treasurer's Report: Ron Schwartz

NOV 2020--MUTUAL 48 TREASURER REPORT

	AUG	SEPT	OCT
operating fund balance	\$30,852	\$22,960	\$14,811 *
reserve fund balance	\$448,499	\$436,287	\$446,473

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* note: bad debt write off \$14,337---in operating expenses

Petty Cash Fund: \$1333.29

items to watch:

INSURANCE YTD \$75,389 over budget \$10,609
 Water -depending on Nov bill, within \$1200 of budget. Some water hydrant usage (Aug to Oct)
 Telephone (2 phones) ATT=\$1058.61; Comcast \$143.90 **YTD COST \$7581**
 Trash and solid waste disposal--on budget
 Mutual paid PG&E within \$500 of budget
 Elevator Operating \$485, reserve \$491 TOTAL \$976 this month

Expenses of interest

repaint of railings
 copper pipe
 Terminate costs
 clean gutters
 SB 326 review of legal items

RESERVE FUND

	<u>\$ CURRENT</u> <u>MONTH</u>	<u>\$ YEAR TO DATE</u>	<u>TOTAL YEAR</u> <u>BUDGET</u>
REVENUE	13,826	142,569	165,562
 EXPENSES			
bldg main	1,426	15,758	54,100
landscape	1,677	7,296	31,500
elevator	491	74,826	147,500
prof serv	46	458	550
 TOTAL	 3,670	 98,339	 233,650

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

Moved, Seconded, Carried 4-0

Landscape Report: Sonya Ford

Sonya Ford reported that the tree work was completed and Waraner did a great job.

Building Maintenance Report: Rick West & Richard Pancoast

Building Maintenance Manager Rick West gave the following report:

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INFORMATION ITEMS: Work scheduled, In Progress or Completed

1. Kingsway Termite Treatment

Inspection report was completed and sent to the board for review.

Cost to complete the cleanup and treatment \$25,955.00.

The board elected to complete 3 buildings at this time.

3318 PT - Cost \$950.00 (Work Completed)

3282 PT - Cost \$695.00 (Work Completed)

3250 PT - Cost \$2,975.00 (Work Completed)

MOD and Five Star will look at possible plumbing leaks to determine if they are original or alterations.

2. Repainting of Deck, Breezeway railings and Mailboxes.

Contractor: CVP Cost \$23,500.00.

(This Project is scheduled to be completed by December).

A motion was made to pay CVP \$25,000 instead of \$23,500.

Moved, Seconded, Carried 4-0

3. 3306 PT Cooper Pipe and Ball House Replacement - Contractor: Five Star

Cost \$2,840.00.

(Project on hold until the Building Committee gives the ok to start).

4. Gutter and Downspout November Cleaning.

Contractor: Outdoor Keepers - is contracted to complete the Building Roof Gutters and Downspouts. Cost \$6,500.00.

(Work was completed in November. Next Scheduled cleaning is in February).

5. Residents can contact the MOD work order desk to schedule to have their balcony gutters cleaned. Cost \$132.50 for each Balcony

Additional \$75 cost may occur if downspout is clogged.

(This will be resident billable).

6. Residents can also contact the MOD work order desk to schedule to have their balcony deck Pressure washed. Cost \$132.50 for each Balcony.

(This will be resident billable).

Solar Committee

Sonya read Dave Vereeke's solar report:

Our solar energy production has been underperforming by an average of 14% less power since July. Air quality has improved significantly, and rain has removed accumulated dust from our panels, so we expect to return to normal production for the remainder of the year. The system communications and power converters have performed as expected.

I spoke with Meaghan Mroz at SolarTech today (11/16/2020) and was told that they are still

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waiting for Walnut Creek's final approval. She said that she would report to all of the clients as soon as possible.

EVCS – Electric Vehicle Charge Station Committee

Sonya read David Vereeke's EVCS report:

October was the second month without a single charging session. Users have just been using trickle charging in their garages since driving demand is so low. The equipment remains in good condition, and the charging dashboard reports daily.

Sonya also read the following reports from David Vereeke:

M48 Pump Room

We had East pump and Equipment perform service maintenance on the pumps and controllers. They replaced a pressure gauge on the suction side of the irrigation pump that had failed. When the gauge was replaced it became apparent that the input pressure from East Bay Mud was not adequate to supply E19, E20 and the irrigation system simultaneously under certain load conditions. Under these adverse conditions, pressure drops throughout the mutual and cavitation can be heard in the East Bay supply vault. We have been told that EBM is investigating the problem but have not confirmed this information do date. It is likely that we will have to limit irrigation to nighttime hours if the pressure fluctuations become intolerable.

M48 LED Lamps

We continue to replace our fluorescent bulbs as they fail with LED 2800K bulbs throughout M48. We have been doing this for over 2 years and have not had a failure of a LED bulb to date. Winter is tough on the fluorescent bulbs, but the LEDs do not seem to be affected as much by the elements.

Residents should mark failed bulbs with a piece of masking tape and send me an email identifying the address of the nearest manor to the fixture.

Emergency Preparedness Committee

No report was given this month.

Recycling and Waste Champion

Tim Andrews reported on capacity, plastic bags, and wrapping paper.

Next Board Meeting

The next regular Meeting will be held on Wednesday, December 16, 2020 at 2:00 pm via Zoom.

Adjournment

President Ford adjourned the regular meeting at 2:56 p.m.

Secretary's Certificate

I hereby certify that the foregoing is a true and correct copy of the minutes of the Board of

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Director's meeting.



**Assistant Secretary
Mutual 48**