

# WALNUT CREEK MUTUAL NO. FORTY-EIGHT

REGULAR MEETING MINUTES OF THE BOARD  
WEDNESDAY, OCTOBER 16, 2019 AT 2:00PM  
MOD LARGE CONFERENCE ROOM  
800 ROCKVIEW DRIVE, WALNUT CREEK, CA 94595

## Call to Order

Vice President Ford called the meeting to order at 2:01pm.

## Roll Call

**Directors Present:** Sonya Ford, Vice President  
Ron Schwartz, Treasurer  
Ellen Russell, Secretary

**Directors Absent:** Robert Burch, President  
Richard Pancoast, Director

**Committees:** Sonya Ford, Landscape Maintenance  
Richard Pancoast, Building Maintenance/Alterations  
Norm King, Solar – Absent  
Trudi Garland, Hospitality  
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 and Lucy Limon, Administrative Assistant.

## Approval of Meeting Minutes

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

Regular Meeting of the Board ..... September 18, 2019

The minutes to the September 18, 2019 Board meeting were approved with a motion.

**Moved, Seconded, Carried 3-0**

## Treasurer's Report: Ron Schwartz

The September 30, 2019 Financial Report was presented as follows:

a) Operating: \$43,424  
b) Reserves: \$558,017

Petty Cash Fund: \$1192.71

## Items to watch:

INSURANCE: unfavorable to budget by -\$14,102  
YTD actual cost: \$51,353

## EXPENSE OF NOTE

## WALNUT CREEK MUTUAL NO. FORTY-EIGHT

TELEPHONE for elevators \$586/month for Aug AND \$570 for September.  
(normal: \$494/MONTH) (YTD \$4563 for two telephones)  
New Contract to CFO

Garbage costs (YTD trash pick \$13,816) this month up to \$1918 from last month at \$1674  
**(third month of new monthly high this year)**

### **OTHER**

PGE YTD \$5194 – over budget by \$1261  
Generator and solar for pump house  
Payments by Extra Garage Owners

A motion was made to certify that the Mutual is on compliance with §5500 by review of the September 30, 2019 financial reports.

**Moved, Seconded, Carried 3-0**

### **Landscape Report: Sonya Ford**

Sonya reported that everything is coming along great. Tree walk was completed. There is a couple trees that need to be removed but permits need to be obtained first.

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

Building Maintenance Manager Rick West reported the following:

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

1. 3324 and 3318 Elevator Modernization technical and Safety upgrades - Contractor: Otis Elevator - Cost \$240,000.00 Plus \$55,000.00 Electrical upgrades by Muscio Electric. (Start date for 3318 PT was September 30th and schedule to reopen November. 8th 2019. Scheduled Start date for 3324 PT is January 6th reopening February 14th, 2020).
2. 3340 PT Roof chimney chase covers - Contractor: MOD - Modify 29 chimney chase covers by re-sealing and re-flashing frame to prevent water from pooling and rusting components and water intrusion inside of manors. Cost \$20,687.96.  
5 Building have been completed, 4 Buildings remaining - Estimate completion date 10/31/19. (Work in Progress).
3. 3274 PT - New Concrete Stair Treads - 5 new treads are on order. Installation Contractor: Eagle Iron to install Stair treads.

### **Solar Committee**

No report was presented.

### **Hospitality Committee**

The committee reported that the holiday party is scheduled for December 7 at 5pm in the Diablo Room. More info to come. It was also reported that the 2020 calendars are still under the Recreation Department review, they should be finalized in November.

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## **Emergency Preparedness Committee**

Mutual 48 walkout is scheduled for November 7. The Board briefly discussed a modification with entry coordinators to correspond with EPO. The Board discussed sending flyers out to residents in hopes of getting volunteers.

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

David Vereeke reported that the unauthorized charging causing the spike in the Mutual bill has been resolved. It was also reported that Tesla will make a bid for a garage system early next year. Solar panel quotes to be presented at the next meeting.

## **Recycling and Waste Champion**

Tim Andrews reported that the Mutual should come up with simplicity in the Recycling matter. It was also reported that the Mutual is being overcharged. Andrews reached out to Mary Ann at MOD and asked her to forward the Mutual complaint to Republic Services so the Mutual would receive a credit from them. Donner advised Andrews that the best the Mutual to do is have the committee reach out to them directly and represent the Mutual.

## **Old Business:**

- a) **Backup Generator for Water Pumps:** This matter has been tabled for next meeting.
- b) **Policy 06 – Fees for Extra Garage and Extra Carports:** This matter has been tabled for next meeting.

## **New Business:**

- a) **Signs for Trash Areas:** The Mutual is still in the process of putting up signs. No action was taken.

## **President's Forum**

No report was presented.

## **Next Board Meeting**

The next Meeting will be held on Wednesday, November 20, 2019 at 2:00 pm in the MOD Large Conference Room.

## **Adjournment**

Vice President Ford adjourned the regular meeting at 2:50pm.

## **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.

Respectfully submitted,  
Lucy Limon, Administrative Assistant