



Walnut Creek Mutual No. Forty-Eight

**REGULAR MEETING MINUTES OF THE BOARD
WEDNESDAY, OCTOBER 18th, 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 2:00 pm.

Roll Call

Directors:

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

Committees:

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

Staff Present:

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

New Business

- a. Appointment of Judy Rolke to fill the Board Vacancy

A motion was made to appoint Judy Rolke to fill the Board vacancy until the end of term, 2024.

Moved, Seconded, Carried 4-0

- b. Reorganization of Directors

- i. Treasurer: A motion was made to appoint Rick Boyer as Treasurer.

Moved, Seconded, Carried 5-0

- ii. Secretary: A motion was made to appoint Tim Andrews as Secretary.

Moved, Seconded, Carried 5-0

- iii. Director at Large: A motion was made to appoint Judy Rolke as Director at Large.

Moved, Seconded, Carried 5-0

Approval of Meeting Minutes

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

- a. Regular Meeting Minutes of September 20th, 2023
- b. Special Budget Meeting of September 27th, 2023



Walnut Creek Mutual No. Forty-Eight

Rick Boyer made a motion, seconded by Dave Bartlett, to approve the aforementioned minutes.
Moved, Seconded, Carried 4-0-1 (Rolke Abstained)

Members Forum

No comments were made.

Treasurer's Report: Ron Schwartz

Rick Boyer gave the following report:

Mutual 48 Financial Report September 2023

Balance Sheet

Operating fund balance 9/30/23 \$206,784 (Cash available \$223,047)
Reserve fund balance 9/30/23 \$826,476
(Reserve includes investments of \$208,740)
Petty cash \$1,000
Inter fund borrowing \$42,383 (unchanged since February)
Receivables \$239 (way down)

Income Statement

Operating fund expense YTD 9/23 \$516,072
Operating fund budget YTD 9/23 \$521,514
Operating fund favorable YTD 9/23 \$5,442

Items of note:

Insurance in September favorable \$7,696 due to \$8,569 Insurance Commission refund. However, 2023 budget expected recoveries of \$16,660, so unless there is another refund this will contribute \$8,091 to 2023 unfavorability.

EBMUD Water \$17,164 in September, covering the very high use period 7/7 to 9/2, using 1,513,952 gallons, or 26,561 gallons per day. Unfavorable for the month, but nonetheless YTD favorable \$5,856.

Incurring or expected but not reported:

GBG \$32,532
FWC E20 inspections estimate \$5,000
Sealcoat estimate \$12,000 not scheduled
November gutter cleaning \$16,000

Dave Bartlett made a motion, seconded by Tim Andrews, to certify compliance with Civil Code 5500.
Moved, seconded, Carried 5-0

Landscape Report: Sonya Ford & John Tawaststjerna



Walnut Creek Mutual No. Forty-Eight

No report was presented.

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 ALP Construction \$28,783.00.

Work Currently in Progress.

2. Asphalt Repairs and Sealcoat Project Entry 19 & 20 - Contractor: Black Diamond Paving. Total cost of \$17,379.00.
Scheduled.
3. 13 exterior Main Electrical Panel inspection and Lube. Contractors: KR Electric. Board approved NTE \$5000.

KR Electric has completed the Authorized repair work.

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

Scheduled for November

Solar Committee

No report was given.

EVCS – Electric Vehicle Charge Station Committee

No report was given.

Emergency Preparedness Committee

No report was given.

Recycling and Waste Champion

No report was given.

Social Report

No report was given.

Old Business:



Walnut Creek Mutual No. Forty-Eight

Next Board Meeting

A Special Budget Meeting will be held on October 20th, at 2:00PM in the Clubroom at Creekside.

Adjournment

President Ford adjourned the regular meeting at 2:30 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**