

WALNUT CREEK MUTUAL NO. FORTY-EIGHT

REGULAR MEETING MINUTES OF THE BOARD
WEDNESDAY, OCTOBER 21, 2020 AT 2:00PM
ZOOM MEETING

Call to Order

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

Roll Call

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

Directors Absent: Bruce MacLeod, Director

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

Also Present: Paul Donner, Mutual Operations Director 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 Board September 16, 2020
Special Meeting of the Board September 29, 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

OCT 2020--MUTUAL 48 TREASURER REPORT

	JULY	AUG	SEPT
operating fund balance	\$27,762	\$30,852	\$22,960
reserve fund balance	\$434,899	\$448,499	\$436,287

Petty Cash Fund: \$1363.89

WALNUT CREEK MUTUAL NO. FORTY-EIGHT

items to watch:

INSURANCE YTD over budget \$8,821
 Water (based on revised monthly budget) YTD thru **Sept** unfavorable \$4699
 Telephone (2 phones) YTD cost **\$6,379** (\$812 this month)
 Trash and solid waste disposal--on budget
 Mutual paid PG&E within \$300 of budget

investment in reserve fund

TWO 90-day US Treasury Bills, Zero CPN for \$200,000 purchased
 mature 11/05 and 11/12

RESERVE FUND

	<u>\$ CURRENT</u> <u>MONTH</u>	<u>\$ YEAR TO DATE</u>	<u>TOTAL YEAR</u> <u>BUDGET</u>
REVENUE	13,826	128,743	165,562
 EXPENSES			
bldg main	6,524	14,332	54,100
landscape	0	5,619	31,500
elevator	19,469	74,335	147,500
prof serv	46	412	550
 TOTAL	 26,039	 94,699	 233,650

A motion was made to certify that the Mutual is on compliance with §5500 by review of the September 30, 2020 Financial Report.

Moved, Seconded, Carried 4-0

Landscape Report: Sonya Ford

Sonya Ford reported that rehab is done, and she is waiting for the tree work to be scheduled.

Building Maintenance Report: Rick West & Richard Pancoast

Building Maintenance Manager Rick West was absent, and Richard read the following report in his absence:

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 Scheduled)
 3282 PT - Cost \$695.00 (Work Scheduled)
 3250 PT - Cost \$2,975.00 (Work Completed)

WALNUT CREEK MUTUAL NO. FORTY-EIGHT

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 the end of October).
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 Cleaning is scheduled to be completed by the end of November. PGS (Professional Gutter Service) is contracted to complete the Building Roof Gutters and Downspouts. (This is mutual billable cost \$6,500.00). Residents can contact the MOD work order desk to schedule to have their balcony gutters cleaned. Cost \$132.50 for each Balcony. (This will be resident billable).

Richard Pancoast provided an update on the remediation plan regarding the Kingsway Termite Inspection and treatment recommendations. All water leak items have been given to Five Star for investigation of cause and to determine responsibility.

Solar Committee

Sonya reported that the permits for Phase III have been received.

EVCS – Electric Vehicle Charge Station Committee

No report was given this month.

Emergency Preparedness Committee

No report was given this month.

Recycling and Waste Champion

No report was given this month.

Hospitality Committee

No report was given this month.

Old Business

Pump House Update: An update on the pump house at 3270 was provided to the Board from David Vereeke in the Board packet. David was not present to discuss the topic.

Next Board Meeting

The annual Budget meeting will be held on Friday, October 23, 2020 at 2:00 pm via Zoom. The next regular Meeting will be held on Wednesday, November 18, 2020 at 2:00 pm via Zoom.

Adjournment

President Ford adjourned the regular meeting at 2:31 pm.

Secretary's Certificate

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

WALNUT CREEK MUTUAL NO. FORTY-EIGHT

Director's meeting.

A handwritten signature in blue ink that reads "Kelly Maki". The signature is written in a cursive, flowing style.

**Assistant Secretary
Mutual 48**