

WALNUT CREEK MUTUAL NO. FORTY-EIGHT

REGULAR MEETING MINUTES OF THE BOARD
WEDNESDAY, SEPTEMBER 16, 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
David Vereeke, EVCS Committee & Solar
Tim Andrews, Recycling & Waste Champion - **absent**

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 BoardAugust 19, 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

SEPT 2020--MUTUAL 48 TREASURER’S REPORT

	MAY	JUNE	JULY	AUG
operating fund balance	\$33,382	\$35,579	\$27,762	\$30,852
reserve fund balance	\$411,182	\$421,192	\$434,899	\$448,499

Petty Cash Fund: \$1363.89

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items to watch:

INSURANCE YTD over budget \$7033
 Water (based on revised monthly budget) YTD thru **Sept** unfavorable \$4699
 Telephone (2 phones) YTD cost \$5567 (\$841 this month) waiting for comcast to take over

investment in reserve fund

TWO 90-day CD's for \$200,000 purchased

RESERVE FUND

	<u>\$ CURRENT</u> <u>MONTH</u>	<u>\$ YEAR TO DATE</u>	<u>TOTAL YEAR</u> <u>BUDGET</u>
REVENUE	13,834	114,917	165,562
EXPENSES			
bldg main	188	7,808	54,100
landscape	0	5,619	31,500
elevator	0	54,866	147,500
prof serv	46	367	550
TOTAL	233	68,660	233,650
DIFF			(68,088)

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

Moved, Seconded, Carried 4-0

Landscape Report: Sonya Ford

Sonya Ford reported that there will be another rehab starting on 9/28/20 with plantings, some on the hill and some to replace dead plants. A walk was conducted in September for this year's tree maintenance. Work will be scheduled by Waraner. Water usage will increase for establishing the new plants.

Building Maintenance Report: Rick West & Richard Pancoast

Building Maintenance Manager Rick West reported the following:

PENDING ITEMS: Proposal Review for Approval

1. Termite Treatment plan estimate from Kingsway. Inspection of all 9 building subareas and 11 carport exteriors \$3,050.00. Inspection report was completed and sent to the board for review. Cost to complete the cleanup and treatment \$25,955.00. Recommended vapor barrier under buildings would be completed by others.

2. Senate Bill SB 326 - Raised Component Structural Engineer Inspections to be completed by January 1st, 2025. Board voted on FWC contract for 2 phases over 2

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years. Starting in 2022 for a total of \$56,880.00. (The Board will be sent the contract including addendum for final signatures).

INFORMATION ITEMS: Work scheduled, In Progress or Completed

1. Repainting of Deck, Breezeway railings and Mailboxes. Contractor: CVP Cost \$23,500.00. (Project Start Date Sept 14th - Notices went out 72 hrs. before start date).
2. 3306 PT Cooper Pipe and Ball House Replacement - Contractor: Five Star Cost \$2,840.00. (Project Put on hold until Building Committee gives the ok to start project).

Richard Pancoast provided the board with an analysis outlining recommended remediation and further investigations of the termite inspection report provided by Kingsway. The Board will be moving forward with treatments in areas with active termites: 3250 #1A &B, 3318 #1A, and 3282 #1G. The remaining recommendations will be further discussed and reviewed before the board takes any action.

Solar Committee

David Vereeke reported that there has been reduced output over the last 15 days due to all the smoke in the air. David has reviewed all the documents provided by the previous chairperson Norm King. The billing will be reviewed. Phase III is pending final approval from the Fire Department.

EVCS – Electric Vehicle Charge Station Committee

David Vereeke reported that there was very little usage this month.

Hospitality Committee

No report was given this month.

Emergency Preparedness Committee

John Mosher reported that EP presentations have not been taking place due to COVID. He will be providing an EP folder to new residents with a large amount of information.

Recycling and Waste Champion

No report was given this month.

Old Business

None

New Business

None

Next Board Meeting

The next Meeting will be held on Wednesday, October 21, 2020 at 2:00 pm via Zoom.

Adjournment

President Ford adjourned the regular meeting at 3:18 pm.

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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.

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

**Assistant Secretary
Mutual 48**