



Walnut Creek Mutual No. Forty-Eight

**REGULAR MEETING MINUTES OF THE BOARD
WEDNESDAY, SEPTEMBER 20th, 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 (*via phone*)
Ron Schwartz, Treasurer
Tim Andrews, Director at Large.

Directors Absent:

Rick Boyer, Secretary

Committees:

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

Staff Present:

Rick West, Building Maintenance Manager
John Tawaststjerna, Landscape Manager
Lucy Limon, Board Services Coordinator

Approval of Meeting Minutes

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

- a. Regular Meeting Minutes of August 16th, 2023

Tim Andrews made a motion, seconded by Ron Schwartz, to approve the aforementioned minutes.

Moved, Seconded, Carried 4-0

Members Forum

No comments were made.

Treasurer's Report: Ron Schwartz

Ron Schwartz gave the following report:

**AUG 2023 MUTUAL 48 TREASURER REPORT
Financial Report as of--3/31/2023**



Walnut Creek Mutual No. Forty-Eight

	DEC (2022)	May	JUNE	JULY	AUG
Operating fund balance	\$150,180	\$177,996	\$191,511	\$188,919	\$202,276
Reserve fund balance	\$730,314	\$795,169	\$814,619	\$823,209	\$823,430

Petty Cash Fund: \$773.62
 Investments (Reserve Fund) \$207,935.44
 Borrowed from Reserves: \$42,383
 Receivable: \$57.93

ACTUAL VS BUDGET

Operating Expense: YTD favorable to YTD budget \$7140

Reserve: YTD \$76,077 Budget: \$122,576

EXPENSES OF INTEREST

Our insurance YTD actual \$120,761; Budget \$111,424

Building maintenance cost (operating) YTD Actual: \$26700 Budget \$19760 diff <\$6940>
 (reserve) YTD Actual: \$62959 Budget \$49650 diff <\$13309>
 Add back to budget Contingency of \$15,000

NOTES:

--PG&E claims damage refund payment: \$36,760
 Assure all related repair bills are marked as "off-set to PG&E funding"; CODED 048-27005-10
 Contracted, \$24,800 for road work-COMPLETED

Tim Andrews made a motion, seconded by Sonya Ford, to certify compliance with Civil Code 5500.
Moved, seconded, Carried 4-0

Landscape Report: Sonya Ford & John Tawaststjerna

John T explained how trees are evaluated to determine the trimming work that needs to be done for safety and tree health.

Building Maintenance Report: Rick West

Rick West gave the following report:

INFORMATION ITEMS: Work scheduled, In Progress or Completed



Walnut Creek Mutual No. Forty-Eight

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.

A motion was made to rescind the ALP contract with ALP due to not receiving confirmation from them.

Moved, Seconded, Carried 4-0

A motion was made to approve the GBG contract not to exceed \$33k plus the necessary city permits.

Moved, Seconded, Carried 4-0

2. Asphalt Repairs and Sealcoat Project Entry 19 & 20 - Contractor: Black Diamond Paving. Total cost of \$17,379.00.

In Progress

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. 3258 PT 1A - Detach existing downspout and save for re-installation. Remove disconnected conduit and dispose. Note: Additional charge will be added if live wires. Break out an 8Ft wide x 12' Ft tall section of stucco where entry landing beam meets the wall and dispose. Remove (2) sheets of 1/2"x4'x10' CDX plywood and dispose. Inspect existing sheathing and framing conditions and report any adverse conditions back to management. Furnish and install (new) 2x4x10' DF trimmer studs where removed based on FWC engineers detail dated 04/17/2023. Furnish and install (new) MST27 strap based on FWC engineers detail dated 04/17/2023. Furnish and install (2) (new) 1/2"x4'x10' CDX struct 1 plywood sheathing where removed based on FWC engineers' detail dated 04/17/2023. Install (new) 2ply 60min building paper, self-furred wire lath, weep screeds, J-molds, and tie into existing building envelope. Furnish and apply approx. 100SF of (new) stucco and feather in (new) skip trowel texture. (2) times the repair amount to match as close as possible. Prime (new) stucco repairs. Paint (new) stucco repairs (2) times the repair amount in like color scheme (2) coats. Reset existing downspout. Interior of Garage: Furnish and install (new) 5/8"x4'x8' sheet of drywall where removed. Tape, top, and feather in (new) mechanically applied wall texture to blend in with existing. Prime (new) drywall repairs. Paint garage wall in like color scheme corner to corner for uniformity. Final clean-up of construction related debris. Contractor: GBG Total: \$ 11,613.34

Work Completed.

Solar Committee

No report was given.



Walnut Creek Mutual No. Forty-Eight

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:

a. Approval of Policies 6, 24, 26:

A motion was made to approve the following revised policies with no changes 24 and 26.

Moved, Seconded, Carried 4-0

A motion was made to approve the following revised policy with no change 6.

Moved, Seconded, Carried 3-0 (Schwartz recused himself due to conflict of interest)

New Business:

a. Amendment to CC&R's re-insurance:

The Board held a discussion on the proposed changes to the CC&R's regarding insurance. No decision was made.

Next Board Meeting

The next scheduled meeting will be held on Wednesday, October 18th, 2023, at 2:00PM, in the MOD-Large Conference Room. 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 3:40 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



Walnut Creek Mutual No. Forty-Eight

Mutual 48