

# WALNUT CREEK MUTUAL NO. FORTY-EIGHT

SPECIAL BUDGET MEETING MINUTES OF THE BOARD  
WEDNESDAY, OCTOBER 26, 2016 AT 2:00 P.M.  
STANLEY DOLLAR CLUBHOUSE  
1015 STANLEY DOLLAR DRIVE, WALNUT CREEK, CA 94595

## **Call to Order**

President Burch called the meeting to order at 2:02 PM.

## **Roll Call**

**Directors Present:** Robert Burch, President  
Sonya Ford, Vice President  
Norm King, Secretary  
Henry Mei, Treasurer  
Richard Pancoast, Director

**Also Present:** Paul Donner, Mutual Operations; Will Kim, Board Services Coordinator

## **Members Forum**

President Burch welcomed everyone and thanked them for their attendance. Residents were afforded the opportunity to express their concerns, make comments, and have questions answered by the Board and M.O.D. staff representatives.

## **Treasurer's Report**

The Financial approximations for the first 9-months of 2016 were presented as follows:

- a) Budgeted: \$324,990.
- b) Actual Expenses: \$316,210. An excess of \$8,780.
- c) Building Maintenance & Public Works
  - 1) Budgeted: \$19,791.
  - 2) Actual Expenses: \$18,661. An excess of \$1,130.
- d) Landscape Maintenance
  - 1) Budgeted: \$52,317.
  - 2) Actual Expenses: \$47,246. An excess of \$5,071.
- e) Insurance
  - 1) Budgeted: \$30,240.
  - 2) Actual Expenses: \$28,031. An excess of \$2,209.
- f) Utilities
  - 1) Budgeted: \$58,383.
  - 2) Actual Expense: \$54,668. An excess of \$3,715.
- g) Miscellaneous (including Elevator, Custodial, & Professional Services, etc.)
  - 1) Budgeted: \$5,634.
  - 2) Actual Expenses: \$8,985. A difference of (\$3,351).
- h) Reserve Fund as of September 30, 2016: \$509,323.

## **2017 Budget**

The Board discussed the proposed 2017 fiscal year-end budget prepared with the assistance

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of M.O.D. Details regarding the proposed 2017 fiscal year-end budget were presented as follows:

	<u>2016</u>	<u>2017</u>	<u>Increase</u>	<u>Change</u>
Total Mutual Assessment	\$534.92	\$550.67	\$15.75	2.9%
Trust Operations	\$202.42	\$205.33	\$2.91	1.4%
Cable TV Service	\$37.66	\$55.00	\$17.34	46.0%
Total GRF Assessment	\$240.08	\$260.33	\$20.25	8.4%
Total Basic Assessment	\$775.00	\$811.00	\$36.00	4.6%

A motion was made to approve the proposed 2017 fiscal year-end budget with a coupon amount at \$811 a month per manor.

Moved, Seconded, Carried 5-0

**Landscape Committee: Sonya Ford**

If you see a dead plant or broken sprinkler, please inform Committee Chair Ford or the M.O.D. Work Order Desk at 988-7650. Securitas can also be contacted after hours to report broken sprinkler heads.

**Maintenance Committee: Sheafe Ewing**

Please contact Committee Chair Ewing with any maintenance issues or broken/burned-out lights.

**Hospitality Committee: Trudi Garland & Anne Long**

The Hospitality Committee Members were introduced by Committee Member Long and the Christmas Party will be held on Tuesday, December 6<sup>th</sup> at Stanley Dollar Clubhouse. A notice will be prepared and submitted by the Committee.

**Solar Committee: Norm King**

Solar Committee Chair King presented the status of the Solar Panel Project. The building permits for solar panels were submitted to the City of Walnut Creek and to the Contra Costa Fire Protection District. The Fire Protection District requested additional information on the Means and Methods Application. The permits will be resubmitted to the City of Walnut Creek, after the requests made by the Fire Protection District are addressed.

The Duro-last membrane will not be penetrated, except cables that will keep the module from shifting in the event of an earthquake and the Solar Energy Industries Association confirms the 30% tax credit is available through 2017, 2018, and 2019.

**Alteration Committee: Richard Pancoast**

Committee Chair Pancoast reviews any remodeling plans, such as new windows, doors, or any alterations to the common areas. If you have any questions or concerns, please reach out to Committee Chair Pancoast.

**Emergency Preparedness Committee: John Reppart**

An Emergency Preparedness Practice Walkout will take place on November 3<sup>rd</sup> at 6:30 p.m.

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Please contact Committee Chair Reppart if you need a free emergency preparedness backpack.

**President's Appreciation: Bob Burch**

President Burch expressed his gratitude for the volunteer Board and Committee Members.

There are 250 lights throughout the Mutual. Therefore, the Board is looking into converting the lights to LED lights to save on energy and maintenance fees.

**Next Board Meeting**

The next Regular Meeting will be held on Wednesday, November 16, 2016 at 2:00 p.m.

**Adjournment**

President Burch adjourned meeting at 3:15 PM.

**Secretary's Certificate**

I hereby certify that the foregoing is a true and correct copy of the approved minutes of the Board of Director's meeting.



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**Secretary**