

"APPROVED" WCA BOARD OF DIRECTORS MEETING MINUTES

November 17, 2014

I. **Call to Order.** President Tom Knight called the meeting to order at 7:00 p.m. Directors present were Robert C. Blain, Doug Flock, Lubor Mrazek, Albert Repola, David Sherman and Neil Straus. Also present were General Manager Tim Sutherland, Controller Lisa Trabert and Assistant General Manager Jeff Kiel.

II. **Election of Officers.** The Board voted in by secret ballot the following officers: **Robert C. Blain - President; Tom Knight - Vice President; Albert Repola - Treasurer; and Neil Straus - Secretary.** Outgoing President Tom Knight transferred the gavel with congratulations to incoming President Blain. President Blain and the rest of the Board thanked Tom Knight for his leadership this past year.

III. **Reports/Announcements.**

□ **Secretary's Report.** Secretary Straus reported that no Board business was conducted since the October 20, 2014 Regular Session, and further reported that five board members attended the 2014 Annual Meeting held November 10, 2014.

□ **Treasurer's Report.** Treasurer Albert Repola reported a favorable operating budget variance of \$42,368 through 10/31/2014. Repola also reported an operating fund balance of \$173,952 and a replacement fund balance of \$4,480,953. The full report is available at the WCA office and watergatehoa.com.

□ **Manager's Report.** General Manager Sutherland reported the following:

➤ October 2014 common utilities: natural gas use is down -14.3%; electric use up +2.0%; and water use is down -11.0% at 82 gallons per unit per day.

➤ 2014 WCA Annual Meeting Results:

Three Seats on the WCA Board:

(Names listed in order the candidate filed)

Albert Repola - 273*

Tom Knight - 295*

Lubor Mrazek - 274*

Joanne Crawford - 175

Others - 1

Approve November 11, 2013 Annual Meeting Minutes:

For - 337

Against - 1

Abstain - 26

Approve Surplus Fund Carryover:

For - 351

Against - 3

Abstain - 9

* Elected to the WCA Board of Directors

➤ 2014 WCA Membership Voting Method Breakdown:

64 proxy for quorum submitted (14%)

43 votes cast the night of meeting (10%)

339 absentee ballots cast (76%)

446 votes total (100%) exceeded the quorum requirement of 417 - 1/3 of 1,249 units

- ❑ **Controller's Report.** Controller Lisa Trabert reported that as of October 31, 2014, eight accounts have been turned over to a collection agency for delinquent assessments. One Notice of Delinquent Assessment and seven Notices of Default have been recorded against the subjected properties. Three owners of the delinquent accounts are making payments toward ongoing payment plans.
- ❑ **Statements and Requests.** Six residents spoke in support of the petition requesting the Board reconsider the tennis court cushion master tennis court surfacing material. **Repola moved, and Knight seconded to place the item on the December 8, 2014 Board of Directors meeting agenda. Repola, Knight, Flock and Sherman voted for the motion to reconsider, and Mrazek and Straus voted against. The motion to place the cushion master court surface material back on the December 8, 2014 Board meeting agenda was approved.**

IV. **Consent Calendar.**

- ❑ **Approved by unanimous general consent:**

➤ **October 20, 2014 Board of Directors Regular Session Minutes**

➤ **Caltronics Office Copier Maintenance Agreement - 11/17/14 – 11/16/15, and a contract amount of \$2046.00 which includes parts, repairs and toner. Additional costs are expected to be \$75.56 for a total amount funded from operations of \$2,121.56.**

V. **Old Business.**

- ❑ **Updated Windows and Sliding Glass Door Replacements Specifications.** The Board reviewed the third and final draft of the updated window and sliding glass door specifications. **Straus moved, and Knight seconded, to approve the revised windows and sliding glass door replacement specifications. The motion was unanimously approved.**

VI. **New Business.** General Manager Sutherland requested funds for the following work:

- ❑ **Anchor Pool Fence Modification and Installation.** Funds requested to modify the fencing configuration around the Anchor pool to ready the area for new key access control. **Straus moved, and Knight seconded, to approve the Reed Brother proposal of \$5,900, and an overall project budget of \$6,500 to be paid for out of the replacement fund. The motion was unanimously approved.**
- ❑ **4 Admiral Automatic Door Opener Replacements.** Board approval is needed to reallocate expenses incurred to replace the failed 15 year automatic door operator at 4 Admiral Drive. **Straus moved and Knight seconded, to approve the reallocation of the Reed Brothers invoice of \$4,350.63 to the replacement fund, and also authorized an additional \$4,400 in replacement funds if the need arises to replace the next opener. The motion was unanimously approved.**

- **Anchor Club Pool Filter Replacement.** Funds requested to change out the DE filter to a sand filter at the Anchor Club Pool. **Straus moved, and Knight seconded, to authorize a budget of \$3,000 for The Pool Doctor to install a sand filter system for the Anchor Pool. The motion was unanimously approved.**

V. WCA Committees.

- **Architectural Control.** Assistant General Manager Jeff Kiel presented the following unit modifications:
 - **6 Admiral Drive, A493: 1 Bedroom.** The owner wishes to replace the unit's bathroom ceiling fan and modify the kitchen wing wall closest to the dining room. Removal of Kitchen wing-walls not recommended for approval. **Straus moved, and Knight seconded, to approve the modifications to A230 pending receipt of all necessary building permits and the requirement that all discovered dry rot be repaired as necessary. The motion was unanimously approved.**
 - **7 Captain Drive, C303: 1 Bedroom.** The owner wishes to install a microwave stove hood fan, install kitchen cabinets 4" taller than the existing, install a dishwasher, and repair any portion of the tub surround wall that is water damaged while re-tiling the shower head wall. **Straus moved, and Knight seconded, to approve the modifications to C303 pending receipt of all necessary building permits and the requirement that all discovered dry rot be repaired as necessary. The motion was unanimously approved.**
 - **7 Captain Drive, C316: 1 Bedroom.** The owner wishes to remove the tub and install a walk-in shower, and replace both the bathroom ceiling and kitchen stove hood fans. **Straus moved, and Knight seconded, to approve the modifications to C316 pending receipt of all necessary building permits and the requirement that all discovered dry rot be repaired as necessary. The motion was unanimously approved.**
 - **1 Captain Drive, D157: 2 Bedroom.** The owner wishes to remove the tub in main bathroom and install a walk-in fiberglass shower insert. **Straus moved, and Knight seconded, to approve the modifications to D157 pending receipt of all necessary building permits and the requirement that all discovered dry rot be repaired as necessary. The motion was unanimously approved.**
 - **4 Commodore Drive, D328: 2 Bedroom.** The owner wishes to replace their tub surround in-kind. **Straus moved, and Knight seconded, to approve the modifications to D328 pending receipt of all necessary building permits and the requirement that all discovered dry rot be repaired as necessary. The motion was unanimously approved.**
 - **4 Commodore Drive, D428: 2 Bedroom.** The owner wishes to replace the main bathroom's tub with a walk-in shower and replace his bathroom ceiling fan. **Straus moved, and Knight seconded, to approve the modifications to D428 pending receipt of all necessary building permits and the requirement that all discovered dry rot be repaired as necessary. The motion was unanimously approved.**
 - **4 Captain Drive, E207: 1 Bedroom.** The owners wish to replace their tub and surround in-kind and install recessed lighting in the living room. **Straus moved, and Knight seconded, to approve the modifications to E207 pending receipt of all necessary building permits and the requirement that all discovered dry rot be repaired as necessary. The motion was unanimously approved.**

- **4 Anchor Drive, F441: Studio.** The owners wish to replace their bathroom's tub with a walk-in shower with grab bars. **Straus moved, and Knight seconded, to approve the modifications to F441 pending receipt of all necessary building permits and the requirement that all discovered dry rot be repaired as necessary. The motion was unanimously approved.**

VI. Upcoming Meetings.

- Executive Session and Regular Session December 8, 2014

VII. Meeting adjourned at 8:02 p.m.

Respectfully submitted,

/s/ Neil Straus, Secretary