

APPROVED WCA BOARD OF DIRECTORS MEETING MINUTES

March 23, 2015

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

II. Reports/Announcements.

- **Secretary's Report.** Secretary Straus reported prior to the meeting, the Board met in Executive Session to review Robert Rules of Order.
- **Treasurer's Report.** Treasurer Albert Repola reported a favorable operating budget variance of \$135,123 through 2/28/2015. Repola also reported an operating fund balance of \$215,975, and a replacement fund balance of \$4,363,276. The full report is available at the WCA office and watergatehoa.com.
- **Manager's Report.** General Manager Sutherland reported that the main charter for WCA is to properly maintain and enhance the common interest property all while complying with various local, State and Federal regulations, requirements and laws. The 2015/2016 budget request is the foundation and framework from which the corporation executes that mission in a legal, proactive and cost-effective manner. Sutherland noted that the operations funding level request is \$160,000 (3.40%) lower than last year's funding request primarily due to an unfilled landscaping supervisory position; a one-time cable television gate fee; and savings in garbage expenses resulting in the continuing operating fund surplus funds carryover projected to be \$344,001 at the end of this fiscal year ending June 30, 2015. Sutherland also commented that the labor budget reflects a \$14.42 minimum wage increase for the non-union Clipper Club employees (5,250 hours) potentially July 1, 2015. This ordinance impacts the labor budget \$27,132.88, which includes all applicable taxes and workers compensation premiums. Budgeted staffing levels remain unchanged. Sutherland anticipated the total assessment level funding request (Including the replacement fund) to be 1% pending WCA Board approval.
- **Controller's Report.** Controller Lisa Trabert reported that as of February 28, 2015, fifteen accounts have been turned over to a collection agency for delinquent assessments. Seven Notices of Default and two Notices of Delinquent Assessments ("Lien") have been recorded against the subjected properties. Among the fifteen delinquent accounts, two accounts were under bankruptcy protection, and four owners were making payments toward ongoing payment plans.
- **Statements and Requests.** Topics included Emery Go Round property tax assessments, and Tennis Court Cushioning.

III. Consent Calendar.

- **Minutes and Insurance both pulled from Consent Calendar for clarification and discussion.**
 - **February 23, 2015 Board of Directors Regular Session Minutes.** Straus moved, and Mrazek seconded, to approve the minutes as submitted. The motion was unanimously approved.

- **Corporate Insurance Policy Renewals 3/31/15 - 3/31/16. Straus moved, and Mrazek seconded to approve: CIBA Property - \$290,201; Allied General Liability - \$53,380; Allied Auto - \$1,856; Great American Insurance - Umbrella Liability - \$26,430; Chubb and Hanover Fidelity & Crime Insurance - \$8,834**

IV. New Business.

- ❑ **Board Resolution to Record Four Notices of Delinquent Assessments. Secretary Straus read the following resolution:**

"Resolved, the Board of Directors ("Board") for Watergate Community Association authorizes and instructs Allied Trustee Services to Record Four Notices of Delinquent Assessments ("Lien") in the full amount of unpaid assessments, late charges, interest and collection fees and costs against the properties bearing Assessor's Parcel Numbers 049-1528-465, 049-1528-508, 049-1529-145, and 049-1528-146 as authorized by Civil Code Sections 5650 and 5725 if such accounts have not been reinstated by the Notice of Intent to Lien expiration date." Straus moved, and Knight seconded, to approve the aforementioned four Notices of Delinquent Assessments. The motion was unanimously approved.

V. WCA Committees.

- ❑ **Architectural Control.** Assistant General Manager Jeff Kiel presented the following unit modifications:

- **4 Captain Drive, E207: 1 Bedroom.** The owner wishes to install a microwave stove hood fan and recessed lighting. **Straus moved, and Mrazek seconded, to approve the modifications to E207 pending receipt of all necessary building permits. The motion was unanimously approved.**
- **5 Admiral Drive, F308: Studio.** The owner wishes to remove a kitchen wing wall and post, re-locate their stove and replace the existing stove hood fan with a recirculating microwave stove hood fan, encapsulate the popcorn ceiling, and replace the tiled tub surround. **Straus moved, and Knight seconded, to approve the modifications to F308 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, F383: Studio.** The owner wishes to install a dishwasher and microwave stove hood fan. **Straus moved, and Knight seconded, to approve the modifications to F383 pending receipt of all necessary building permits. The motion was unanimously approved.**

- VI. Board Members' Notice of Motion - Discussion of Tennis Courts.** After a brief discussion, President Blain announced that the Board of Directors would not be voting again on cushion court tennis court surfacing material.

VII. Upcoming Meetings.

- ❑ Budget Working Sessions March 30, 2015 and April 6, 2015
- ❑ Executive and Regular Session April 20, 2015.

VIII. Meeting adjourned at 8:06 p.m.

Respectfully submitted,

/s/ Neil Straus, Secretary