

"APPROVED" WCA BOARD OF DIRECTORS MEETING MINUTES

March 24, 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 and Neil Straus. Ron Dempster was absent. Also present were General Manager Tim Sutherland, Assistant General Manager Jeff Kiel and Controller Lisa Trabert.
- II. **Reports/Announcements.**
- ❑ **Secretary's Report.** Before the meeting, the Board of Directors met with management and the finance committee to review the proposed 2014/2015 operating budget funding request.
 - ❑ **Treasurer's Report.** Treasurer Repola reported a favorable operating budget variance of \$116,245 through 2/28/2014. Repola also reported an operating fund balance of \$250,799 and a replacement fund balance of \$5,632,077. The full report is available at the WCA office and watergatehoa.com.
 - ❑ **Manager's Report.** General Manager Sutherland reported the following: Common Utilities for February 2014: Electric +8.8% (new lighting); Natural Gas -3.8%; Water +6.25% (building unit domestic water use is high).
 - ❑ **Controller's Report.** Controller Lisa Trabert provided a summary of the current status of property lien, defaults and paid debts. Secretary Straus noted that ten properties remain in default, and three properties have liens against them.
- III. **Statements and Requests.** A resident reported no backups in unit for six months.
- IV. **Consent Calendar.**
- ❑ **Approved by unanimous general consent:**
 - February 24, 2014 Regular Session Board of Directors Meeting Minutes
 - Cintas Uniform Agreement Renewal - 4/1/2014 through 3/30/2015
 - CIBA Property Insurance Renewal - \$57,847 - 3/31/2014 - 3/31/2015
 - Allied General Liability & Auto Renewal - \$57,847 & \$2184.50 - 3/31/2014 - 3/31/2015
 - Great American Umbrella Liability Renewal - \$25,188 - 3/31/2014 - 3/31/2015
 - Chubb Fidelity/Hanover and Crime Renewal - \$5,259/\$3,575 - 3/31/2014 - 3/31/2015
- V. **New Business.**
- ❑ **Board Resolution to Record Two 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 Two 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 049-1529-166, and 049-1529-535 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 Blain seconded, to approve the aforementioned Two Notices of Delinquent Assessments. The motion was unanimously approved.

- **Waterproofing and Dry-Rot Projects.** Proposals were reviewed regarding dry-rot engineering and scaffolding costs for projects involving units D268/D368 and B173/D285. **Straus moved, and Blain seconded to approve an expense not to exceed \$16,000 be allocated to the replacement fund. The motion was unanimously approved.**

VI. WCA Committees.

- **Architectural Control.** Assistant General Manager Jeff Kiel presented the following committee recommendations:
 - **6 Commodore Drive, C331: Studio.** The owner wishes to replace her kitchen stove hood fan and bathroom ceiling fan and upgrade the electrical panel as needed. **Straus moved, and Blain seconded, to approve the modifications to unit C331 pending receipt of all required building permits. The motion was unanimously approved.**
 - **4 Commodore Drive, D233: 2 Bedroom.** The owner wishes to install an additional cover layer of sheetrock in select locations in the living room, dining room and vanity area, install recessed lighting and an additional electrical outlet in the kitchen, replace the kitchen stove hood fan, upgrade the electrical panel as needed, and remove the kitchen pantry wall/header. **Straus moved, and Blain seconded, to approve the modifications to unit D233 pending receipt of all required building permits. The motion was unanimously approved.**
 - **4 Captain Drive, E217: 1 Bedroom.** The owner wishes to replace her stove hood fan with a microwave stove hood fan upgrade the unit's electrical panel as needed. **Straus moved, and Blain seconded, to approve the modifications to unit E217 pending receipt of all required building permits. The motion was unanimously approved.**

VII. Upcoming Meetings.

- Budget Working Session – April 7, 2014
- Budget, Regular and Executive Session April 21, 2014

VIII. Meeting adjourned at 7:51 p.m.

Respectfully submitted,

/s/ Neil Straus, Secretary