

APPROVED WCA BOARD OF DIRECTORS MEETING MINUTES

April 20, 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, David Sherman and Neil Straus. Albert Repola was absent. 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 that prior to the meeting, the Board met in Executive Session to review Robert's Rules of Order, authorize One Notice of Default and Election to Sell for APN 049-1529-145, and direct General Manager Sutherland to negotiate a new no cost to WCA contract with the current contracted tennis professional.
 - ❑ **Treasurer's Report.** General Manager Sutherland reported a favorable operating budget variance of \$182,094 through 3/31/2015. Sutherland also reported an operating fund balance of \$250,259, and a replacement fund balance of \$4,268,845. The full report is available at the WCA office and watergatehoa.com. The Board also was in receipt of the quarterly operating and replacement bank statements with the Treasurer's Report as required by Civil Code §5500. **Straus moved, and Knight seconded, to accept the Treasurer's Report and quarterly bank statements. The motion was unanimously approved.**
 - ❑ **Manager's Report.** General Manager 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 reported that drought surcharges will most likely be 20% higher than current rates subject to EBMUD board approval June 9, 2015.
 - ❑ **Controller's Report.** Controller Lisa Trabert reported that as of March 31, 2015, twelve accounts have been turned over to a collection agency for delinquent assessments. Seven Notices of Default and one Notice of Delinquent Assessment ("Lien") have been recorded against the subjected properties. Among the twelve delinquent accounts, two accounts were under bankruptcy protection, and four owners were making payments toward ongoing payment plans.
- III. Statements and Requests.** Topics included EV charging station use, lack of tennis court discussion at last month's meeting, Tennis Pro contract on Executive Session agenda, exterior lighting issues, recycling trash room signs, water conservations tips for apartments, lower floor units' heating bills, and heating smaller pools a few months of the year.
- IV. Consent Calendar - Routine Items Approved By Unanimous Consent**
- ❑ **March 23, 2015 Board of Directors Regular Session Minutes.**
- V. New Business.**
- ❑ **Governance – Robert Rules of Order for WCA Board of Directors Meetings.**
Straus read the following Resolution:

WHEREAS, there has been presented to the Board of Directors (“Board”) of the Watergate Community Association (“Association”) the attached Watergate Community Association Rules of Order (“Rules of Order”) to establish a procedure for conducting meetings of the Board and its committees in an orderly fashion. Section 3.6 of the Association’s By-Laws requires the membership meetings to be conducted in accordance with the parliamentary procedures under Robert’s Rules of Order, but does not require the Board and committee meetings to be conducted in such system.

WHEREAS, it is deemed in the best interests of the Association to have its Board of Directors vote to adopt the Rules of Order.

NOW, THEREFORE, BE IT RESOLVED, that the following resolution is hereby consented to, approved, and adopted by a majority of a quorum of the Board of Directors pursuant to Section 4.14 of the Second Amended By-Laws.

RESOLVED, that the Board will adopt and follow the Rules of Order which shall be kept at the principal executive office of this Association in accordance with California Associations Code Section 7160.

IN WITNESS WHEREOF, the Rules of Order shall be effective upon the date of adoption.

Straus moved, and Mrazek seconded, to approve the aforementioned resolution. The resolution was unanimously approved.

- ❑ **Replacement Fund - Captain Drive Fire Hydrant Water Supply Line Repair.** Straus moved, and Knight seconded, to approve a contract with Ortiz Construction for \$6,900 and project budget of \$10,793. The motion was unanimously approved.
- ❑ **Replacement Fund - Ensign Drive Irrigation Main Line Repair.** Straus moved, and Knight seconded, to approve a contract with Ortiz Construction for \$3,850 and project budget of \$5,782. The motion was unanimously approved.
- ❑ **Replacement Fund - Concrete Cap Slab Waterproofing Repair Outside of F295.** Straus moved, and Knight seconded to approve a contract with Alpha Restoration for \$6,580 and project budget of \$7,896. The motion was unanimously approved.
- ❑ **Operating and Replacement Fund Assessment Levels**
 - **Consideration of a 1% Assessment Increase; approval of 2015-2016 Pro Forma Operating Budget and Replacement Budget for 2015-2016; Delinquent Collections and Enforcement Policy; Schedule of Fines and Fees; and Internal Dispute Resolution.** Straus moved and Flock seconded to table the budget pending review of the Tennis Court posttension and resurfacing project forecast and its impact on the budget request before the board. Straus, Flock, Sherman and Mrazek voted for the motion to table with Knight against. The motion to table was approved.

Sherman moved, and Flock seconded, to direct staff to bring back to the Board a budget request with no assessment increase. Straus, Flock and Sherman voted for the motion, with Knight and Mrazek against. The motion to present the Board with a zero percent increase at the next board meeting was approved.

VI. WCA Committees.

- **Architectural Control.** Assistant General Manager Jeff Kiel presented the following unit modifications:
 - **1 Captain Drive, D455: 2 Bedroom.** The owner wishes to re-locate and/or install additional electrical j-boxes, outlets and switches, re-locate and/or install additional plumbing fixtures, install new stove hood fan, re-locate the refrigerator with water hook-up, install recessed lighting and an electric fireplace that does not penetrate the roof. Further, the committee approves any upgrades that are required to the electrical panel as a result of the proposed renovations. **Straus moved, and Mrazek seconded, to approve the modifications to D455 pending receipt of all necessary building permits. The motion was unanimously approved.**
 - **2 Commodore Drive, D471: 1 Bedroom.** The owner wishes to widen his kitchen doorway 6" on each side and raise the header 14", install recessed lighting, scrape or encapsulate his popcorn ceiling, install a microwave stove hood fan, re-locate the refrigerator with a water hook-up, install a new bathroom fan and replace the bathtub with a walk-in shower. The application included a structural engineer report. Further, the committee approves any upgrades that are required to the electrical panel as a result of the proposed renovations. **Straus moved, and Knight seconded, to approve the modifications to D471 pending receipt of all necessary building permits, and the requirement that all discovered dry rot be repaired as necessary. The motion was unanimously approved.**

VII. Upcoming Meetings.

- Board of Directors Meeting April 27, 2015
- Executive and Regular Session May 18, 2015.

VIII. Meeting adjourned at 8:21 p.m.

Respectfully submitted,

/s/ Neil Straus, Secretary