

APPROVED WCA BOARD OF DIRECTORS MEETING MINUTES

May 18, 2015

- I. Call to Order.** President Robert C. Blain called the meeting to order at 7:01 p.m. Directors present were Doug Flock, Tom Knight, Albert Repola, David Sherman and Neil Straus. Lubor Mrazek was absent. Also present were 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 held a Special Meeting April 27, 2015 to approve a 0% assessment increase and Pro Forma budget for 2015/2016. The Board also met in Executive Session May 8, 2015 to discuss legal issues. The Board met prior to tonight's meeting to receive updates on the ongoing contract negotiations with the tennis professional and received information on the new City of Emeryville's minimum wage ordinance and the impact to WCA's labor budget.
 - ❑ **Treasurer's Report.** Treasurer Repola reported a favorable operating budget variance of \$323,288 through 4/30/2015. Repola also reported an operating fund balance of \$378,777, and a replacement fund balance of \$4,118,652. The full report is available at the WCA office and watergatehoa.com.
 - ❑ **Manager's Report.** General Manager Sutherland reported that utilities for April 2015 were all under control with electric use down -.7 %; natural gas use down -8.6%; and water use down -6.0 % at 78 gallons per unit per day.
 - ❑ **Controller's Report.** Controller Lisa Trabert reported that as of April 30, 2015, eleven accounts have been turned over to a collection agency for delinquent assessments. Six Notices of Default and one Notice of Delinquent Assessment ("Lien") have been recorded against the subjected properties. Among the eleven delinquent accounts, two accounts were under bankruptcy protection, and three owners are making payments toward ongoing payment plans.
- III. Statements and Requests.** Topics included support for and against brown lawns; support for and against 0% assessment increase; support for and against 1% increase; a request to provide audience with budget motion handouts at meetings; support for repair of courts; a request for improved collegiality by board with community and staff; a request that a reserve study educational session be scheduled before next year's budget meetings; and a thank you to the board and staff for watching money and good management.
- IV. Consent Calendar - Routine Items Approved By Unanimous Consent**
- ❑ **April 20, 2015 Regular Session Minutes**
 - ❑ **April 27, 2015 Special Session Minutes**
 - ❑ **Allied Trustee Services One Year Contract Renewal – 5/18/2015 – 5/18/2016**
 - ❑ **Watergate Sales and Leasing Use Agreement One Year Renewal - 5/23/2015 - 5/23/2016**

V. Old Business.

- **Corrected 2015/2016 Pro - Forma Budget Approval.** Straus moved, and Flock seconded, that the Board of Directors report out an estimated total revenue of \$7,173,600; an estimated total operating revenue of \$4,946,168; and an estimated replacement fund revenue of \$4,227,432; and that the Board of Directors approve the \$2,185,340 allocation to the replacement fund, and a \$4,586,768 allocation to the operating fund for 2015/2016; Straus further moved that the Board of Directors approve for the 2015/2016 fiscal year, an estimated operating expense of \$5,290,169, and an estimated replacement expense of \$2,395,797. The motion was unanimously approved.

VI. New Business.

- **Replacement Fund - Tennis Court Additional Post Tensioning Cabling Repairs.** Straus moved, and Knight seconded, to approve repairs proposed by All Star PT for a contract amount of \$27,820, and a new contract budget of \$31,317 which includes a 10% contingency of \$2,847. The motion was unanimously approved.
- **Collections Enforcement - Board Resolution to Record Three 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 049-1529-179, 049-1528-055 and 049-1529-428 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 Three Notices of Delinquent Assessments. The motion was unanimously approved.
- **Replacement Fund - B Pool Skimmer Repair.** Straus moved, and Knight seconded, approve contract with The Pool Doctor for a contract amount of \$2,962 and an overall project budget of \$3,831.33 which includes a 10% contingency, and a Precision Leak Detection fee of \$575. The motion was unanimously approved.

VI. WCA Committees.

- **Architectural Control.** Assistant General Manager Jeff Kiel presented the following unit modifications:
 - **4 Admiral Drive, B445: 2 Bedroom.** The owner wishes to replace the unit’s bathtub and tiled surround. **Straus moved, and Knight seconded, to approve the modifications to B445 pending receipt of all necessary building permits and that all discovered dry-rot be repaired. The motion was unanimously approved.**

- **2 Commodore Drive, D274: Studio.** The owner removed the wall that enclosed the walk-in closet and kitchen post. Other work included replacing the bathtub with a walk-in shower. **Straus moved, and Knight seconded, to only approve the structural integrity modifications as outlined in the structural engineers report. All other requested items not approved. The motion was unanimously approved.**

- **4 Commodore Drive, D330: Studio.** The owner wishes to remove the tub and install a walk-in shower, and replace the kitchen stove hood fan. **Straus moved, and Knight seconded, to approve the modifications to D330 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.

- Executive and Regular Session June 23, 2015

VIII. Meeting adjourned at 8:28 p.m.

Respectfully submitted,

/s/ Neil Straus, Secretary