

## **"APPROVED" WCA BOARD OF DIRECTORS MEETING MINUTES**

**May 20, 2013**

- I. Call to Order.** President Robert C. Blain called the meeting to order at 7:00 p.m. Directors present were Ron Dempster, Doug Flock, Tom Knight, Lubor Mrazek and Neil Straus. Albert Repola was absent. Also present were General Manager Tim Sutherland, Controller Lisa Trabert, Assistant General Manager Jeff Kiel, Construction Manager Gus Ferriols, and two residents.
- II. Reports/Announcements.**
- ❑ **Secretary's Report.** Secretary Straus reported on action taken by the Board of Directors since the April 22, 2013 regular session board meeting:
    - Prior to the April 22, 2013 regular session board meeting, the Board of Directors **voted to authorize a Notice of Default and Election to Sell for APN 049-1529-005**, and the Board of Directors **voted to authorize a Special Individual Assessment for expenses incurred by the WCA for unit C450 in the amount of \$44.00.**
  - ❑ **Treasurer's Report.** General Manager Sutherland reported a favorable operating budget variance of \$254,925 through 4/30/2013. Sutherland also reported an operating fund balance of \$346,084, and a replacement fund balance of \$6,756,633. The full report is available at the WCA office and [watergatehoa.com](http://watergatehoa.com).
  - ❑ **Manager's Report.** General Manager Sutherland reported on the following:
    - April 2013 common utilities: natural gas use down 11.6% (pool heating costs down); electric is up 5.4% (new lighting); and water use (D bldg. usage high) up 3.4% at 89 gallons per unit per day.
    - New Laundry Machine Installation Schedule: Thurs, May 16: E bldg.; Thurs, May 30: D bldg.; Thurs, June 06: B bldg.; Thurs, June 13: A bldg.; Thurs, June 20: F bldg.
    - Final Project Update on Balcony Beam Replacement for F460 - estimate was for \$3,600 and approved by BOD for same. Final billing was \$2,950 since they were able to re-use the metal cladding that was itemized for \$650 to replace.
- III. Statements and Requests.** An owner requested a waiver of a towing charge and interest charged on balance owed. No waiver was considered. Another owner complained about speeding through garages. General Manager Sutherland will instruct security to be on the lookout for speeders in E garage.
- IV. Consent Calendar.**
- ❑ **Approved by unanimous general consent:**
    - **April 22, 2013 Regular Session Minutes**
    - **Watergate Sales and Leasing One-Year Use Agreement Renewal**
- 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 One Notice of Delinquent Assessment (“Lien”) in the full amount of unpaid assessments, late charges, interest and collection fees and costs against the property bearing Assessor’s Parcel Number 049-1529-256 and 049-1529-626 as authorized by Civil Code Sections 1367.1 and 1367.4 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 Two Notices of Delinquent Assessments. The motion was unanimously approved.**

- **Reserve Investments.** The Board reviewed Article 12.4 of the By-Laws regarding investment of reserve funds and was satisfied that WCA was in complete compliance with the requirements.
- **F355 Balcony Support Beam.** Replacement beam is needed for the patio deck of F355. **Knight moved, and Straus seconded, to authorize a contract amount of \$2,550 out of the replacement fund payable to Facelift Construction, and a project budget amount of \$3,000 to replace a dry-rotted beam supporting the deck at F355. The motion was unanimously approved.**
- **Dry Standpipe Conversion Funding.** Funding is needed to complete the conversion of the dry standpipe system to wet by installing new valves, couplings and replacing horizontal garage piping as needed. **Straus moved, and Knight seconded, to authorize \$329,629 to complete the work proposed to be paid out of the replacement fund. The motion was unanimously approved.**
- **Sewer Video Inspection Services.** Funding is needed to inspect all of the sewer mains at Watergate with the exception of the newly replaced Anchor Drive sewer line. **Straus moved, and Knight seconded, to approve the low-bidder Roto-Rooter for a contract amount of \$4,150, and an overall project budget of \$4,650 to be paid out of the replacement fund. Straus, Knight, Dempster and Flock voted for the motion with Mrazek abstaining. The motion was approved.**
- **Fire Alarm Battery Back Up.** Funding needed to replace 34 five year back up batteries for the fire alarm system. **Straus moved, and Knight seconded, to authorize a contract with Red Hawk Fire and Security for a contract amount of \$10,993.69, and an overall project budget of \$11,513.69 to be paid for out of the replacement fund. The motion was unanimously approved.**

## **VI. WCA Committees.**

- **Architectural Control.** Assistant General Manager Jeff Kiel presented the following committee recommendations:
  - **3 Commodore Drive, B368: 1 Bedroom** - The owner wishes to install new kitchen cabinets and a new bathroom ceiling fan. **Straus moved, and Knight seconded, to approve the modifications to unit B368 pending receipt of all necessary building permits. The motion was unanimously approved.**
  - **3 Captain Drive, D202: 2 Bedroom** - The owner wishes to install a new fiberglass shower pan and install a new kitchen stove hood fan. **Straus moved, and Knight seconded, to approve the modifications to unit D202 pending receipt of all necessary building permits. The motion was unanimously approved.**
  - **1 Captain Drive, D451: Penthouse** - The owner wishes to relocate dishwasher and oven, upgrade existing electrical panel, install new recessed lights and a new stove hood fan that will require a new penetration through the roof paid for by owner. **Straus moved, and Knight seconded, to approve the modifications to unit D368 pending receipt of all necessary building permits. The motion was unanimously approved.**

**VII. Upcoming Meetings.**

- Regular and Executive Session – June 17, 2013

**VIII. Meeting adjourned at 8:09 p.m.**

Respectfully submitted,

/s/ Neil Straus, Secretary