

## "APPROVED" WCA BOARD OF DIRECTORS MEETING MINUTES

**August 18, 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, David Sherman and Neil Straus. Also present were General Manager Tim Sutherland, Assistant General Manager Jeff Kiel and Controller Lisa Trabert. Albert Repola was absent.

**II. Reports/Announcements.**

- **Secretary's Report.** After the July 21, 2014 Board of Directors meeting, the WCA Board appointed David Sherman to the WCA Board of Directors. Before tonight's meeting, the Board of Directors voted to authorize Special Individual Assessments against the following units:

**Miscellaneous services rendered:**

|             |                                                            |                 |
|-------------|------------------------------------------------------------|-----------------|
| <b>B302</b> | <b>After-hours staff response to water leak on 10/5/13</b> | <b>\$179.28</b> |
| <b>F460</b> | <b>Plumbing invoice for top floor unit on 9/20/13</b>      | <b>\$204.50</b> |

**Fire Sprinkler Installation:**

|             |                      |                 |
|-------------|----------------------|-----------------|
| <b>D522</b> | <b>June 19, 2013</b> | <b>\$ 48.12</b> |
| <b>F434</b> | <b>July 17, 2013</b> | <b>\$ 88.00</b> |

**Annual Fire Alarm Testing:**

|             |                         |                 |
|-------------|-------------------------|-----------------|
| <b>A125</b> | <b>October 15, 2013</b> | <b>\$ 26.42</b> |
| <b>C215</b> | <b>October 17, 2013</b> | <b>\$ 45.00</b> |
| <b>F232</b> | <b>October 24, 2013</b> | <b>\$ 14.76</b> |
| <b>F264</b> | <b>October 24, 2013</b> | <b>\$ 14.76</b> |

**The Board also discussed personnel issues.**

- **Treasurer's Report.** General Manager Sutherland reported a favorable operating budget variance of \$9,047 through 7/31/2014. Sutherland also reported an operating fund balance of \$178,683 and a replacement fund balance of \$5,181,771. The full report is available at the WCA office and [watergatehoa.com](http://watergatehoa.com).
- **Manager's Report.** General Manager Sutherland reported the following:
  - Common Utilities Summary for July 2014: Electric +3.7 % (new lighting); Natural Gas - 5.6%; Water -7.8 %.
  - Still need additional 2014 WCA Election Committee volunteers to coordinate the counting of registrations and ballots. Please contact Watergate office for more information.
  - Green food scrap recycling bins are located in each garage next to the tan landscaping department green waste bins in all bldgs.
  - Interior renovation work proceeds into the 4th floor of E building August 25, 2014.

- Watergate fire alarm activations off the company website: The smoke detectors are by code in place to detect smoke before there is a fire. The majority of alarms are activated by cooking events and trash room trash dumping activities. The fire alarm sprinkler additions in F building and the commensurate programming difficulties resulted in three vendor initiated activations which is an outlier as evidenced by the history since 2007. The smoke detectors are set at medium sensitivity levels. Only the fire department can give the all clear to silence an alarm. In the event that smoke from a real fire isn't enough to empty the building, the fire department has the ability to speak to all occupants to direct them out of the building.
- ❑ **Controller's Report.** Controller Lisa Trabert reported that as of July 31, 2014, sixteen accounts have been turned over to a collection agency for delinquent assessments. Four Notices of Delinquent Assessment and nine Notices of Default have been recorded against the subjected properties. Five owners of the delinquent accounts are making payments toward ongoing payment plans.
- ❑ **Statements and Requests.** Residents discussed water conservation, leaf blowing, landscaping, electronic billboards, tennis court repair, possible lagoon water leakage and fire alarms.

### III. Consent Calendar.

- ❑ **Approved by unanimous general consent:**
  - **July 21, 2014 Board of Directors Regular Session Minutes**
  - **2014 Election Committee: Sue Kelly, Eleanor Dahl, Janet Lather and Fran Chiapetta**

### IV. New Business.

- ❑ **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 Three 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 049-1528-594, 049,1529-179 and 049-1529-441 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 Three Notices of Delinquent Assessments. The motion was unanimously approved.**
- ❑ **Updated Unit Window Replacement Specifications.** General Manager Sutherland presented the draft updated unit window replacement installation specifications for Board review and input. One issue to contemplate moving forward is the uniformity or look of the building exterior as it relates to new window systems. Some new windows installed have no center mullion, and some have operable bottom windows instead of operable side windows, and some have asked for a solid picture window variation as well. There should be some standard agreed to as too many style variations creates a hodge-podge thrown together look with isn't an attractive, and creates the impression that there is little in the way of architectural standards or consistency within the community. Board member Mrazek agreed to assist with drafting acceptable window frame lay styles for review at a future meeting.

## V. WCA Committees.

- **Architectural Control.** Assistant General Manager Jeff Kiel presented the following unit modifications:
  - **6 Admiral Drive, A483: Penthouse.** The owners wish to install a pocket door in place of the hinged swing door for their back "main" bathroom. The application included a structural engineer's report. **Straus moved, and Blain seconded, to approve the modifications to A483 pending receipt of all required building permits and a written declarative statement from the structural engineer that the wall to be removed is not load bearing. The motion was unanimously approved.**
  - **3 Commodore Drive, B360: 2 Bedroom.** The soon-to-be owner (who has yet to close escrow) wishes to replace one of their bathtubs with a walk-in shower and pan, and the other in-kind, add eight additional electrical outlets, relocate four switched lighting receptacles and add a microwave stove hood fan. **Straus moved, and Blain seconded, to approve the modifications to B360 pending receipt of all required building permits. The motion was unanimously approved.**
  - **4 Anchor Drive, F221: 1 Bedroom.** The owner wishes to replace their tub's tiled surround, replace both the bathroom and stove hood fan and upgrade the electrical panel as necessary. **Straus moved, and Blain seconded, to approve the modifications to F221 pending receipt of all required building permits. The motion was unanimously approved.**

## VI. Upcoming Meetings.

- Executive Session and Regular Session September 22, 2014

## VII. Meeting adjourned at 7:36 p.m.

Respectfully submitted,

/s/ Neil Straus, Secretary