

"APPROVED" WCA BOARD OF DIRECTORS MEETING MINUTES

AUGUST 19, 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 and Neil Straus. Lubor Mrazek and Albert Repola were absent. Also present were General Manager Tim Sutherland, Construction Manager Gus Ferriols, Assistant General Manager Jeff Kiel and Controller Lisa Trabert.

II. Reports/Announcements.

- **Secretary's Report.** Secretary Straus reported that before the meeting, the Board of Directors authorized Four Notices of Default and Election to Sell for APN 049-1528-251, 049-1528-295, 049-1528-591 and 049-1529-052.
- **Treasurer's Report.** General Manager Sutherland reported a favorable operating budget variance of \$4,211 through 7/31/2013. Sutherland also reported an operating fund balance of \$293,518, and a replacement fund balance of \$6,235,188. The full report is available at the WCA office and watergatehoa.com.
- **Manager's Report.** General Manager Sutherland reported and presented the following information and presenters:
 - July 2013 common utilities: natural gas use down 5.9% (lower heating use for pools); electric use up 11.8% (new code lighting); and water use even at 90 gallons per unit per day.
 - Discussed upgrading of the video surveillance system.
 - There were two petty thefts and one stolen vehicle reported to Emeryville Police over the last 30 days.
 - Representatives of the Emeryville Police Department spoke about crime and ways residents can help prevent crimes of opportunity. The police officers urged residents to contact 911 in an emergency, and to call police dispatch at 596-3700, or 596-3737 to report crimes in progress.

III. **Statements and Requests.** An owner asked the board to consider not having staff use Roundup weed killer on the property. The landscape committee will work with Robert to investigate if there is a suitable and effective green alternative.

IV. Consent Calendar.

- **Approved by unanimous general consent:**
 - **July 22, 2013 Regular Session Minutes**

V. 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 049-1528-350, 049-1529-241 and 049-1529-254 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 Three Notices of Delinquent Assessments. The motion was unanimously approved.

- **2013 Inspector of Elections and Approval of Election Committee Members.** Straus moved, and Knight seconded, to approve Jim Golden, Liz Altieri, Sue Kelly and Eleanor Dahl as Election Committee members, and Jim Golden as WCA Inspector of Elections. The motion was unanimously approved.
- **Interior Finishes, Furnishings and Signage Project Budget Request.** Construction Manager Gus Ferriols presented the various bidders and recommendations for the interior finishes, furnishings and signage work for the Watergate common use areas. Lobby work will begin December 2013 and all work is expected to be completed by May 2016. **Straus moved, and Knight seconded to approve the following: PW Stephens for a contract amount of \$5,000 for remobilization for unit door wall paper removal; GA Higgins for a contract amount of \$995,338 for finishing, millwork, furniture and shelving; Corban for a contract amount of \$1,479,237 for carpet; Tingley Painting for a contract amount of \$775,000; Thomas Swan Signs for interior and exterior signage for a contract amount of \$809,447; Sterling Elevator for a contract amount of \$434,430; Kenneth Wingard for a contract amount of \$20,500 for the lobby mirrors; and an overall project budget limit request of \$6,167,845 which includes a 10% contingency to be funded from the replacement fund.**

VI. WCA Committees.

- **Architectural Control.** Assistant General Manager Jeff Kiel presented the following committee recommendations:
 - **4 Admiral Drive, B234: 1 Bedroom:** The owner wishes to replace their tiled tub surround. **Straus moved, and Knight seconded, to approve the modifications to unit B234 pending receipt of all necessary building permits. The motion was unanimously approved.**
 - **8 Commodore Drive, C462: 1 Bedroom:** The owner wishes to replace their tiled tub surround. **Straus moved, and Knight seconded, to approve the modifications to unit C462 pending receipt of all necessary building permits. The motion was unanimously approved.**

VII. Upcoming Meetings.

- Regular and Executive Session – September 23, 2013

VIII. Meeting adjourned at 8:14 p.m.

Respectfully submitted,

/s/ Neil Straus, Secretary