

"APPROVED" WCA BOARD OF DIRECTORS MEETING MINUTES

September 21, 2015

- I. Call to Order.** Vice-President Thomas A. Knight called the meeting to order at 7:02 p.m. Directors present were Doug Flock, Lubor Mrazek, Albert Repola, David Sherman and Neil Straus. Robert C. Blain was absent. Also present were General Manager Tim Sutherland and Controller Lisa Trabert.
- II. Reports/Announcements.**
- ❑ **Secretary's Report.** Secretary Straus reported there was no Board business conducted since the August 24, 2015 Regular Session. He further reported that he attending an open meeting of the Residents Oversight Group and informed them that the General Manager had serious concerns about the demands they were placing on the office.
 - ❑ **Treasurer's Report.** Treasurer Repola reported a favorable operating budget variance of \$41,422 through 8/31/2015. Sutherland also reported an operating fund balance of \$333,920 and a replacement fund balance of \$3,885,044. The full report is available at the WCA office and watergatehoa.com.
 - ❑ **Manager's Report.** General Manager Sutherland reported common utility use for August 2015: Electric +1.9%; Natural Gas -1.6%; Water -7.3% at 73 gallons per unit per day. Sutherland further reported that annual in unit fire alarm testing begins Tuesday, October 8, 2015 and concludes Thursday, October 8, 2015. Staff does not use unit keys to access units, and locksmith charges are divided among units requiring the use of a locksmith to gain entry for testing. Sutherland finally closed by reporting that 274 rules violation letters were sent to owners August 2015.
 - ❑ **Controller's Report.** Controller Lisa Trabert reported that as of August 31, 2015, twelve accounts have been turned over to a collection agency for delinquent assessments. Seven Notices of Default and four Notices 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 are making payments toward ongoing payment plans.
- III. Statements and Requests.** Topics included a staff succession planning committee, excellent response by property patrol during a sewer line backup, desire for better rules compliance by residents, a few Airbnb units still at Watergate, dogs on property, request for additional property patrol personnel and video cameras, and a request to purchase more senior friendly laundry room chairs, and a request for a replacement table for the A laundry lounge. **Straus moved, and Mrazek seconded, to authorize staff to begin soliciting proposals for new laundry room chairs and tables that are more senior friendly. The motion was unanimously approved.**
- IV. New Business.**
- ❑ **Records - August 24, 2015 Regular Session Minutes.** Straus moved, and Knight seconded, to approve the minutes as submitted. The motion was unanimously approved.
 - ❑ **Replacement Fund - Lagoon Aerator Motor.** Flock moved, and Repola seconded, to authorize \$1,847.16 to Ewing Irrigation for the purchase of a new aerator pump for the lagoon to be paid for out of the replacement fund. The motion was unanimously approved. The motion was unanimously approved.

- **Replacement Fund - Video Surveillance System Replacement.** The current state of the of the eight year old system is poor with three buildings without functioning DVRs and many video cameras are non-functioning as well, two of which cover recreational amenities. Construction Manager Ron Herron and Construction Administration Assistant Ariel Clifford presented a detailed competitive bid package for a complete updated replacement system totaling \$101,024.33. **Straus moved, and Flock seconded to table the item and move the issue until the meeting of November 16 when a new Board will have been elected for a more in-depth review and discussion. The motion to table was unanimously approved.**

- **Collections Enforcement - Board Resolution to Record One Notice of Delinquent Assessment. 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 Assessments (“Lien”) in the full amount of unpaid assessments, late charges, interest and collection fees and costs against the property bearing Assessor’s Parcel Number 049-1529-535 as authorized by Civil Code Sections 5650 and 5725 if such account have not been reinstated by the Notice of Intent to Lien expiration date.” Straus moved, and Mrazek seconded, to approve the aforementioned One Notice of Delinquent Assessment. The motion was unanimously approved.

- **Replacement Fund - 4 Admiral Drive Intercom Phone Replacement.** Straus moved, Mrazek seconded, to approve a contract with Sound Communications to replace the 4 Admiral Intercom for a contract amount of \$2,918.40, and an overall project budget of \$3,210.24 to be paid for out of the replacement fund. The motion was unanimously approved.

V. WCA Committees.

- **Architectural Control.** General Manager Sutherland presented the following unit modifications:
 - **6 Commodore Drive, C235: 2 Bedroom.** The owner wishes to remove two wing walls in the kitchen. The structural engineer’s report indicates these are not load bearing walls. **Straus moved, and Mrazek seconded, to approve the modifications to C235 pending receipt of all building permits. The motion was unanimously approved.**

 - **2 Commodore Drive, D273: 1 Bedroom.** The owner wishes to remove a post and wing walls in the kitchen and two closet walls. The structural engineer’s report indicates the post and walls slated for removal are not load bearing. **Straus moved, and Mrazek seconded, to approve the modifications to D273 pending receipt of all building permits. The motion was unanimously approved.**

VI. Upcoming Meetings.

- Executive and Regular Session October 19, 2015

VII. Meeting adjourned at 8:38 p.m.

Respectfully submitted,

