

"APPROVED" WCA BOARD OF DIRECTORS MEETING MINUTES

SEPTEMBER 23, 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, 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 met in Executive Session to authorized Two Notices of Default and Election to Sell for APN 049-1529-241 and 049-1529-254.
 - **Treasurer's Report.** General Manager Sutherland reported a favorable operating budget variance of \$30,677 through 8/31/2013. Sutherland also reported an operating fund balance of \$281,708, and a replacement fund balance of \$6,014,872. The full report is available at the WCA office and watergatehoa.com.
 - **Manager's Report.** General Manager Sutherland reported and presented the following information:
 - August 2013 common utilities: natural gas use is even; electric use up +13.1% (new lighting); and water use is flat at 90 gallons per unit per day
 - Attached please find the monthly Emeryville crime report that shows that Watergate has two incidents for August 2013 which represented .9% of reported crimes in Emeryville
- III. **Statements and Requests.** None.
- IV. **Consent Calendar.**
- **Approved by unanimous general consent:**
 - **August 19, 2013 Regular Session Minutes**
- V. **New Business.**
- **Board Resolution to Record One Notice 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 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 049-1529-120 as authorized by Civil Code Sections 1367.1 and 1367.4 if such account have not been reinstated by the Notice of Intent to Lien expiration date." Straus moved, and Knight seconded, to approve the aforementioned One Notice of Delinquent Assessments. The motion was unanimously approved.
 - **Elevator Maintenance Service Contract.** General Manager Sutherland presented proposals from various bidders and made a recommendation for the monthly elevator maintenance contract. **Straus moved, and Knight seconded, to approve ThyssenKrupp Elevator for a monthly contract amount of \$3,999.00 for the term commencing November 1, 2013 through October 31, 2014. The motion was unanimously approved.**

- **Pool/Spa Maintenance Service Contract.** General Manager Sutherland presented proposals from various bidders and made a recommendation for the monthly pool/spa maintenance. **Straus moved, and Knight seconded, to approve The Pool Doctor in the amount of \$1,295 for month maintenance (excluding chemicals parts and repairs) for the period commencing November 1, 2013 thru October 31, 2014. The motion was unanimously approved.**
- **Treadmill Replacement.** General Manager Sutherland presented proposals from various bidders and mad a recommendation for a replacement treadmill for the Clipper Club gym. **Straus moved, and Knight seconded, to accept the bid from Opti-Fit for a new Matrix T3X Treadmill in the amount of \$4,604.55 to be paid for out of the replacement fund. The motion was unanimously approved.**
- **Clipper Club Steam Rooms-Steam Generator Replacements.** General Manager Sutherland presented a proposal for the replacement of the men's and women's steam room steam generators. **Straus moved, and Knight seconded, to award the work to LJ Kruse for contract amount of \$7,428.00, and an overall project budget of \$8915.00 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:
 - **8 Admiral Drive, A125: 2 Bedroom:** The owner wishes to remove all sheetrock throughout the unit to eliminate all asbestos and to facilitate structural engineer inspections. **Straus moved, and Knight seconded, to approve the modifications to unit A125 pending receipt of all necessary building permits, and a written confirmation from the owner of a reasonable timeline for the re-sheetrocking of the unit. The motion was unanimously approved.**
 - **5 Commodore Drive, B224: 1 Bedroom:** The owner wishes to replace their bathroom ceiling fan and kitchen stove food fan. **Straus moved, and Knight seconded, to approve the modifications to unit B224 pending receipt of all necessary building permits. The motion was unanimously approved.**
 - **5 Commodore Drive, B410: 1 Bedroom:** The owner wishes to replace her bathroom ceiling fan. **Straus moved, and Knight seconded, to approve the modifications to unit B410 pending receipt of all necessary building permits. The motion was unanimously approved.**
- **Landscape Committee.** The Board of Directors confirmed receipt of the LSC minutes.

VII. Upcoming Meetings.

- Regular and Executive Session – October 21, 2013

VIII. Meeting adjourned at 7:40 p.m.

Respectfully submitted,

/s/ Neil Straus, Secretary