

## WCA BOARD OF DIRECTORS MEETING MINUTES

May 21, 2018

**I. Call to Order.** President Tom Knight called the meeting to order at 6:06 p.m. Directors present were Tom Knight, Ariane Zand, Robert Blain, Charlotte Cochrane, Jan Fuchs, Fran Chiappetta, and Lubor Mrazek. Also present were General Manager Kim Adolf and Assistant General Manager Sherry Crevani.

### II. Reports/Announcements.

- Secretary's Report.** Secretary Chiappetta reported, the Board of Directors met in closed executive session and discussed contracts, legal issues, member violations, and personnel issues on April 19, 2018 and May 21, 2018. The Board also approved executive session minutes from the April 16 and April 19, 2018 sessions.
- Treasurer's Report.** Treasurer Cochrane reported a favorable operating budget variance of \$253,789.37 through 4/30/2018. Cochrane also reported an operating fund balance of \$46,468.22 and a replacement fund balance of \$6,303,280.13. The full report is available at the WCA office.
- Manager's Update.** General Manager Adolf reported number of rental units as of May 15, 2018 was 634 or 50.7%. GM Adolf also gave an update on receiving about 450 completed Annual Notice for Request if Address from unit owners. An update on the installation of access control on the additional Clipper Club pool gate was given.
- Report on Delinquent Assessment Enforcement Collections.** GM Adolf reported there are 11 accounts in collections, 5 prior owners and 3 bankruptcy accounts receiving payments.

### III. WCA Committees.

**Landscape Control.** General Manager Kim Adolf and Sam Foushee, Landscape Committee Chairman presented the following:

- 1.) Landscape request procedures: Informed residents that a "Request for Landscape Work" is to be completed and returned to the WCA Office. Completed form will provide written record of the request and requires responses to the resident regarding the disposition of the request. Landscaping committee is revise form next meeting in the month of June.
- 2.) Volunteer Landscape Project volunteer coordinator Bruce Miller returned and project would address the area in front of the Clipper Club where the flowering plums were removed.
- 3.) Progress on trees recommended for and approved for removal /replacement:
  - 2 Meyer Lemons were planted in the 2 largest planter boxes of F Building courtyard; also large shrubs were planted in the planter boxes.
  - Committee recommends final approval for removal of flowering plum # 506 between 2 & 4 Admiral Drive due to fungus. Replacement is to be revisited in a year to see if birches have filled in the area.
  - Committee is requesting final approval for removal of Pittosporum # 120, located on south side of 1 Captain Lobby, due to poor structure and vigor since pruning last year.
  - Acacia tree #192 on Ensign drive was found to have serious decay and probably root rot at its base. Emergency approval was approved by the BOD.
  - Juan & Kim met with a consulting arborist about a number of trees on the property and waiting for the report.
  - Juan to investigate the bare area of the greenbelt and possibly plant coverage.
- 4.) Residents requested (verbal only) to purchase landscape material to fill in area below his balcony. Juan explained that new ground covering was just planted and that it needs to settle in before growing.

- 5.) Rechargeable leaf blower- Grounds Supervisor, Juan Zarco purchase machine EGO LB6004 and extra battery from Home Depot. A demonstration was held. Per Juan the machine is powerful and relatively quiet. The battery has a run time of about 40 minutes. The blower will be reviewed for some time before the Committee recommends placing the older blowers.

**Finance Committee.** – No formal report.

**Architectural Control.** Assistant General Manager Crevani presented the following unit modifications recommend approval after review of the ACC:

**A427:** The unit modification application, owner, requesting approval for the removal and replacement of the existing tub and wall surround with Dura Bath Acrylic tub and walls.

The ACC recommends approval of the modifications above with the condition that the area must be inspected for dry rot, all dry rot repaired if found and all proper permits are obtained.

**Director Blain moved, and Secretary Chiappetta seconded, to approve the modifications to A427. The motion was unanimously approved.**

**IV. Consent Agenda.**

- **Association Records –April 16, April 19 and May 7, 2018 Regular Session Minutes.**
- **Removal of One Pool Table & Reopen Billiard Room**
- **Charge Point Contract Renewal**
- **The Ballot Box Contract Approval**

**V. New Business**

**A) Tree Removals –**

- 1.) Pittosporum # 120 & flowering plum # 506  
**Director Blain moved to remove the Pittosporum # 120 and the Flowering Plum be referred back to the Landscape Committee; Secretary Chiappetta seconded. The motion was unanimously approved.**

**B) Request for Board to Establish Guidelines and Allow Balconies to be Enclosed**

**The Board of Directors would like to take into consideration wind load calculations, contractors not warranting work. Management will review the prior standards and get a cost for preparing specifications before any approval is considered.**

**VI. Upcoming Board Meetings.**

- A.) Regular Session – Rule Revisions: June 4, 2018  
B.) Executive & Regular Session: June 18, 2018

**VII. Meeting adjourned at 7:37 p.m.**

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Fran Chiappetta, Secretary