

# WCA BOARD OF DIRECTORS MEETING MINUTES

JUNE 18, 2018

**I. Call to Order.** President Tom Knight called the meeting to order at 6:01 p.m. Directors present were Tom Knight, Ariane Zand, Robert Blain, Jan Fuchs, Fran Chiappetta, and Lubor Mrazek. Also present were General Manager Kim Adolf and Assistant General Manager Sherry Crevani. Absent: Charlotte Cochrane.

## II. Reports/Announcements.

- Secretary's Report.** Secretary Chiappetta reported, the Board of Directors met in closed executive session and discussed contracts and legal issues on June 18, 2018. The Board also approved executive session minutes from the May 21, 2018 session.
- Treasurer's Report.** General Manager Adolf reported a favorable operating budget variance of \$255,227 through 5/31/2018. GM Adolf also reported an operating fund balance of \$241,035.38 and a replacement fund balance of \$6,487,996.16. The full report is available at the WCA office.
- Manager's Update.** General Manager Adolf reported number of rental units as of June 12, 2018 was 607 or 48.6%. GM Adolf also gave an update on the new Manager of Property Patrol, Demariya Williams. GM Adolf informed the members the final draft of rule revisions will be in the July meeting for approval. Members were also reminded of the road closure on 4<sup>th</sup> of July and there would be extra security.
- 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.) Progress on various tree and other landscape issues:

- Flowering plum # 506 between 2 and 4 Admiral Drive: Committee is requesting final approval due to fungus in the tree. Residents would like a replacement tree; Committee will look at the site after the tree is removed and evaluate if suitable for replacement.
  - Pittosporum # 120, located on south side of 1 Captain Lobby, was removed in May. Grounds Coordinator Juan suggested a Japanese Maple in replacement, Committee was in agreement.
  - As of June 18, 2018, WCA is still waiting for the written report from the consulting arborist about a number of trees on the property, the Monterey Pine #666 having the highest priority for removal. Committee plans to have recommended 1st reading and replacement in July meeting.
  - Work on the greenbelt consisted of pruning the Monterey Cypress trees by the lagoon and chipped the prunings; chips were laid on top of cardboard to smother the remaining grass to prepare for the planting of low-growing shrubs and groundcover.
  - Battery Powered leaf blowers: Juan has been very happy with the performance and is planning on purchasing another 2 blowers to gradually replace the gas blowers. A demo will be held on July 9, 2018 at 3:30pm in front of the Clipper Club.
  - Work around the Lagoon: Pruning of hedges in addition to the Cypress trees and general clean up has been in progress. Geese droppings have and will be continued to be cleaned up properly. A birch tree will be pruned and an Arbutus plant will be relocated on the property as it is causing additional issues with insects to neighboring units. Similar hedges by the boardwalk in that area will be planted in place of the Arbutus plant.
  - Height of Hedges: Due to different members requests, the Committee will be putting a policy in place and recommended heights for hedges around the property. This will be discussed in July's meeting.
- 2.) Volunteer Landscape Project: volunteer coordinator Bruce Miller has started the visioning process of the project that would address the area in front of the Clipper Club where the flowering plums were removed.
- 3.) "Request for Landscape Work" Form – reviewed and recommended changes: Postponed to July Meeting.
- 4.) Changes in Landscape Committee Dates: Chairman Foushee will be away and has changed the September meeting to September 13, 2018.

**Director Mrazek moved and Blain seconded, for final approval to remove the Flowering Plum # 506, located between 2 and 4 Admiral Drive. Motion was unanimously approved.**

**Finance Committee.** – No formal report; Chairman Finely Robins informed members of a quarterly meeting on July 9, 2018 at 4pm in the Clipper Club. Flyers to be posted.

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

**A457:** The unit modification application, owner, requesting approval for the removal and replacement of the existing tub and wall surround, bathroom tile floor, replace bathroom ceiling fan/light. (OTC Items: replace bathroom sink, vanity, faucet, toilet, showerhead, install shower handle)

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.**

**B262:** The unit modification application, owner, requesting approval for the removal and replacement of the existing walk-in shower with new shower pan, new tile from pan to ceiling and new water mixer for shower.

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 B262. The motion was unanimously approved.**

**IV. Consent Agenda.**

- All items were approved by Unanimous General Consent.**
  - **Association Records –May 7, May 21, and June 4, 2018 Regular Session Minutes.**
  - **Finance Committee Appointment**
  - **Pool Maintenance Vendor Change**

**V. New Business**

**A.) Approval of Election and Voting Rules**

**Director Fuchs moved, and Director Blain seconded to approve the revised Election and Voting Rules. The motion was unanimously approved.**

**B.) Request for Replacement of Elevator**

**C.) Vintage Elevator Proposal to Replace Elevator Mechanical Line Starters**

**\*\*\*\*Items B and C have been withdrawn, not discussed\*\*\*\***

**Management will obtain proposals for an independent assessment of all elevators.**

**D.) City of Emeryville Parking Meeting June 20, 2018 (added due to urgency and date meeting announced). Members and BOD request President Tom Knight be present at the city meeting to represent WCA.**

**Director Zand moved, Director Fuchs seconded the request for President Tom Knight be present at the city meeting. All approved.**

**VI. Upcoming Board Meetings.**

A.) Executive & Regular Session: July 16, 2018

**VII. Meeting adjourned at 7:07 p.m.**

  
Fran Chiappetta, Secretary