

# "APPROVED" WCA BOARD OF DIRECTORS MEETING MINUTES

November 16, 2015

- I. **Call to Order.** President Blain called the meeting to order at 7:10 p.m. Directors present were Charlotte Cochran, Nancy Girouard, Tom Knight, Joe Lutz, Lubor Mrazek and Albert Repola. Also present were General Manager Tim Sutherland and Controller Lisa Trabert.
- II. **Election of Officers.** The following Board members were nominated and seconded for the following officer positions: **Robert C. Blain, President - seconded by Lubor Mrazek; Tom Knight, Vice President - seconded by Robert C. Blain; Albert Repola - Treasurer - seconded by Charlotte Cochran; and Nancy Girouard, Secretary - seconded by Albert Repola.**
- III. **Reports/Announcements.**
  - Secretary's Report.** Secretary Girouard reported that in an Executive Session, the Board of Directors authorized one Notice of Default and Election to Sell for APN 049-1529-210, and discussed legal and personnel issues.
  - Treasurer's Report.** Treasurer Repola reported a favorable operating budget variance of \$88,356 through 10/31/2015. Repola also reported an operating fund balance of \$323,973 and a replacement fund balance of \$3,726,640. The full report is available at the WCA office and [watergatehoa.com](http://watergatehoa.com).
  - Manager's Report.** General Manager Sutherland reported common utilities use for October 2015: Electric +.9%; Natural Gas -3.4%; Water -6.1% at 77 gallons per unit per day. He also reported a total of 123 community total rules violation letters sent to owners for the month of October 2015.
  - Controller's Report on Delinquent Assessments.** Controller Lisa Trabert reported that as of October 31, 2015, eleven accounts have been turned over to a collection agency for delinquent assessments. Four Notices of Delinquent Assessment and seven Notices of Default have been recoded against the subjected properties. Among the eleven delinquent accounts, two accounts were under bankruptcy protection, and three owners are making payments toward ongoing payment plans.
- IV. **Statements and Requests.** Topics included reinstatement of the WCA Tennis Professional, report of zero Airbnb units at Watergate, securing of ground floor exterior gates at D building, and a quick discussion on the appropriate place to have resident comments placed on the agenda.
- V. **Notice of Motions Made by two Board Members per motion to put items on board meeting agenda for the following board meeting:**

**Girouard moved and Repola seconded a notice of motion to "Reinstate Tennis Pro." Three proposals for a Tennis Professional to be provided by an assigned resident representative at the December 14, 2015 board meeting.**

**Residents Oversight Group - Board Liaison Request.** Cochran moved, and Lutz seconded, to bring forward discussion to consider appointing a board liaison for communications with the unofficial Resident Oversight Group ("ROG").
- VI. **New Business.**

- ❑ **Records - October 19, 2015 Regular Session Minutes.** Mrazek moved, and Knight seconded, to approve the minutes as submitted. The motion was unanimously approved.
- ❑ **Operating Fund - Pitney Bowes Office Postage Machine Lease Renewal for \$183 quarterly.** Knight moved, and Mrazek seconded, to approval the Pitney Bowes Office Postage Machine one year lease renewal as submitted. The motion was unanimously approved.
- ❑ **Tree Replacement Resolution.** Board Member Mrazek read the following resolution: "Whereas trees provide at least the following 10 benefits to our community: 1-They combat climate change by absorbing CO2, thus removing and storing carbon; 2-They clean the air by absorbing pollutant gases; 3-They provide oxygen; 4-They cool the environment; 5-They Conserve the energy by shading building walls; 6-They slow water evaporation by shading of the ground; 7-They help prevent water pollution by reducing the runoff; 8- They help prevent soil erosion; 9-They provide canopy and habitat for wildlife; 10-They mask unsightly views of buildings and increase the privacy of units. I move that in order to maintain the quality of the WCA landscaping, to help reduce the carbon footprint and to help the quality of the environment, the number of trees on the property shall from this day forward be maintained or increased." Lutz seconded the aforementioned resolution. Mrazek, Lutz, Cochran, Girouard and Repola voted for the resolution with Knight voting no. The resolution was approved.
- ❑ **Operating Fund - Caltronics Office Copier Maintenance Contract Renewal for \$2,333.57 annually.** Mrazek moved, and Knight seconded, to approve the Caltronics Office Copier Maintenance one year contract extension as submitted. The motion was unanimously approved.
- ❑ **Replacement Fund - D340 Concrete Deck Repair:** Knight moved, and Lutz seconded, to authorize G.A. Higgins for a contract amount of \$1,340 and an overall project budget of \$3,609.24 for structural repairs to the concrete deck slab outside of D340 with work to be completed by mid-December 2015. The motion was unanimously approved.

## VII. WCA Committees.

- ❑ **Architectural Control.** General Manager Sutherland presented the following unit modifications:
  - **6 Admiral Drive, A276: 1 Bedroom.** The owner wishes to replace the tub and tile surround. Knight moved, and Mrazek seconded, to approve the modifications to A276 pending receipt of all building permits and the repair of all discovered dry rot. The motion was unanimously approved.
  - **2 Admiral Drive, B282: Studio.** The owner wishes to replace the tub and tile surround. Knight moved, and Mrazek seconded, to approve the modifications to B282 pending receipt of all building permits and the repair of all discovered dry rot. The motion was unanimously approved.
  - **6 Commodore Drive, C231: Studio.** The owner wishes to replace the tub and tile surround. Knight moved, and Girouard seconded, to approve the modifications

**to C231 pending receipt of all building permits and the repair of all discovered dry rot. The motion was unanimously approved.**

**VIII. Upcoming Meetings.**

- Executive and Regular Session December 14, 2015

**IX. Meeting adjourned at 8:26 p.m.**

Respectfully Submitted,

/s/ Nancy Girouard, Secretary