

WCA BOARD OF DIRECTORS "DRAFT" MEETING MINUTES**February 26, 2018**

- I. Call to Order.** President Tom Knight called the meeting to order at 6:04 p.m. Directors present were Tom Knight, Ariane Zand, Robert Blain, Charlotte Cochrane, Albert Repola, and Fran Chiappetta. Absent: Lubor Mrazek. Also present were General Manager Kim Adolf, Assistant General Manager Sherry Crevani, and Construction Manager Ron Herron.
- II. Reports/Announcements.**
- Construction Manager's Report.** CM Herron reported the findings of the soil quality investigation and disposal options for soil that will be excavated during the sanitary sewer line replacement project. The results of the investigation revealed the analysis to date and with no additional testing or analysis anticipated in the future.
 - Secretary's Report.** Secretary Chiappetta reported, the Board of Directors met in closed executive session and discussed contracts, legal, member violations, and personnel issues on January 22, January 25, February 1, and February 26, 2018. The Board also approved executive session minutes from January 22, January 25, and February 1, 2018 sessions.
 - Treasurer's Report.** Treasurer Cochrane reported a favorable operating budget variance of \$199,507 through 01/31/2018. Cochrane also reported an operating fund balance of \$329,958 and a replacement fund balance of \$5,994,432. The full report is available at the WCA office and watergatehoa.com.
 - Manager's Update.** General Manager Adolf reported the "Onsite Owners" for January 2018— as self-reported by owners — is 603 for 44.4%. GM Adolf reported the retirement of Controller Lisa Trabert on March 16, 2018. The Board has selected Common Interest Management Services (CIMS) as our new profession HOA financial management company effective March 1, 2018. GM Adolf, also explained to Homeowners who they can contact regarding their accounting questions and a letter on how to pay their assessments.
 - Controller's Report on Delinquent Assessments.** General Manger Adolf reported during the month of January 2018, one delinquent account was added to collection. As of January 31, 2018, there were a total of six accounts in collection. We recorded one Notices of Delinquent Assessment, three Notices of Default and one Notices of Trustee's Sale against the subjected properties. Among the six delinquent accounts, four accounts were under bankruptcy protection.
 - Lien Resolution.** Proposed Board Resolution # 2018_02_206 to record one Notice of Delinquent Assessment ("Lien") on APN 049-1529-535 as authorized by Civil Code Sections 5650-5725 if such account has not been reinstated by the expiration date of Notice of Intent to Lien.

Director Blain moved and Cochrane seconded, the motion was unanimously approved.

III. WCA Committees.

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

- 1.)** Progress on tree approved for removal: Removed tree 17, 338, 180 and in the process of removing 156, 704, 705, 706, 708
- 2.)** New first reading for plums in front of Clipper Club: recommending all 8 to be removed
- 3.)** First reading for removal of Blackwood Acacia #187 near the end of Ensign Drive: Recommends removal due to a serious lean.
- 4.)** Tree pruning throughout the campus: The Landscape Crew has pruned some Myoporums by 4 Commodore and some Acacias on Admiral Drive, Acacia prunings were chipped and spread along the greenbelt.
- 5.)** GM Adolf, reports approval of volunteer landscape projects around the campus with a signed liability waiver. B. Miller and S. Kaplan will confer regarding an Earth Day, Sunday April 22, 2018.

Director Blain moved and Chiappetta seconded, for tentative approval of removal of the Blackwood Acacia (#187) near the end of Ensign Drive. All approved Final decision will be made at the April 16, 2018 meeting after review of any resident comments.

Finance Committee. Finely Robbins presented the goals and issues identified that the committee would like to see resolved. Pool cover not being done due to Property Patrol and staffing, covering will start as soon as possible.

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

6 Captain Drive # E436: 2 Bedroom

E436: The unit modification application, submitted by Michael Lo & Lisa Lo, pertains to the replacement of tub and surround in master bath with new tile surround; replacement of 1 ceiling fan in master bath; installation of recessed lights in kitchen; and removal of asbestos ceiling, throughout.

The ACC recommends approval of the modifications above with the condition that all proper permits are obtained, check for dry rot and repair behind tile, check drain and repair as needed. If any changes made to the breaker box, may need to be brought up to code.

Blain moved, and Chiappetta seconded, to approve the modifications to E436. The motion was unanimously approved.

IV. Consent Agenda.

- Items Below Approved by Unanimous General Consent.**
 - **Association Records –January 22, 2018 Regular Session Board Meeting Minutes.**
 - **Expense Authorization for GM Adolf** - General Manager, Kim Adolf, is authorized to approve any and all expenses of \$3,500.00 or less without additional Board approval needed. Common Interest Management is authorized to pay all invoices approved by Kim Adolf for \$3,500.00 or less without any additional Board approval or backup required.
 - **Finance Committee Charter**
 - **Red Hawk Contract Renewal** – Renewal of Red Hawk Fire and Security contract for fire alarm device monitoring and testing from July 1, 2018 through June 30, 2019. The cost for monitoring is \$630.00 and the annual inspection of the fire system at \$75,592.00.

V. New Business

- Tree Removals** – Tentative approval by BOD on January 22, 2018 of trees listed, notices posted and no residents came forward with any objections at the Landscape Committee Meeting held on February 8, 2018.
 - 1.)** – Tree #750, Flowering Plum. No action to be taken at this time as all eight trees are recommended for removal.
- Request to Participate in Emeryville Day on the Bay** - Mayor Bauters requested to support the Triathlon by Watergate Residents volunteering and hosting a water stand along Powell Street. **Moved by Director Blain and seconded by Vice President Zane. The motion was unanimously approved.**
 - **Request of participating in the Trail Guide at the cost of \$250 was denied by BOD**
- Request to Reimbursement** – WCA has received a request from the Watergate Toastmasters for reimbursement in the amount \$335.19 for items they were apparently storing on WCA property that were disposed of. **Moved by Repola, seconded by Chiappetta. The motion carried with a vote of 4-1-1.**
- Request for CC&R Amendment** - WCA has received a request from the owners of A363 to amend the CC&R's to allow owners who rent their unit to be able to still use the common area facilities. **No action was taken..**
- "Draft" Rulebook Edits and Changes – 5th Reading**
It was decided that there will be a working session to make final decisions.

VI. Upcoming Board Meetings.

- Executive & Regular Session: March 19, 2018

VII. Meeting adjourned at 6:59 p.m.


Fran Chiappetta, Secretary