

"APPROVED" WCA BOARD OF DIRECTORS MEETING MINUTES

November 19, 2012

- I. **Call to Order.** President Robert C. Blain called the meeting to order at 7:01 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, Controller Lisa Trabert, Assistant General Manager Jeff Kiel and one resident.
- II. **Election of Officers.** Straus moved, and Knight seconded, to vote in the current office holders of the following positions: Robert C. Blain - President; Tom Knight – Vice – President; Albert Repola – Treasurer; and Neil Straus – Secretary. The motion to approve the slate of current officers was unanimous.
- III. **Reports/Announcements.**
 - **Secretary's Report.** Secretary Straus reported on action taken by the Board of Directors since the October 22, 2012 Regular Session:
 - Before the meeting, the Board voted to fine the owner of E227 \$50 for having a dog in the unit. The dog is reported to have been relocated off property.
 - **Treasurer's Report.** General Manager Sutherland reported a favorable operating budget variance of \$91,437 through 9/30/2012. Sutherland also reported an Operating Fund balance of \$285,317 and a Replacement Fund balance of \$7,167,289. The full report is available at the WCA office.
 - **Manager's Report.** General Manager Sutherland reported on the following:
 - October 2012 common utilities: natural gas use down 1.6%; electric is up 2.2%; and water use is up 1.1% at 86 gallons per unit per day.
 - Electric Vehicle Charging Stations are available for use.
 - Attended the November 6, 2012 City Council meeting to speak out against the proposed plan to possibly include Watergate and other private property owners into the City of Emeryville Urban Forestry Ordinance. It appears that due to various arguments made against this proposal, the City Council will not go this route at this time.
- IV. **Statements and Requests.** None.
- V. **Consent Calendar.**
 - **Approved by Unanimous General Consent:**
 - **October 22, 2012 Regular Session minutes as submitted.**
 - **Office Copier Maintenance Agreement with Caltronics for \$1,470.36.**
- VI. **New Business.**
 - **Clipper Club Pool Cover Panel Replacement.** Straus moved, and Mrazek seconded, to purchase two new pool cover panels for the Clipper Club Pool thermal blanket to be purchased from T-Star Enterprises for an amount not to exceed \$2,875.00 to be funded from the Replacement fund. The motion to approve was unanimous.
 - **Anchor Pool Heater and Venting Replacement.** Straus moved, and Knight seconded, to approve New Wave Pool's proposal to install a 750K BTU Laars Penant pool heater at the cost of \$13, 301.29, and approve Walter Mork's proposal to install the necessary ducting for a contract amount of \$1,447.50, and approve a total project budget of \$16, 630.00 to be funded from the Replacement Fund. The motion to approve was unanimous.

- ❑ **Commercial Laundry Service Contract.** Straus moved, and Knight seconded, to approve the competitive bid from Coinmach Laundry Services for a term of 5 years commencing February 7, 2013 with 75% month revenue commission for WCA, and to authorize the use of the credit and debit card payment features on the machines. The motion to approve was unanimous.
- ❑ **Video Camera – 3 Commodore Drive.** Straus moved, and Knight seconded, to authorize Total DVR the job of installing an additional video surveillance camera to monitor the new electric vehicle charging stations in the amount of \$1468.13 to be funded from the Replacement Fund. The motion to approve was unanimous.

VII. WCA Committees.

- ❑ **Architectural Control.** Assistant General Manager Jeff Kiel presented the following committee recommendations:
 - **8 Admiral Drive, A225: 2 Bedroom.** The owner wishes to replace the bathtub and tile surround with a walk-in shower and install a surface-mounted, barn door-style bathroom door in the main rear bathroom, and replace the bathroom ceiling fan in the front bathroom. **Straus moved, and Knight seconded, to approve the modifications to unit A225 pending receipt of all necessary permits. The motion to approve was unanimous.**
 - **3 Commodore Drive, B260: 2 Bedroom.** The owner wishes to remove and replace the bathtub and tiled tub surround in favor of a walk-in shower in the back bathroom and replace only the tiled tub surround in the front bathroom. The owner also wishes to add a 2nd sink and associated plumbing to the back bathroom's vanity. **Straus moved, and Knight seconded, to approve the modifications to unit B260 pending receipt of all necessary permits. The motion to approve was unanimous.**
 - **2 Commodore Drive, D477: Penthouse.** The owner wishes to replace the back bathroom's tiled tub surround with a solid surface cultured marble enclosure. **Straus moved, and Knight seconded, to approve the modifications to unit D477 pending receipt of all necessary permits. The motion to approve was unanimous.**
 - **4 Captain Drive, E205: 1Bedroom.** This application is an addendum to an application that was approved last month. The owner wishes to install a new dishwasher (where one did not exist before), install a new non-structural wall to create a nook for the relocation of the refrigerator, and to re-locate the existing 220V outlet and install an additional 220V outlet to accommodate a separate stove and oven, and to install any additional 120V outlets as needed. **Straus moved, and Knight seconded, to approve the modifications to unit E205 pending receipt of all necessary permits. The motion to approve was unanimous.**

VIII. Upcoming Meetings.

- ❑ Regular and Executive Session – December 10, 2012

IX. Meeting adjourned at 7:30 p.m.

Respectfully submitted,

/s/ Neil Straus, Secretary