

**“APPROVED” WCA BOARD OF DIRECTORS MEETING MINUTES**  
**November 14, 2011**

- I. Call to Order.** President Robert C. Blain called the meeting to order at 7:05 p.m. Directors present were Judith Choate, Tom Knight, Lubor Mrazek and Neil Straus. Jean Goldman and Murray Kane were absent. Also present were General Manager Tim Sutherland, Controller Lisa Trabert, Assistant General Manager Jeff Kiel, and two residents.
- II. Election of Officers.**
- ❑ **Straus moved, and Knight seconded, to vote in the current office holders of the following positions: Robert C. Blain - President; Murray Kane – Treasurer; and Neil Straus – Secretary. The motion to approve the slate of current officers was unanimous.**
  - ❑ **Straus nominated Tom Knight for the position of Vice-President. There were no other nominations. The nomination of Tom Knight for Vice-President was approved unanimously.**
- III. Reports/Announcements.**
- ❑ **Secretary’s Report.** Secretary Straus reported on action taken by the Board of Directors since the October 24, 2011 Regular Session:
    - Prior to the Regular Session meeting, the Board of Directors discussed legal and collections issues.
  - ❑ **Treasurer’s Report.** President Blain reported a favorable operating budget variance of \$81,908 through 10/31/2011. Blain also reported an operating fund balance of \$170,953, and a replacement fund balance of \$6,488,287. The full report is available at the WCA office.
  - ❑ **Manager’s Report.** General Manager Sutherland reported the following:
    - **Common Utilities for October 2011** - Electricity use is down .3%; natural gas use is down -1.0%; and estimated water use is 87 gallons per unit per day.
    - **Police Station** – The police station is expected to reopen the week after Thanksgiving.
    - **Clipper Club Pool/Spa** – The pool/spa will re-open as early as December 9, or as late as December 16 due to the unknown variable of the length of time the pool plaster needs to properly cure.
- IV. Statements and Requests.**
- ❑ An inquiry was made about the location of the proposed tree removal on Admiral Drive. Sutherland explained that the correct location was 6 Admiral Drive.
- V. Consent Calendar.**
- ❑ **Items Approved by Unanimous General Consent:**
    - **October 24, 2011 Regular Session Minutes**
- VI. Old Business.**
- ❑ **None.**
- VII. New Business.** The following items were presented for Board review and consideration:
- ❑ **Clipper Club Pool Lift.** ADA code changes effective March 15, 2012 require that the Association install an automatic pool lift to meet the new ADA requirements. Since the existing manual lift will have to be replaced, there is no need to create a hole in the new pool deck for the old manual lift system for just a few months of use.

**Straus moved, and Knight seconded, to fund from the replacement fund in the amount of \$6,937, the new self-operating Patriot portable pool lift made by Aqua Creek contingent on health department approval. The motion to approve was unanimous.**

- **Clipper Club Pool Filter and Pump Replacement.** The Alameda County Health Department has directed a change to the filter and pump system for the Clipper Club pool and spa. **Straus moved, and Knight seconded, to award the pump and filter replacement work to New Wave Pools in the amount of \$9,711.66, and an overall project budget of \$10,700.00 to be funded from the replacement fund. The motion to approve was unanimous.**
- **Board Resolution to Record Four Notices of Delinquent Assessment.** Secretary Straus read the following resolution:

**“Resolved, the Board of Directors (“Board”) for Watergate Community Association authorizes and instructs Allied Trustee Services to Record a Notice of Delinquent Assessment in the full amount of unpaid assessments, late charges, interest and collection fees and costs against the properties bearing Assessor’s Parcel Numbers 049-1528-487, 049-1529-223, 049-1529-271 and 049-1529-293 , as authorized by Civil Code Sections 1367.1 and 1367.4 if such accounts have not been reinstated by the Notice of Intent to Lien expiration date.”** Straus moved, and Knight seconded, to approve the aforementioned Four Notices of Delinquent Assessment. The motion to approve was unanimous.

#### **VIII. WCA Committees.**

- **Architectural Control.** Assistant General Manager Jeff Kiel presented two unit modifications for November 2011:
  - **2 Admiral Drive, B471:** 1) Scrape popcorn ceiling, no asbestos found during test; 2) Paint, fix window roller, new screens. Maybe new frames on sliding section; 3) Hardwood floor in bedroom, dining room and living room (outside contractor); 4) Kitchen - replacement of existing appliances, new counter top (granite), cabinets and floor (outside contractor); 5) Bath - replacement of tub, tile, vanity, sink and floor (outside contractor); and 6) Windows - replace all with double pane. **Straus moved, and Knight seconded, to approve the modifications to unit B471 pending receipt of all required building permits. The motion to approve was unanimous.**
  - **9 Commodore Drive, A317:** 1) Replace bathtub - standard tub, no Jacuzzi. Replace tile surround; 2) Ceiling encapsulation with 1/4" sheetrock; 3) Stove hood replacement - no structural alterations; 4) Replace kitchen cabinets, counters and appliances. Replace bathroom vanity; 5) Floors - (insulated cork); 6) New carpet and paint. **Straus moved, and Knight seconded, to approve the modifications to unit A317 pending receipt of all required building permits. The motion to approve was unanimous.**
- **Landscape.** Chair Sam Foushee submitted tree #395 at 6 Admiral Drive for a first reading for consideration for a removal vote at the next Board of Directors meeting. It was discussed that since the tree was leaning it should be removed sooner rather than later. **Straus moved, and Knight seconded, to authorize the removal of tree #395 at 6 Admiral Drive. The motion to approve was unanimous.**

#### **IX. Upcoming Meetings.**

- Executive and Regular Session – December 12, 2011

#### **X. Meeting adjourned at 7:55 p.m.**

Respectfully submitted,

/s/ Neil Straus, Secretary