

# "APPROVED" WCA BOARD OF DIRECTORS MEETING MINUTES

December 10, 2012

- I. **Call to Order.** President Robert C. Blain called the meeting to order at 7:00 p.m. Directors present were Doug Flock, Tom Knight, Albert Repola and Neil Straus. Ron Dempster and Lubor Mrazek were absent. Also present were General Manager Tim Sutherland, Controller Lisa Trabert, Assistant General Manager Jeff Kiel and five residents.
- II. **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, there was a community meeting to learn about various electric cars available in the marketplace.
  - **Treasurer's Report.** Treasurer Repola reported a favorable operating budget variance of \$109,101 through 11/30/2012. Sutherland also reported an Operating Fund balance of \$285,858 and a Replacement Fund balance of \$7,132,211. The full report is available at the WCA office.
  - **Manager's Report.** General Manager Sutherland reported on the following:
    - November 2012 common utilities: natural gas use down 12.2%; electric is up 1.6%; and water use is up 2.3% at 83 gallons per unit per day.
    - Grounds staff removed a fallen tree #709, a Flowering Pear located in the East Center Courtyard of "F" building.
- III. **Statements and Requests.** An owner commented on his missing laundry not showing up in WCA crime stats. Other comments pertained to reports of rodents in and around B building trash room, and a dead rodent smell in a B building unit. Sutherland promised to include missing laundry on crime monthly crime stats, and also reported that staff will work with Terminex to continue baiting for rodents and follow up on trash room cleanliness.
- IV. **Consent Calendar.**
- **Approved by Unanimous General Consent:**
    - **November 19, 2012 Regular Session Minutes.**
    - **Annual Workers Compensation Insurance Renewal - \$66,391 Estimated Premium/\$1M Per Occurrence Limit.**
    - **Annual Fidelity and Crime Insurance Renewal - \$5,480 Premium/\$10M limit.**
    - **2013 Reserve Study Financial Update Fee - \$800.**
    - **Adecco Technical Construction Management Services for 2013 - \$156,998.**
- V. **New Business.**
- **Board Resolution to Record One Notice 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 One Notice of Delinquent Assessment ("Lien") in the full amount of unpaid assessments, late charges, interest and collection fees and costs against the property bearing Assessor's Parcel Number 049-1529-120 as authorized by Civil Code Sections 1367.1 and 1367.4 if such account has not been reinstated by the Notice of Intent to Lien expiration date." Straus moved, and Knight seconded, to approve the aforementioned Notice of Delinquent Assessment. The motion to approve was unanimous.**

- ❑ **Clipper Club Spa Heater Replacement.** Straus moved, and Knight seconded, to reallocate New Wave Pool's invoice of \$2586.90 for the replacement of the Clipper Club spa heater from the Operating Fund to the Replacement Fund. The motion to approve was unanimous.
- ❑ **Fire Alarm Panel for WCA Office.** Straus moved, and Repola seconded, to approve a project budget of \$5469.40 for Chubb/Redhawk Fire to install a fire alarm monitoring panel in the Watergate office. The motion to approve was unanimous.

#### VI. WCA Committees.

- ❑ **Architectural Control.** Assistant General Manager Jeff Kiel presented the following committee recommendations:
  - **5 Admiral Drive, A315: Studio.** The owner wishes to soundproof her ceilings and walls by removing existing sheetrock, installing shredded denim insulation in the cavity, and rebuilding the ceiling using metal channels, acoustical sheetrock, glue and caulking. **Straus moved, and Knight seconded, to approve the modifications to unit A315 pending receipt of all necessary permits. The motion to approve was unanimous.**
  - **9 Commodore Drive, A109: 2 Bedroom.** The owner wishes to install a dehumidifier that vents to the outside via a penetration in the building envelope. **Straus moved, and Knight seconded, to approve the modifications to unit A109 pending receipt of all necessary permits and WCA approved waterproofing vendor and specs adhered to, and the expectation that the owner reports back in writing regarding the performance of this installation. The motion to approve was unanimous.**
  - **7 Commodore Drive, A352: 1 Bedroom.** The owner wishes to remove the kitchen wing walls on the dining room side. **Straus moved, and Knight seconded, to approve the modifications to unit A352 pending receipt of all necessary permits. The motion to approve was unanimous.**
  - **2 Admiral Drive, B472: 1 Bedroom.** The owners wish to replace their bathroom ceiling fan with a dedicated circuit and install a GFCI plug with a dedicated circuit to the interior of the medicine cabinet. **Straus moved, and Knight seconded, to approve the modifications to unit B472 pending receipt of all necessary permits. The motion to approve was unanimous.**

#### VIII. Upcoming Meetings.

- ❑ Special Board Meeting – January 7, 2013
- ❑ Regular and Executive Session – January 28, 2013

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

Respectfully submitted,

/s/ Neil Straus, Secretary