

"APPROVED" WCA BOARD OF DIRECTORS MEETING MINUTES

February 22, 2016

I. Call to Order. President Robert C. Blain called the meeting to order at 7:01 p.m. Directors present were Nancy Girouard, Tom Knight, Joe Lutz, Lubor Mrazek and Albert Repola. Charlotte Cochrane tried to reach out by phone, but due to poor connection was not able to participate in meeting. Also present were General Manager Tim Sutherland, Controller Lisa Trabert and Assistant General Manager Loren Perciante.

II. Reports/Announcements.

- Secretary's Report.** Secretary Girouard reported on the Board of Directors and WCA management reviewing current legal issues in Executive Session.
- Treasurer's Report.** Treasurer Repola reported a favorable operating budget variance of \$119,505 through 1/31/2016. Repola also reported an operating fund balance of \$269,113 and a replacement fund balance of \$3,566,467 for a total of \$3,835,580. The full report is available at the WCA office and watergatehoa.com.
- Manager's Report.** General Manager Sutherland reported the following: Common utilities use for January 2016: Electric +6.2%; Natural Gas +9.5%; Water usage is down -7.6% at 72 gallons per unit per day; 223 rules violations notices issued for January 2016; interviews continue to fill the landscape maintenance supervisor; fence at market was installed January 2016; acoustical testing results should be available for review at the March 21, 2016 meeting; building ID monument signs are being installed moving from Captain Drive east.
- Controller's Report on Delinquent Assessments.** Controller Lisa Trabert reported that as of January 31, 2016, nine accounts have been turned over to a collection agency for delinquent assessments. Two Notices of Delinquent Assessment and six Notices of Default have been recorded against the subjected properties. Among the nine delinquent accounts, two accounts were under bankruptcy protection, and four owners are making payments toward ongoing payment plans.

III. WCA Committees

- Architectural Control Committee.** Assistant General Manager Loren Perciante presented the following unit modifications:
 - **3 Commodore Drive, B156: 2 Bedroom.** The owner wishes to remove load bearing walls in addition to the removal and replacement of the balcony railing with glass panes, utilizing the existing frame. This approval may mean a higher code railing of 42 inches as determined by the City. **Knight moved, and Repola seconded, to approve the modifications to B156 pending City approval of plans, specifications, engineering and receipt of all building permits. Knight, Repola and Lutz voted for the motion, with Girouard and Mrazek against. The motion was approved.**
 - **2 Admiral Drive, B382: 1 Bedroom.** The owner wishes to replace the electrical circuit panel, install an overhead light fixture in place of the existing lights in kitchen, and install a microwave and hood combination above the stove in place of hood, without hood relocation, or configuration. **Knight moved, and Girouard seconded to approve the modifications to B382 pending receipt of all building permits. The motion was unanimously approved.**

- Landscape Committee.** The committee submitted a new Landscape Committee member application and recommended Board approval. **Repola moved, and Knight seconded to approve the new applicant to the Landscape Committee. The motion was unanimously approved.**

IV. Consent Agenda.

- Records - January 25, 2016 Regular Session Minutes.** Consent Agenda was approved without exception by unanimous consent.

V. Old Business.

- Committees - Discussion Regarding Formation of "Ad Hoc" Facilities Safety and Security Committee.** Lutz moved, and Mrazek seconded, to approve the formation of the "Ad Hoc" Facilities Safety and Security Committee for a term of one year and an annual evaluation of the need for this committee. Committee member applications will be accepted to be voted on at the March 21, 2016 Board meeting. The motion was unanimously approved.
- Replacement Fund - Anchor Club Pool Heater Replacement.** The Pool Doctors submitted their revised proposal that includes no room venting changes and one large heater instead of the two smaller heaters as proposed last month. The lead time to manufacture the pool boiler is 3 to 4 weeks with installation to be completed tentatively by the end of March 2016. **Knight moved, and Mrazek seconded, to award the contract to The Pool Doctors in the amount of \$23,153.44, and an overall project budget of \$24,311.11 that should cover permit fees and unforeseen contingencies that may develop along the way. The motion was unanimously approved.**

VI. New Business.

- Operating Fund Item - Genie Bucket Lift.** A new Genie Bucket Lift is needed to perform common area maintenance work for \$10,850.80. The two decades old lift wiring has failed and will not lower from the elevated position and cannot be repaired. Items the Lift is used for: Tennis Court light repairs and bulb changes; street light repairs and bulb changes; repair of light fixtures on bridges, repair of tall lobby lighting and lobby ceiling repairs; painting; tree trimming and waterproofing. The Genie Bucket Lift would be depreciated \$2,100 per year for 5 years. **Knight moved, and Mrazek seconded, to approve the quote provided by CH Bull Tools & Equipment in the amount of \$10,850.80 to be paid for out of the operating fund. The motion was unanimously approved.**
- New Finance Committee Member Application.** A Finance Committee member application was submitted for Board review and approval. No motion to approve was made.
- Board Resolution to Record One Notice of Delinquent Assessment.** Secretary Girouard read the following resolution: **"Resolved, the Board of Directors ("Board") for Watergate Community Association authorizes and instructs Allied Trustee Services to Record 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 049-1529-151, as authorized by Civil Code Sections 5650 and 5725 if such account has not been reinstated by the Notice of Intent to Lien expiration date."** Knight moved, and Lutz seconded, to approve the aforementioned Notice of Delinquent Assessment. The motion was unanimously approved.

VII. Upcoming Meetings.

- Regular Session March 21, 2016

VIII. Meeting adjourned at 7:49 p.m.

Approved By WCA Board of Directors,

/s/ Nancy Girouard, Secretary