

"APPROVED" WCA BOARD OF DIRECTORS MEETING MINUTES

April 18, 2016

- I. **Call to Order.** President Robert C. Blain called the meeting to order at 7:01 p.m. Directors present were Charlotte Cochrane, Nancy Girouard, Tom Knight, Joe Lutz, Lubor Mrazek and Albert Repola. Also present were General Manager Tim Sutherland, Controller Lisa Trabert and Assistant General Manager Loren Perciante. Treasurer Repola left the meeting after the vote on item II.
- II. **Approval of 2016/2017 Pro Forma Budget and Required Studies and Disclosures.**
 - ☐ **Operating and Replacement Fund Assessment Levels.** Consideration of a 3% Assessment Increase; Operating and Replacement assessment allocations; Approval of 2016-2017 Pro Forma Budget and Annual Policy Statement; **Knight moved, and Girouard seconded, that the Board of Directors approve the 2016/2017 Pro Forma Budget with a regular assessment level of \$6,975,271, which equates to a 3.0% annual assessment increase. Allocation to the replacement fund will be \$2,015,997, and \$4,959,274 goes to the operating fund; and approve the Annual Disclosures: 2016/2017 Collection Enforcement Policy, Schedule of Fines and Fees, and Internal Dispute Resolution Guidelines. Knight, Girouard, Blain, Cochrane, Lutz, and Repola voted to approve with Mrazek abstaining. The motion was approved.**
- III. **Reports/Announcements.**
 - ☐ **Secretary's Report.** Secretary Girouard reported on the Board of Directors and WCA management conducting rules violation hearings for units A481 and F342. The Board fined the owner of A481 \$350, and fined the owner of F342 \$250. The Board of Directors participated in a non-voting budget working session prior to the meeting.
 - ☐ **Treasurer's Report.** General Manager Sutherland reported a favorable operating budget variance of \$174,617 through 3/31/2016. Sutherland also reported an operating fund balance of \$266,890 and a replacement fund balance of \$3,633,703 for a total of \$3,900,593. The full report is available at the WCA office and watergatehoa.com.
 - **Quarterly Review of Accounts. Knight moved, and Mrazek seconded, to accept the Quarterly Review of Accounts. The motion was unanimously approved.**
 - ☐ **Manager's Report.** General Manager Sutherland reported the following: March 2016 common area utility use: Electric +3.6%; Natural Gas +3.7%; Water use is down -10.0% at 72 gallons per unit per day; 228 rules violation notices issued with 114 being parking tickets issued.
 - ☐ **Controller's Report on Delinquent Assessments.** Controller Lisa Trabert reported that during the month of March 2016, there was one new account turned over to Allied Trustee Services to collect the delinquent assessment, late charges and interest. As of March 31, 2016, there were a total of eleven accounts in collection. We recorded one Notice of Delinquent Assessment ("Lien") and seven Notices of Default against the subjected properties. Among the eleven delinquent accounts, two accounts were under bankruptcy protection and three owners were making monthly installments toward on-going payment plans.

IV. WCA Committees.

- Landscape Committee.** The committee presented a revised version of the "Vision for Landscaping" which will help guide landscaping decisions in regard to the sewer line, storm drains and irrigation site work planned over the next 5 years. **Mrazek moved, and Knight seconded to approve with the following changes to section 3, subsection d: "Per Board of Directors resolution approved 11/16/16, maintain or increase the total Watergate tree inventory when trees have to be removed. When replacing trees, use the largest appropriate and affordable trees possible, with Board approval."** The motion was unanimously approved.

V. Consent Agenda.

- Records – March 21, 2016 Regular Session Minutes.** Consent Agenda was approved without exception by unanimous consent.

VI. New Business.

- 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 049-1529-198, 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 Girouard seconded, to approve the aforementioned Notice of Delinquent Assessment. The motion was unanimously approved.
- Replacement Fund – Access Control Gates.** Funding is requested for the installation of Access Control gates for the C and E Center mailbox center core garage lobby landings. The Board requested additional pictures and information on the proposed gating system before moving forward.
- Replacement Fund - New Gym Equipment.** A discussion surrounding the proposed multi-function island equipment required more information and pricing that will be addressed at the next board meeting.

VII. Upcoming Meetings.

- Regular and Executive Session May 23, 2016.

VIII. Meeting adjourned at 8:22 p.m.

Approved By WCA Board of Directors May 23, 2016

/s/ Nancy Girouard, Secretary