

“APPROVED” WCA BOARD OF DIRECTORS MEETING MINUTES

June 25, 2012

- I. Call to Order.** President Robert C. Blain called the meeting to order at 7:00 p.m. Directors present were Tom Knight, Lubor Mrazek and Albert Repola. Neil Straus was absent, and Murray Kane and Jean Goldman resigned from the Board effective June 2012. Also present were General Manager Tim Sutherland, Controller Lisa Trabert, Assistant General Manager Jeff Kiel and seventeen residents.
- II. Reports/Announcements.**
- ❑ **Secretary’s Report.** President Blain reported on action taken by the Board of Directors since the May 21, 2012 Regular Session:
 - The Board of Directors reviewed candidates for the two open seats and appointed Douglas Flock and Ronald Dempster to fill out open Board member terms ending November 2013.
 - ❑ **Treasurer’s Report.** General Manager Sutherland reported a favorable operating budget variance of \$275,374 through 5/31/2012. Sutherland also reported an Operating Fund balance of \$291,407 and a Replacement Fund balance of \$7,239,939. The full report is available at the WCA office.
 - ❑ **Manager’s Report.** General Manager Sutherland reported that the asbestos abatement is required to be completed first before the new lighting and fire sprinkler contractors can perform their respective tasks. Once the sprinklers are installed the finishing work can commence. Sutherland promised to investigate the cost feasibility regarding preliminary lobby wall texturing and primer paint as an interim step.
- III. Statements and Requests.**
- ❑ Five residents spoke in support of painting the walls in the lobbies where the wallpaper has been removed as the bare sheetrock makes the place look like it is being renovated.
- IV. Consent Calendar.**
- ❑ **Approved by Unanimous General Consent:**
 - May 21, 2012 Regular Session minutes as submitted.
 - Tennis Pro Service Agreement through 6/30/2013 @ \$525 per month.
 - Fire Alarm Testing and Monitoring Agreements through 6/30/2013 at \$14,484 and \$600 respectively.
- V. Old Business.**
- ❑ **Electric Vehicle (“EV”) Charging Stations:** General Manager Sutherland presented the competitive bids for the installation of three dual EV charging stations centrally located (between 3 and 5 Commodore Drive) for residents to pay to charge their electric vehicles. This is an important project for the community as our current garage configuration is not suited for residents to charge their electric vehicles. Sutherland recommended REJ for a contract amount of \$24,122.04 with an overall project budget of \$59,177.04. Since the WCA has been awarded \$20,055.00 in equipment grants, and \$15,000.00 in install grants for a total in grants of \$35,055.00, the grand total funded out of the replacement fund would be of \$24,122.04. **Knight moved and Mrazek seconded, to approve, the overall EV Charging Station project budget of \$59,177.04, and awarded the install contract with REJ Electric for a net install cost \$24,122.04 to be funded from the Replacement Fund. The motion to approve was unanimous.**

- **Laundry Lounge Chairs.** At the February 27, 2012 Board of Directors Meeting, the Board approved recovering 34 laundry room lounge chairs with the faux dark blue gray leather for all six laundry rooms pending receipt of three competitive bids. Three bids were received with Sutherland recommending the low bidder Kay Chesterfield. **Knight moved, and Mrazek seconded, to approve the contract with Kay Chesterfield in the amount of \$5,173.09, and an overall project budget of \$5,431.74 to be funded from the Replacement Fund. The motion to approve was unanimous.**

VI. New Business.

- **Board Resolution to Record Three Notices of Delinquent Assessments.** President Blain read the following resolution:

“Resolved, the Board of Directors (“Board”) for Watergate Community Association authorizes and instructs Allied Trustee Services to Record Three Notices of Delinquent Assessment (“Lien”) in the full amount of unpaid assessments, late charges, interest and collection fees and costs against the properties bearing Assessor’s Parcel Numbers 049-1528-239, 049-1529-068, and 049-1528-108 as authorized by Civil Code Sections 1367.1 and 1367.4 if such accounts has not been reinstated by the Notice of Intent to Lien expiration date.” Knight moved, and Mrazek seconded, to approve the aforementioned Three Notices of Delinquent Assessments. The motion to approve was unanimous.
- **Bike Racks.** Sutherland requested Board consent for the installation of two bike racks which would allow four bikes to be parked outside of the Clipper Club between 5 and 7 Captain Drive. The work will be done by grounds and maintenance pending completion of other must do projects. **Repola moved, and Knight seconded, to authorize Watergate staff to install two bike racks to be funded form the operating maintenance budget. The motion to approve was unanimous.**
- **Appoint New Treasurer.** The Treasurer position being vacated by Murray Kane needs to be filled as this is an important officer position of the WCA. **Knight moved, and Mrazek seconded, to appoint Albert Repola Treasurer. The motion to approve with thanks was unanimous.**

VII. WCA Committees.

- **Architectural Control.** Assistant General Manager Jeff Kiel presented the following committee recommendations:
 - **4 Commodore Drive, D234: 1 Bedroom unit.** The owners wish to replace their tiled tub surround with a 3 piece marble enclosure, and install recessed lighting in the ceiling of the bathroom. As a formality, the committee recommends disapproval of the proposed asbestos ceiling texture and wall alterations until the Association required documents are submitted for further review. **Repola moved, and Knight seconded, to approve the modifications to unit D234 pending receipt of all necessary permits. The motion to approve was unanimous.**
 - **2 Commodore Drive, D388: 1 Bedroom unit.** The owners wish to replace their tub and surround with an acrylic walk-in shower stall with fixtures remaining in place. **Knight moved, and Mrazek seconded, to approve the modifications to unit D388 pending receipt of all necessary permits. The motion to approve was unanimous.**

- VIII. **Former Treasurer and Unit Owner Murray Kane.** President Blain and General Manager Sutherland presented Murray with a beautifully framed 15 year service award. Other community members thanked Murray for his service as well.

IX. Upcoming Meetings.

- Regular and Executive Session – July 23, 2012

X. Meeting adjourned at 7:45 p.m. and the Board went into Executive Session.

Respectfully submitted,

/s/ Neil Straus, Secretary