

# "APPROVED" WCA BOARD OF DIRECTORS MEETING MINUTES

July 23, 2012

I. **Call to Order.** President Robert C. Blain called the meeting to order at 7:00 p.m. Directors present were Ron Dempster, Doug Flock, Tom Knight and Lubor Mrazek. Albert Repola and Neil Straus was absent. 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 June 25, 2012 Regular Session:

➤ After the 6/25/2012 Board meeting the Board reviewed performance and compensation for its direct reports. Before the meeting tonight, the Board, voted to authorize Three Notices of Default and Election to Sell for APN 049-1528-239, APN 049-1529-068, and APN 049-1528-108. The Board also discussed and approved a debt collection settlement with a former unit owner.

□ **Treasurer's Report.** General Manager Sutherland reported a favorable operating budget variance of \$250,168 through 6/30/2012. Sutherland also reported an Operating Fund balance of \$255,781 and a Replacement Fund balance of \$7,165,414. The full report is available at the WCA office.

□ **Manager's Report.** General Manager Sutherland reported on the following:

➤ **Garage Fire Sprinkler Work** - The WCA is wrapping up the sprinkler work in the garages and the lobby asbestos abatement work at the end of this month. The painting department is deferring other common area painting projects for 65 days to texture coat 13 lobbies where wallpaper was removed as an interim step to not make it look so apparent that we are renovating the complex. The ceilings will remain unfinished as lighting and sprinkler penetrations would ruin any interim steps taken and would be a waste of resources.

➤ **Barbecue Use on Patios and Decks** - The August 2012 edition of the Hatchcover will communicate the current State of California Fire Codes regarding barbecue use on patios and balconies in apartment buildings. Please refer to the attached list of what type of equipment you can use on your patios. No open flames are allowed within 10 feet of combustible materials, and the normal 20 pound Liquefied-petroleum gas (LP) tanks cannot be brought inside or stored in the building. One pound LP tanks are permitted to be transported through the building to get to the patio area.

➤ **YTD Common Utilities** - Natural gas use down 4.9%; electric use up 1.2%; and water use is up 1.2% to 86 gallons per units per day

➤ **Tree Topping** - Sutherland also shared a simple pictorial on tree topping verses pruning to better understand why our staff arborist Robert Murphy declines to perform tree topping trimming for views.

## III. Statements and Requests.

□ A resident spoke in support of reestablishing the Watergate Emergency Preparedness Committee.

## IV. Consent Calendar.

□ **Approved by Unanimous General Consent:**

➤ June 25, 2012 Regular Session minutes as submitted.

➤ Continental Insurance Co. - Directors and Officers Liability for 8/12/12 thru 8/12/13

## V. New Business.

- **Board Resolution to Record One Notice of Delinquent Assessment.** President Blain 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 049-1529-305 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.” Knight moved, and Mrazek seconded, to approve the aforementioned Notice of Delinquent Assessment. The motion to approve was unanimous.**
- **Anchor Drive Sewer Repair Civil Engineering Consulting.** The Association recently completed video inspection work on Anchor Drive which shows multiple cracks and failures throughout the 38 year old 270 foot clay 8” sanitary sewer line on Anchor Drive. Sutherland presented three bids and recommends the low bidder KCA Engineers for a contract amount of \$16,750 and an overall Phase 1 budget of \$26,738 to be funded out of the Replacement Fund. This budget includes a 15% contingency for unforeseen issues that may come up during the planning stages of this process. The piping replacement construction work may end up being a six figure plus replacement project. **Knight moved, and Mrazek seconded, to enter into a contract with KCA Engineers, Inc. for a base contract amount of \$16,750 and an overall Phase 1 project budget of \$26,738 to be funded from the Replacement Fund. The motion to approve was unanimous.**

## VI. WCA Committees.

- **Architectural Control.** Assistant General Manager Jeff Kiel presented the following committee recommendations:
  - **4 Commodore Drive, D332: 1 Bedroom unit.** The owners wish to replace their tiled tub surround with a walk in shower. **Knight moved, and Flock seconded, to approve the modifications to unit D332 pending receipt of all necessary permits. The motion to approve was unanimous.**
  - **8 Captain Drive, E462: 1 Bedroom unit.** The owners wish to replace their tub and surround and insulate all walls and ceilings to reduce sound transmissions from other units. Committee does not recommend insulation in the kitchen and bathroom ceilings due to the possibility of water retention in the event of a leak from a unit above. **Knight moved, and Flock seconded, to approve the revised modifications to unit E462 pending receipt of all necessary permits. The motion to approve was unanimous.**
- **Request to Reconstitute the Emergency Preparedness Committee.** Sutherland reports a renewed interest by some to restart the Emergency Preparedness Committee. **Knight moved, and Flock seconded, to approve the reconstitution of the Emergency Preparedness Committee with Lubor Mrazek and Neil Straus serving as liaisons to the committee. The motion to approve was unanimous.**

## VII. Upcoming Meetings.

- Regular and Executive Session – August 20, 2012

## VIII. Meeting adjourned at 8:10 p.m.

Respectfully submitted,

/s/ Neil Straus, Secretary