

"Approved" WCA BOARD OF DIRECTORS MEETING MINUTES

August 21, 2017

I. Call to Order. President Robert C. Blain called the meeting to order at 6:36 p.m. Directors present were Charlotte Cochrane, Nancy Girouard, Tom Knight, Joseph Lutz, Lubor Mrazek and Albert Repola. Also present were "Interim" General Manager Loren Perciante, Controller Lisa Trabert, Construction Manager Ronald Herron, and Office Administrative Manager Ariel Clifford.

II. Reports/Announcements.

- Secretary's Report.** Secretary Girouard reported that the Board met in executive session and discussed personnel and the Association's policy surrounding lease terms. The Board also approved executive session minutes for July 24, 2017.
- Treasurer's Report.** Treasurer Repola reported an operating budget deficit of \$3,593.00 through 7/31/2017. Repola also reported an operating fund balance of \$255,615 and a replacement fund balance of \$5,492,349. The full report is available at the WCA office and watergatehoa.com.
- Manager's Report.** "Interim" General Manager Perciante reported common utilities use for July 2017: Electric use is down -5.6%; Natural Gas is up +2.7% and water use is up two gallons per unit per day at 80 gallons per unit per day. Perciante also reported a total of 204 community rules violation notifications delivered to residents for July 2017. He announced that "Onsite Owners" for July 2017 - as self-reported to office by owners came in at 643 for 51.48%. Perciante also mentioned that the Secretary of State Department confirmed receipt of both the SI CID and SI-100 forms which ensures the Association's corporate status for two additional years. Construction Manager Ronald Herron provided an update on all of the Association's ongoing and completed projects along with a GANNT chart with tentative time lines per project for reference.
- Controller's Report on Delinquent Assessments.** Controller Lisa Trabert reported that during the month of July 2017, one owner cured the delinquency and the collection account was closed. As of July 31, 2017, there were a total of seven accounts in collection. WCA recorded three Notices of Delinquent Assessment and four Notices of Default against the subjected properties. Among the seven delinquent accounts, one account was making monthly installments toward the payment plan and four accounts were under bankruptcy protection.

III. WCA Committees.

- Architectural Control.** Office Administration Manager Ariel Clifford presented the following unit modifications:
 - **6 Admiral Drive, A328: 1 Bedroom.** The owner wishes to replace the existing bath tub for a walk-in shower surrounded by tiling. **Knight moved, and Mrazek seconded, to approve the modifications to A328. The motion was unanimously approved.**
 - **6 Admiral Drive, A288: 1 Bedroom.** The owner wishes to remove two wing walls within the unit, one in the kitchen and one in the hallway; install a new bathroom fan and light fixture; and create an opening to the hall inside of the unit's bedroom. Supporting structural engineer's report and drawings depicting the removal and alteration of both load-bearing and non-load bearing walls are attached. **Knight moved, and Mrazek seconded, to approve the modifications to A288. The motion was unanimously approved.**

IV. Consent Agenda.

Items Below Approved by Unanimous General Consent.

- **Association Records – July 24, 2017 Regular Session Board Meeting Minutes.**
- **Personnel Policy and Procedure Manual Update**

V. New Business.

- “Draft” Rulebook Edits and Changes – 2nd Reading.** “Interim” General Manager Loren Perciante presented the second, edited version of the Community Rule Book for a second review and reading by the Board. The second reading was tabled for further discussion. The Board will forward additional suggestions to Ariel Clifford to incorporate for our Attorney’s review for a third reading at the September 18, 2017 board meeting.
- Replacement Fund – Gym and Health Equipment for the Clipper Club.** Competitive bids were solicited for purchase of gym equipment to replace existing items at the Clipper Club recreational center. **Knight moved, and Repola seconded, to award the contract to Opti-Fit Fitness Solutions in the amount of \$11, 823.73. The motion was approved unanimously.**
- Replacement Fund – Umbrellas for Recreational Facilities.** Competitive bids were solicited for the acquisition of four umbrellas and three stands to utilize in the recreation areas across the complex. **Knight moved, and Mrazek seconded, to purchase double the proposed umbrella and stand quantities from equipment vendor, In The Swim, for a total of \$1,385.90. The motion was approved unanimously.**
- Operating Fund – Communications System Update – Radios from Day Wireless.** The previous site survey completed by Day Wireless showed the prospective radios worked wonderfully across the complex, but a repeater would be necessary to ensure full coverage. The adoption of this new communication system would greatly increase Watergate Staff efficiency and ability to response to Community members. **Knight moved, Albert seconded the purchase of radios and equipment from Day Wireless and their two-year maintenance service agreement for a total amount of \$32,055.03. Girouard, Lutz, Cochrane, and Blain approved. Mrazek abstained from voting.**
- Designation of a Board Member to Act in the Absence of a General Manager.** The Board designated President Robert Blain to act on the Association’s behalf, as needed, until a new General Manager is hired as outlined in Rule #6 of the “Directors Policies and Procedures” Board Resource pamphlet, and page 9, Article 3.2 of the CC&Rs. **Knight moved, Repola seconded to appoint President Blain to act on the Board’s behalf in the capacity of General Manager for the Association. Girouard, Lutz, Mrazek approved, Cochrane abstained.**

VI. Upcoming Meetings.

- Executive Session: August 28, 2017
- Regular and Executive Session: September 18, 2017

VII. Meeting adjourned at 8:01 p.m.

Respectfully Submitted,

/s/ Nancy Girouard, Secretary