

"APPROVED" WCA BOARD OF DIRECTORS MEETING MINUTES

August 22, 2016

- I. **Call to Order.** President Robert C. Blain called the meeting to order at 7:04 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 and Controller Lisa Trabert.
- II. **Reports/Announcements.**
- Secretary's Report.** The Board authorized a Board Resolution to Record One Notice of Default and Election to Sell for APN 049-1528-057.
 - Treasurer's Report.** Treasurer Repola reported a favorable operating budget variance of \$36,944 through 7/31/2016. Repola also reported an operating fund balance of \$284,417 and a replacement fund balance of \$4,174,658 for a total of \$4,459,075. The full report is available at the WCA office and watergatehoa.com.
 - Manager's Report.** General Manager Sutherland reported the following: July 2016 common area utility use: Electric +5.1%; Natural Gas +8.6%; Water use is up +4.0% at 78 gallons per unit per day; 176 rules violation notices were issued July 2016. Onsite owner count is 636 for 50.9%. Sutherland also reported that CIBA and other property insurers for an occupied multi-family residential property this vast do not offer a liquid damages deductible below \$25,000, and that it is important for owners to have proper HO6 coverages for liquid damages to the interior of their unit and the Associations' deductible. This information is well published and distributed to all owners annually in the Pro Forma Budget, and is available as a resource 365 days a year on the WCA website and annually in the Hatchcover.
 - Controller's Report on Delinquent Assessments.** Controller Lisa Trabert reported that for July 2016, one account was added to the collection list. As of July 31, 2016, there were a total of ten accounts in collection. WCA recorded three Notices of Delinquent Assessment and six Notices of Default against the subjected properties. Among the ten delinquent accounts, three accounts were under bankruptcy protection and four owners were making monthly installments toward ongoing payment plans.
- III. **WCA Committees.**
- Architectural Control Committee.** Assistant General Manager Perciante reported the following unit modifications:
 - **7 Captain Drive, C202: 1 Bedroom.** The owner wishes to replace the existing bath tub and associated tiling surround and install a new walk-in shower unit with possible plumbing modifications needed. Replace sheetrock and repair dry rot as needed. **Knight moved, and Mrazek seconded, to approve the modifications to C202 pending receipt of all building permits. The motion was unanimously approved.**
 - **4 Commodore Drive, D440: 1 Bedroom.** The owner wishes to replace the existing bath tub and associated tiling surround and install a new walk-in shower unit with possible plumbing modifications needed. **Knight moved, and Mrazek seconded, to approve the modifications to D440 pending receipt of all building permits. The motion was unanimously approved.**

- **4 Captain Drive, E403: 1 Bedroom.** The owner of this unit wishes to install a microwave/hood combination in the kitchen. **Knight moved, and Mrazek seconded, to approve the modifications to E403 pending receipt of all building permits. The motion was unanimously approved.**
- **4 Anchor Drive, F230: Studio:** The owner of this unit wishes to replace the existing bath tub and associated tiling surround and install a new walk-in shower unit with possible plumbing modifications needed. Other work includes the replacement of the bathroom fan; the installation of a new ceiling fan in the living room; the installation of two new GFCI outlets (one each in kitchen and bathroom) that may require an update to the unit's electrical subpanel; and the replacement of the current kitchen countertops with a quartz set. **Knight moved, and Mrazek seconded, to approve the modifications to F230 pending receipt of all building permits. The motion was unanimously approved.**
- **3 Admiral Drive, F362: Studio:** The owner of this unit wishes to install a new 24" stove range hood, update the unit's electrical panel and remove sheetrock as needed for cabinet and electrical work. **Knight moved, and Mrazek seconded, to approve the modifications to F230 pending receipt of all building permits. The motion was unanimously approved.**
- ❑ **Landscape Committee.** Chair Sam Foushee reported that the committee recommends removal of two dying Mayten trees #145 and #146 in the D building East courtyard. **Knight moved, and Girouard seconded, to remove the two dying Mayten trees in D building East Courtyard. The motion was unanimously approved.**

IV. Consent Agenda - Items Listed Approved by Unanimous General Consent.

- ❑ **Association Records – July 18, 2016 Regular Session Board Meeting Minutes -** Pulled for a brief discussion on including the previous month's discussion on replacing angle stop plumbing hardware when owners have plumbing modifications made in their units.
- ❑ **Approve 2016 Election Committee: Sue Kelly, Eleanor Dahl, Fran Chiapetta, Janet Lather and Marylyn Fulrath; and approve 2016 Inspector of Elections: Betsy Cooley**

V. 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 049-1528-295, 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 Repola seconded, to approve the aforementioned Notice of Delinquent Assessment. The motion was unanimously approved.**
- ❑ **Replacement Fund - F Building (5 Admiral) Post Tension Cable Replacement.** After discussion, **Mrazek moved, and Repola seconded, to award the cable repair/replacement work to All Star Post Tension for a contract amount of \$7,500 and an overall project budget of \$11,310.18 to be paid for out of the replacement fund. The motion was unanimously approved.**

- ❑ **Replacement Fund - F377 Deck Support Beam Replacement.** After discussion, Knight moved, and Mrazek seconded, to award the beam replacement work to Facelift Construct for a contract amount of \$3,452 and an overall project budget of \$4,568.38. The motion was unanimously approved.
- ❑ **Replacement Fund - B Building Pool Leak Repairs.** After discussion, Knight moved, and Lutz seconded, to award the pool repair work to Precision Leak Detection for \$6,539 and an overall project budget of \$7,846.80 to be paid for out of the replacement fund. The motion was unanimously approved.
- ❑ **Replacement Fund - 3 Commodore Drive Elevator Circuit Board.** After discussion, Knight moved, and Mrazek seconded, to relocate the costs to the replacement fund for the elevator circuit board replacement work performed by ThyssenKrupp Elevator in the amount of \$1,474. The motion was unanimously approved.
- ❑ **Replacement Fund - Three Trash Chute Doors.** After discussion, Knight moved, and Mrazek seconded, to authorize the purchase of three trash chute doors from Chute Systems in the amount of \$1,366.85 to be paid for out of the replacement fund. The motion was unanimously approved.

VI. Upcoming Meetings.

- ❑ Regular and Executive Session – September 19, 2016.

VII. Meeting adjourned at 8:29 p.m.

Approved By WCA Board of Directors
August 19, 2016

/s/ Nancy Girouard, Secretary