

# "APPROVED" WCA BOARD OF DIRECTORS MEETING MINUTES

December 12, 2016

**I. Call to Order.** President Robert C. Blain called the meeting to order at 7:12 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.

## **II. Reports/Announcements.**

- Secretary's Report.** Secretary Girouard reported that in Executive Session, the Board of Directors conducted rules violation hearings for the owner of D457 and the owner of E553. The Board voted to fine the owner of D457 \$500 for landscape damaging activities, and fined the owner of E553 \$350 for repeated excessive noise nuisances.
- Treasurer's Report.** Treasurer Repola reported a favorable operating budget variance of \$142,969 through 11/30/2016. Repola also reported an operating fund balance of \$347,301 and a replacement fund balance of \$4,666,508. The full report is available at the WCA office and [watergatehoa.com](http://watergatehoa.com).
- Manager's Report.** General Manager Sutherland reported common utilities use for November 2016: Electric use is down -1.2%; Natural Gas is up slightly at +.4% and water use is down -9.7% at 72 gallons per unit per day. Sutherland also reported a total of 179 community rules violation notifications delivered to residents for November 2016. He also announced that "Onsite Owners" for November 2016 - as self-reported to office by owners - came in at 634 for 50.8%. In closing out his report, Sutherland announced that 75 unit owners were receiving violation letters for installing weather stripping on the outside frame of the unit hallway doors in violation of the community rules. He explained that weather stripping must be installed on the inside door jamb not viewable by others walking in the newly renovated hallways.
- Controller's Report on Delinquent Assessments.** Controller Lisa Trabert reported that during the month of November 2016, one account was added to collection. As of November 30, 2016, there were a total of eight accounts in collection. WCA recorded two Notices of Delinquent Assessment and five Notices of Default against the subjected properties. Among the eight delinquent accounts, four accounts were under bankruptcy protection, and one owner was making installments toward an ongoing payment plan.

## **III. WCA Committees.**

- Architectural Control.** Assistant General Manager Perciante presented the following unit modifications:
  - **8 Admiral Drive, A228: 2 Bedroom.** The owner wishes to replace both of the unit bathrooms' tub tiling surrounds (one with quartz panels and the other with tiling); replace the kitchen cabinets, exceeding the current set's height; and install new granite countertops. **Mrazek moved, and Knight seconded, to approve the modifications to A228 pending receipt of all building permits and the repair of all discovered dry rot. The motion was unanimously approved.**
  - **3 Admiral Drive, F371: 1 Bedroom.** The owner wishes to replace the existing bathtub with a walk in shower unit, replace the tub tiling surround, and install a new bathroom ceiling fan units. **Knight moved, and Mrazek seconded, to approve the modifications to F371 pending receipt of all building permits and the repair of all discovered dry rot. The motion was unanimously approved.**

**IV. Consent Agenda - Items Below Approved by Unanimous General Consent.**

- Association Records - November 21, 2016 Regular Session Board Meeting Minutes.**
- Routine Operating Fund Item: Pacific Compensation Workers Compensation Insurance Renewal - Estimated Premium of \$63,020 thru 12/31/2017.**
- Routine Operating Fund Item: Chargepoint Annual Subscription Renewal for Charging Stations - \$1,680 (6 ports x \$280 per Port) thru December 31, 2017.**
- Routine Operating Fund Item: Caltronics Office Copier Maintenance Annual Contract for \$2,563.98 thru November 16, 2017.**
- Governance: Corporate Meeting Calendar for 2017.**
- WCA Committees: Approval of ACC, Landscape and Finance Committee Volunteers for 2017**
- Association Records: Annual Audit and Tax Preparation Services - Allen & Cook for \$7,800.**
- Replacement Fund: 3 Year Inspection - Reserve Study Update \$1,500, plus \$125 per Hour for Additional Meetings.**

**V. New Business.**

- Collections - Board Resolution to Record One Notice of Delinquent Assessment. Treasurer Repola 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 049-1529-178, 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 Lutz seconded, to approve the aforementioned Notice of Delinquent Assessment. The motion was unanimously approved.**

**VI. Upcoming Meetings.**

- Regular and Executive Session - January 23, 2017.**

**VII. Meeting adjourned at 7:36 p.m.**

Respectfully Submitted,

/s/ Nancy Girouard, Secretary