

"APPROVED" WCA BOARD OF DIRECTORS MEETING MINUTES

January 23, 2017

I. Call to Order. President Robert C. Blain called the meeting to order at 6:10 p.m. Directors present were Charlotte Cochrane, Nancy Girouard, Tom Knight, Joe Lutz, and Albert Repola. Lubor Mrazek was absent. Also present were General Manager Tim Sutherland, Controller Lisa Trabert, Construction Manager Ronald A. Heron, Jr., and Assistant General Manager Loren Perciante.

II. Reports/Announcements.

Secretary's Report. Secretary Girouard reported that in Executive Session, the Board discussed personnel issues and replacement fund payroll.

Treasurer's Report. Treasurer Repola reported a favorable operating budget variance of \$163,999 through 12/31/2016. Repola also reported an operating fund balance of \$356,989 and a replacement fund balance of \$4,805,936. The full report is available at the WCA office and watergatehoa.com. Repola thanked the staff for excellent budget performance.

➤ **Quarterly Review of Accounts.** Knight moved, and Girouard seconded, to accept the Quarterly Review of Accounts. The motion was unanimously approved.

Manager's Report. General Manager Sutherland reported common utilities use for December 2016: Electric use is down -1.8%; Natural Gas is up at +3.5% and water use is down -6.4% at 73 gallons per unit per day. Sutherland also reported a total of 149 community rules violation notifications delivered to residents for December 2016. He also announced that "Onsite Owners" for December 2016 - as self-reported to office by owners - remains steady at 634 for 50.8%.

Controller's Report on Delinquent Assessments. Controller Lisa Trabert reported that during the month of December 2016, two owners cured the delinquency and the collection accounts were closed. One account was added to collection. As of December 31, 2016, there were a total of seven accounts in collection. WCA recorded two Notices of Delinquent Assessment and four Notices of Default against the subjected properties. Among the seven delinquent accounts, four accounts were under bankruptcy protection.

III. Consent Agenda - Items Below Approved by Unanimous General Consent.

Association Records – December 12, 2016 Regular Session Board Meeting Minutes.

WCA Committees – Approve New ACC Committee Member; Owner of A278.

IV. 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 049-1528-295, 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 Lutz seconded, to approve the aforementioned Notice of Delinquent Assessment. The motion was unanimously approved.

- ❑ Replacement Fund: Clipper Club Floor Register Replacements - Walter Mork for \$2,326.88. Knight moved, and Girouard seconded to authorize fabrication of 10 floor registers as proposed by Walter Mork and recommended by staff. The motion was unanimously approved.
- ❑ Operating Fund: Work Cart Replacement - Bay Area Golf Cart for \$11,426.38. Knight moved, and Girouard seconded to authorize the purchase of a grounds/maintenance work cart as proposed by Bay Area Golf Cart and recommended by staff. The motion was unanimously approved.
- ❑ Operating Fund: Office Copier Replacement - Caltronics for \$12,275.15. Knight moved, and Girouard seconded to authorize the purchase of a Konica Minolta Bizhub C458 Office Copier as proposed by Caltronics and recommended by staff. The motion was unanimously approved.
- ❑ Replacement Fund: Phase I - Sewer Replacement Engineering Team Design Proposals and Management Costs for Whole Project - Aliquot Associates Inc., for \$473,215.00 and a Phase 1 Overall Project Budget of \$1,171,680.00. Vice – President Knight made the following motion: “The EBMUD Sewer Lateral replacement program compliance is mandatory and applies to all residential properties in the East Bay – from Oakland to Alameda and Richmond – without exceptions. Condominiums were granted a ten-year window for compliance by 2021 whereas single family homes are required to be in compliance at the close of escrow for each transaction; many companies were invited to submit bids but only three did so. The Construction Manager has carefully vetted the three candidates and made his recommendation, which he believes is the best for Watergate. Based on his experience and professional judgement, I defer to his choice which I highly value. Any delay in this project will increase the cost to Watergate, a cost which at present is affordable without a special assessment thanks to the outstanding advanced planning by Staff. The project is expected to take thirty-eight months. So any significant delays may jeopardize completion of the project by the deadline for compliance. There will be unforeseen problems and unpleasant surprises during this project but those must be anticipated and will be handled with utmost care for the Community and the budget. And with these considerations in mind, I move this motion.” Director Lutz then seconded the aforementioned motion to approve the engineering team bid of \$473,215.00 as proposed by Aliquot Associates Inc., and recommended by staff along with a Phase 1 overall project budget of \$1,171,680 including construction management. The motion was unanimously approved.

V. Notice of Motion.

- ❑ General Manager Sutherland explained the procedures for a notice of motion for board members to add items of common interest for discussion at an upcoming board meeting. **Secretary Girouard placed a notice of motion to discuss Motorcycle security at the February 27, 2017 board meeting with the support of a second board member Vice-President Knight.** The item is duly placed on the February 27, 2017 board meeting agenda.

VI. Upcoming Meetings.

- ❑ Regular and Executive Session - February 27, 2017.

VII. Meeting adjourned at 6:50 p.m.

Approved By WCA Board of Directors February 28, 2017

/s/ Nancy Girouard, Secretary