

"APPROVED" WCA BOARD OF DIRECTORS MEETING MINUTES

July 18, 2016

I. **Call to Order.** President Robert C. Blain called the meeting to order at 7:01 p.m. Directors present were Charlotte Cochrane, Nancy Girouard, Tom Knight, Joe Lutz and Albert Repola. Also present were General Manager Tim Sutherland and Controller Lisa Trabert. Lubor Mrazek was absent.

II. Reports/Announcements.

- ❑ **Secretary's Report.** The Board voted to fine the owner of C309 \$350 for knowingly using his unit for hotel and transient proposes via Airbnb, and \$500 per any additional offense.
- ❑ **Treasurer's Report.** Treasurer Repola reported a favorable operating budget variance of \$254,898 through 6/30/2016. Repola also reported an operating fund balance of \$261,171 and a replacement fund balance of \$4,098,574 for a total of \$4,359,745. The full report is available at the WCA office and watergatehoa.com.
 - **Quarterly Review of Accounts.** Girouard moved, and Knight seconded, to accept the quarterly review of accounts. The motion was unanimously approved.
- ❑ **Manager's Report.** General Manager Sutherland reported the following: 2016 Fiscal Year ending common area utility use: Electric +3.0%; Natural Gas +1.5%; Water use is down - 5.0% at 76 gallons per unit per day; 154 rules violation notices were issued June 2016. Onsite owner count is 641 for 51.3%. A community meeting for the mechanical key replacement project to be held at the Clipper Club Tuesday July 19, 2016 at 6 p.m.
- ❑ **Controller's Report on Delinquent Assessments.** Controller Lisa Trabert reported that for June 2016, two owners cured their delinquencies and the collection accounts were closed. One account was added to the collection list. As of June 30, 2016, there were a total of nine accounts in collection. WCA recorded two Notices of Delinquent Assessment and six Notices of Default against the subjected properties. Among the nine delinquent accounts, three accounts were under bankruptcy protection and three owners were making monthly installments toward ongoing payment plans.

III. WCA Committees.

- ❑ **Architectural Control Committee.** Assistant General Manager Perciante reported the following unit modifications:
 - **3 Commodore Drive, B160: 1 Bedroom.** The owner wishes to replace the existing bath tub tiling surround and sheetrock behind, as needed. He would also like to wire and install under-counter lighting, install a microwave/hood combination (in place of the existing stove hood), install kitchen cabinets that are 36" in height (in place of existing 32" set), and replace the kitchen countertops with granite. **Knight moved, and Repola seconded, to approve the modifications to B160 pending receipt of all building permits. The motion was unanimously approved.**
 - **3 Commodore Drive, B252: 1 Bedroom.** The owner wishes to replace the existing bath tub and tub tiling surround with a Durabath panel system, and replace the existing kitchen countertops with granite and repair any dry rot discovered behind the tiling be repaired or replaced. **Knight moved, and Repola seconded, to approve the modifications to B252 pending receipt of all building permits and repair of any discovered dry rotted wood. The motion was unanimously approved.**

- **2 Anchor Drive, F388: Studio.** The owner of this unit wishes to replace the existing bath tub tiling surround and sheetrock behind, as needed, install kitchen cabinets that are 36" in height (in place of existing 30" set), a microwave/hood combination (in place of the existing hood vent), remove a non-load bearing post from the kitchen, create/frame-in a wall for (x2) "pocket-style" doors, and install new electrical outlets on either side of the new wall. **Knight moved, and Repola seconded, to approve the modifications to F388 pending receipt of all building permits. The motion was unanimously approved.**

- Landscape Committee.** Chair Sam Foushee reported that the committee reviewed the excellent RFP crafted by Construction Manager Ron Herron for the exterior renovations engineering and landscape architect services. Chair Foushee also reported on the status of two Mayten trees in the D courtyard that are declining and suggested either trimming about ½ of one tree, or if that is not satisfactory removing the tree. He also spoke about a leaning Mayten tree in the area that needs to be checked out by staff, as well.

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

- Association Records - June 20, 2016 Regular Session Board Meeting Minutes.**
- D & O Insurance Renewal - Chubb Premium of \$4,944 for 8/12/2016 - 8/12/2017.**
- ADP Payroll Service Annual Renewal - 1.33% increase for 8/1/2016 - 7/31/2017.**

V. New Business.

- 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 049-1528-057, 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 Girouard seconded, to approve the aforementioned Notice of Delinquent Assessment. The motion was unanimously approved.**
- Operating Fund - Paint Department Sign Making Equipment.** After discussion, **Knight moved, and Repola seconded, to authorize \$3,096.51 to Scott Machine Development Corporation to be paid for out of the operating fund. The motion was unanimously approved.**

VI. Upcoming Meetings.

- Regular and Executive Session - August 22, 2016.

VII. Meeting adjourned at 7:48 p.m.

Approved by WCA Board of Directors
August 22, 2016

/s/ Nancy Girouard, Secretary