

## "APPROVED" WCA BOARD OF DIRECTORS MEETING MINUTES

July 24, 2017

**I. Call to Order.** President Robert C. Blain called the meeting to order at 6:03 p.m. Directors present were Charlotte Cochrane, Nancy Girouard, Tom Knight, Joseph Lutz, Lubor Mrazek and Albert Repola. Also present were General Manager Tim Sutherland, Controller Lisa Trabert, Assistant General Manager Loren Perciante and Office Administration Manager Ariel Clifford.

### II. Reports/Announcements.

- Secretary's Report.** Secretary Girouard reported that the Board met in executive session and discussed personnel, compensation issues and legal issues. The Board also accepted the economic changes to the new three year labor agreement with SEIU United Service Workers West thru April 30, 2020. The Board also approved executive session minutes for October 17, 2016, November 21, 2016, December 12, 2016, January 23, 2017, February 27, 2017, April 17, 2017, May 22, 2017 and July 17, 2017. The Board also conducted a rules violation hearing for unit C211. The board fined the owner of C211 \$600 for repeated verified noise violations.
- Treasurer's Report.** Treasurer Repola reported a favorable operating budget variance of \$160,133 through 6/30/2017. Repola also reported an operating fund balance of \$285,042 and a replacement fund balance of \$5,507,415. The full report is available at the WCA office and [watergatehoa.com](http://watergatehoa.com).
  - **Quarterly Review of Accounts. Knight moved, and Mrazek seconded, to accept the Quarterly Review of Accounts. The motion was unanimously approved.**
- Manager's Report.** General Manager Sutherland reported common utilities use for June 2017: Electric use is down -2.0%; Natural Gas is up +1.5% and water use is up four gallons per unit per day at 80 gallons per unit per day. Sutherland also reported a total of 196 community rules violation notifications delivered to residents for June 2017. He announced that "Onsite Owners" for June 2017 - as self-reported to office by owners came in at 642 for 51.4%. Sutherland thanked the community for their support over the years and spoke briefly about how difficult it is to leave the Watergate family. He announced that Loren Perciante would be assuming the position of Interim General Manager and wished him and the team the best of luck.
- Controller's Report on Delinquent Assessments.** Controller Lisa Trabert reported that during the month of June 2017, one owner cured the delinquency and the collection account was closed. As of June 30, 2017, there were a total of eight accounts in collection. WCA recorded three recorded three Notices of Delinquent Assessment and four Notices of Default against the subjected properties. Among the eight delinquent accounts, one account was making monthly installments toward the payment plan and four accounts were under bankruptcy protection.

### III. WCA Committees.

- Architectural Control.** Assistant General Manager Perciante presented the following unit modifications:
  - **7 Commodore Drive, A551: 1 Bedroom.** The owner wishes to replace the existing bathtub and tub tile surround with a walk in shower surrounded by granite panels. **Secretary Girouard recused herself as this is her unit. Knight moved, and Mrazek seconded, to approve the modifications to A551. The motion was unanimously approved.**

NG

- **2 Admiral Drive, B275: Studio.** The owner wishes to replace the existing bathtub and tub tiling surround for a walk-in shower unit, ceiling fan, stove hood fan, existing lights with LED ones (within the entrance, kitchen – including under the kitchen cabinets – closet, and vanity), kitchen countertops for a quartz set; and install two decorative pendant LED lights in between the kitchen and entryway. **Knight moved, and Mrazek seconded, to approve the modifications to B275. The motion was unanimously approved.**
- **6 Commodore Drive, C346: 1 Bedroom.** The owner wishes to install a new dishwashing unit adjacent to the kitchen sink, cabinets with shelving to the living room wall and wall sconces in the living room; replace the kitchen lighting with recessed LED lights; add/replace electrical outlets with GFCI versions, switches and dimmers to accommodate lighting upgrades; mount a television to the living room wall; and remove air ducting and a vent within the unit's enclosed balcony. **Knight moved, and Lutz second, to approve the modifications to C346. The motion was unanimously approved.**
- **1 Captain Drive, D354: Studio.** The owner wishes to remove one non-load bearing wall and post (between the kitchen and entry way); replace the existing bathtub for a walk-in shower unit; install recessed lighting throughout the unit as depicted in the attached drawing; and install GFI outlets in the bathroom and kitchen areas. Supporting structural engineer's report relating to the removal of the non-load bearing wall and post is attached. **Knight moved, and Lutz seconded, to approve the modifications to D354. The motion was unanimously approved.**
- **6 Captain Drive, E229: Studio.** The owner wishes to install granite counters within the unit's kitchen, a new vanity cabinet with granite countertops in the bathroom; replace the bathroom medicine cabinet with a unit that has integrated lighting; replace the bathroom ceiling light/fan combination unit; upgrade lighting in the hall and kitchen areas (as depicted in attached drawings); install soundproofing material in ceiling within living room/alcove areas, a microwave/hood combination unit over stove, and telephone and cable television outlets in the living room. **Knight moved, and Mrazek seconded, to approve the modifications to E229. The motion was unanimously approved.**
- **3 Admiral Drive, F357: 1 Bedroom.** The owner wishes to replace the existing stove hood for a microwave/fan combination unit. **Knight moved, and Mrazek seconded, to approve the modifications to F357. The motion was unanimously approved.**

#### IV. Consent Agenda.

**Items Below Approved by Unanimous General Consent.**

- **Association Records - June 19, 2017 Regular Session Board Meeting Minutes.**
- **Insurance - Chubb D & O Renewal for \$5,023 for 8/12/2017 through 8/12/2018.**
- **Reserve Study Update - CRS for a total Budget of \$1,350.**
- **ADP Payroll Service - Increase of 1.5% from August 1, 2017 through July 31, 2018.**

#### V. New Business.

- "Draft" Rulebook Edits and Changes.** General Manager Sutherland presented suggested edits to the Community Rule Book for a first review and reading by the Board. The Board will forward additional suggestions to Loren Perciante to incorporate for our Attorney's review for a second reading at the August 21, 2017 board meeting.

NG

- ❑ **Replacement Fund - Boardwalk Annual Wood Replacement.** Competitive bids were solicited for the annual wood replacement for the Boardwalk. **Knight moved, and Girouard seconded, to award the contract to G.A. Higgins in the amount of \$27,121.07 and an overall project budget of \$34,471.04. Knight, Girouard, Repola, Blain, Cochrane and Lutz voted for the motion with Mrazek abstaining. The motion was approved.**
- ❑ **Replacement Fund - Sidewalk Removal South of 1 Captain Drive.** Competitive bids were solicited for the removal of the settling sidewalk area south of 1 Captain Drive. **Knight moved, and Repola seconded, to award the work to Metro Concrete in the amount of \$2,200 and an overall project budget of \$4,441.25. Knight, Repola, Blain, Cochrane and Lutz voted for the motion with Mrazek and Girouard abstaining. The motion was approved.**
- ❑ **Operating Fund - Stand-On High Performance Vacuum.** With the interior renovations completed, expectations for an ongoing higher quality cleanliness image have dramatically increased as well. Staff took on this challenge head on and tested a high-performance quiet stand-on vacuum that is expected to clean the carpeted hallways in 1/4th the time. The new stand-on vacuum was observed be quieter than the push vacuums now in use and is easier to use without the custodians having to endure the muscle strain caused by vacuuming a whole building by hand. This equipment purchase will continue our efforts to efficiently and effectively maintain a first class residential facility. **Knight moved, and Repola seconded, to approve \$9,322.10 for the purchase of a Winder Chariot 2 stand-on vacuum for Bay Area Floor Machine. The motion was unanimously approved.**
- ❑ **Replacement Fund - Site Survey Funding for Motorola Radio Communication Network.** Since Sprint purchased Nextel and changed their network in and around this area, the Nextel repeater installed next to the Clipper Club no longer functions and has since been removed. With that, the Nextel direct connect communication network is no longer usable hampering the most effective way to communicate to and between field staff. Now is the time to return to a hand held radio based system which will allow a more efficient communication level between the field staff, office personnel and department supervisors resulting in improved service and response time on maintenance requests. **Knight moved, and Cochrane seconded, to approve the site survey study as proposed by Day Wireless Systems in the amount of \$2,500. The motion was unanimously approved.**
- ❑ **Replacement Fund - 8 Admiral Drive Lobby Intercom Replacement.** The 30 year old lobby intercom system has failed and requires replacement. Staff solicited a proposal from Sound Communications to replace the system. **Knight moved, and Mrazek seconded, to approve the purchase and installation of the SES intercom equipment in the amount of \$3,858.50. The motion was unanimously approved.**
- ❑ **Replacement Fund - 8 Admiral Air Handler Heating Unit Replacements.** The 13 year old air handler has failed with most of the metal infrastructure rusting out due to the marine environment. Staff solicited a proposal from our vendor Walter Mork and requested a new air handler with a protective epoxy coating to slow the rate of metal degradation moving forward. **Knight moved, and Mrazek seconded, to approve the purchase and installation of a new air handler heating unit in the amount \$16,210.00 and an overall project budget of \$18,264.13. The motion was unanimously approved.**

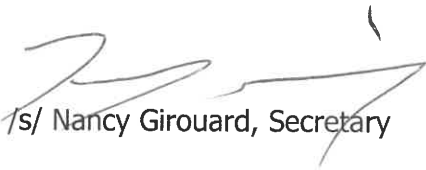
- ❑ **Contracts - Operating Fund - Comcast Bulk Cable Television Agreement and Gate Fee Agreement.** The WCA and Comcast are pleased to present a new five-year bulk cable television agreement. Current channel line up to remain unchanged with per unit pricing - exclusive of taxes and fees - will remain at the current \$24.77 per unit per month and will not increase more than 4% during the contract term ending July 31, 2022. The Association will receive a one-time gate fee of \$106,100 as well. **Knight moved, and Repola seconded, to approve the new five-year Comcast bulk cable agreement through July 31, 2022.**
  
- ❑ **Replacement Fund - West Fence Replacement - Anchor Pool Area.** A portion of the fencing surrounding the Anchor pool has rusted away. Staff solicited a proposal from Redd Brothers to replace a 43 inch section of fence with a new galvanized section. **Knight moved, and Mrazek seconded, to award the work to Reed Brothers in the amount of \$8,779.50 and an overall project budget of \$9,218.48. The motion was unanimously approved.**
  
- ❑ **WCA Anti-Harassment Policy.** The Board reviewed the proposed WCA Anti-Harassment Policy and approved the policy for publication in an upcoming Hatchcover for a 30 day comment period. Knight moved, and Mrazek seconded, to approve the language and publish the proposed new in an upcoming Hatchcover for a 30 day comment period before voting to adopt at a later meeting. **Knight moved and Mrazek seconded to approve the proposed language and submit to the community for a 30 day comment period. The motion was unanimously approved.**
  
- ❑ **Replacement Fund - Charge Point Station Replacements.** Chargepoint has notified the WCA that the current EV charging stations no longer have replacement parts available and are offering WCA a discounted upgrade price to change out to the new CT4000 models with a better user interface and other features. The pricing after July 31, 2017 will be \$8,700 per unit so this is a great money saving opportunity. The install costs are negligible at about \$100.00 per station after rebates which would be charged to the operating fund. **Knight moved, and Mrazek seconded to approve the purchase and install of the new stations at station replacements at a cost of \$3,000 per station for a total cost of \$10,162.50 to be paid for out of the replacement fund. The motion was unanimously approved.**

**VI. Upcoming Meetings.**

- ❑ Regular and Executive Session: August 21, 2017.

**VII. Meeting adjourned at 7:29 p.m.**

Respectfully Submitted,



/s/ Nancy Girouard, Secretary