

"Approved" WCA BOARD OF DIRECTORS MEETING MINUTES

June 19, 2017

I. Call to Order. Vice - President Thomas A. Knight called the meeting to order at 6:00 p.m. Directors present were Charlotte Cochrane, Nancy Girouard and Joseph Lutz. Robert C. Blain, Lubor Mrazek and Albert Repola were absent. 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 there was no Board business since the last meeting.
- Treasurer's Report.** General Manager Sutherland reported a favorable operating budget variance of \$224,960 through 5/31/2017. Sutherland also reported an operating fund balance of \$361,225 and a replacement fund balance of \$5,351,067. The full report is available at the WCA office and watergatehoa.com.
- Manager's Report.** General Manager Sutherland reported common utilities use for May 2017: Electric use is down -.6%; Natural Gas is up +2.9% and water use is even at 75 gallons per unit per day. Sutherland also reported a total of 246 community rules violation notifications delivered to residents for May 2017. He also announced that "Onsite Owners" for May 2017 - as self-reported to office by owners came in at 647 for 51.8%.
- Controller's Report on Delinquent Assessments.** Controller Lisa Trabert reported as of May 31, 2017, one new delinquent account was added to collection. As of May 31, 2017, there were a total of eight accounts in collection. WCA recorded three Notices of Delinquent Assessment and four Notices of Default against the subjected properties. Among the eight delinquent accounts, four accounts were under bankruptcy protection and two accounts were paying monthly installments through ongoing payment plans.

III. WCA Committees.

- Architectural Control.** Assistant General Manager Perciante presented the following unit modifications:
 - **2 Admiral Drive, B373: 2 Bedroom.** The owner wishes to replace the existing bathtub with a walk-inshower unit and reconfigure the drain to a lateral-style one. **Girouard moved, and Lutz seconded, to approve the modifications to B373. The motion was unanimously approved.**
 - **6 Commodore Drive, C338: 1 Bedroom.** The owner wishes to remove two load bearing walls (one in the kitchen and one in the bathroom), remove one non-load bearing wall between kitchen and entry way area, install recessed lighting throughout the unit, replace bathtub for a walk-in shower unit, replace the bathroom sink for a dual vanity in the hallway, add a third "wall hung" sink in bathroom, replace existing toilet with a "wall hung" mounted toilet, replace and relocate electrical subpanel to meet code and add GFI/GFCI's throughout the unit. **Girouard moved, and Lutz seconded, to approve the modifications to C338. The motion was unanimously approved.**

- **1 Captain Drive, D367: 1 Bedroom.** This application is an addendum to last month's approved request. The owner wishes to replace the bathtub tiling surround, replace the bathroom ceiling light/fan combination unit with a new one, install recessed lighting throughout the unit, install wall sconce lights in the bedroom and install shelving and quartz countertops in place of the existing entry closet area. **Girouard moved, and Lutz seconded, to approve the modifications to D367. The motion was unanimously approved.**

- **5 Admiral Drive, F218: 1 Bedroom.** The owner replace the existing bathtub for a Jacuzzi-styled tub/shower combination unit, install/mount televisions within the bedroom and living room areas, extend cable to the designated television locations, install recessed lighting throughout the unit and replace the existing entry door lock and handle for a "smart" version with a touchscreen and alarm in brass finish. **Girouard moved, and Lutz seconded, to approve the modifications to F218. The motion was unanimously approved.**

IV. Consent Agenda.

Items Below Approved by Unanimous General Consent.

- **Association Records - May 22, 2017 Regular Session Board Meeting Minutes.**
- **Operating Fund - Three Year Uniform Rental Agreement with Cintas.**
- **Replacement Fund - B Pool Leak Repair by the Pool Doctor for \$2,625.37.**
- **Operating Fund - Redhawk Fire Alarm Monitoring for \$630.**
- **Replacement Fund - Redhawk Fire Alarm Inspection for \$23,517.90.**

V. New Business.

- Collections - 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 049-1528-023, 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." **Girouard moved, and Lutz seconded, to approve the aforementioned Notice of Delinquent Assessment. The motion was unanimously approved.**

VI. Upcoming Meetings.

- Regular and Executive Session: July 24, 2017.

VII. Meeting adjourned at 6:25 p.m.

Approved By WCA Board of Directors July 24, 2017,

/s/ Nancy Girouard, Secretary