

"APPROVED" WCA BOARD OF DIRECTORS MEETING MINUTES

June 20, 2016

I. Call to Order. President Robert C. Blain called the meeting to order at 7:00 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.** No business to report.
- Treasurer's Report.** Treasurer Repola reported a favorable operating budget variance of \$209,316 through 5/31/2016. Repola also reported an operating fund balance of \$244,251 and a replacement fund balance of \$3,914,821 for a total of \$4,159,072. The full report is available at the WCA office and watergatehoa.com.
- Manager's Report.** General Manager Sutherland reported the following: May 2016 common area utility use: Electric +3.3%; Natural Gas +.18%; Water use is down -1.3% at 75 gallons per unit per day; 200 rules violation notices were issued May 2016. He further asked for Board direction on the continuance of sending a separate interest unit threshold damage repair letter for a nominal \$30 fee for repair work that takes up to six hours at a true cost of up to \$180.00 in labor. 15 out of 159 units in E building received the damage letters. The Board agreed that the threshold scratches should be repaired to keep up the look of the place and asked that staff post the lobbies before sending additional repair violation notices to any future units.
 - Salt Pool Test Preliminary Proposal. Will study issue further at a future community meeting scheduled for October 10, 2016. Guest speakers will address the pros and cons of salt versus chlorine treated pools.
 - No Dogs and No Trespassing Signs. This basic information is already located at all six main entrances to the complex.
 - Guest Parking Update. The main issue is residents parking in the spaces. Staff issues reminders that these spaces are set aside for guest parking.
- Controller's Report on Delinquent Assessments.** Controller Lisa Trabert reported that for May 2016, three owners cured their delinquencies and the collection accounts were closed. WCA recorded one Notice of Delinquent Assessment and seven Notices of Default against the subjected properties. Among the ten delinquent accounts, three accounts were under bankruptcy protection and three owners were making monthly installments toward ongoing payment plans.

III. WCA Committees.

- Facilities Safety and Security.** Committee member Marilyn Fulrath reported the following: On Monday, June 13th, in response to the Board's vote to implement the Mechanical Key Project, the FSAS committee met with staff to review bids. Marilyn Fulrath moved that the Facilities Safety and Security Committee approve the recommendations for mechanical re-keying of all common area door locks made by Ron Herron to Tim Sutherland, dated June 13, 2016, which included an overall project budget and implementation proposal as well as a recommendation to award the contract to Reed Brothers Security. Betsy Cooley seconded the motion and the FSAS Committee voted unanimously to approve this motion.

- **Architectural Control Committee.** General Manager Sutherland reported the following:
 - **6 Admiral Drive, A289: 1 Bedroom.** The owner wishes to replace their vent/microwave combination with a possible new breaker box. **Knight moved, and Girouard seconded, to approve the modifications to A289 pending receipt of all building permits. The motion was unanimously approved.**
 - **6 Captain Drive, E415: 1 Bedroom.** The owner wishes to replace their bathtub tile surround, install new sheetrock, tile, new upper cabinets with LED lights and replace kitchen cabinets that are 4 inches taller than existing. **Knight moved, and Girouard seconded, to approve the modifications to E415 pending receipt of all building permits and repair of any discovered dry rotted wood. The motion was unanimously approved.**
 - **2 Anchor Drive, F493: 1 Bedroom.** The owner wishes to replace their bathtub tile surround, and install new sheetrock. **Knight moved, and Girouard seconded, to approve the modifications to F492 pending receipt of all building permits and repair of any discovered dry rotted wood. The motion was unanimously approved.**

IV. Consent Agenda.

- **Association Records - May 23, 2016 Regular Session Board Meeting Minutes**
- **Annual Fire Alarm Testing & Monitoring - Redhawk Fire and Safety for \$23,398 and \$600**
- **Annual Audit and Tax Preparation Services - Allen & Cook CPA for \$7,800**
 - **The Audit proposal was pulled for discussion and then all Consent Agenda items were approved without exception by unanimous consent.**

V. Old Business.

- **Replacement Fund - Mechanical Key Project Funding Request.** Funding is requested for the installation and distribution of mechanical keys for all common area locks. After discussion, **Lutz moved, and Knight seconded, to award the work to Reed Brothers Security for a contract amount of \$30,000 and an overall project budget of \$94,888.17 to be paid for out of the replacement fund. Knight, Lutz, Girouard and Blain voted for the motion with Repola abstaining. The motion was approved.**

VI. New Business.

- **Operating Fund - Two Golf Carts for Use By Senior Management to Tour and Inspect Complex.** After discussion, **Knight moved, and Repola seconded, to authorize the purchase of two Golf Carts from Bay Area Golf Car in the amount of \$19,293.90 to be paid for out of the operating fund. The motion was unanimously approved.**
- **Operating Fund - Street Sweeper Replacement.** After discussion, **Knight moved, and Repola seconded authorized \$45,438.17 to Tennant Company for a new quiet operating Street Sweeper with increased double brush sweeping efficiency to be paid for out of the operating fund. The motion was unanimously approved.**

- WCA Committees - New Finance Committee Member Application. Knight moved, and Repola seconded, to approve Jim Lindsey to the 2016 Finance Committee. The motion was unanimously approved.**

VII. Upcoming Meetings.

- Regular and Executive Session July 18, 2016.

VIII. Meeting adjourned at 8:44 p.m.

Approved by WCA Board of Directors July 18, 2016


/s/ Nancy Girouard, Secretary