

"Approved" WCA BOARD OF DIRECTORS MEETING MINUTES

March 20, 2017

I. Call to Order. President Robert C. Blain called the meeting to order at 6:20 p.m. Directors present were Charlotte Cochrane, Tom Knight, Joseph Lutz, Lubor Mrazek and Albert Repola. Nancy Girouard 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.** General Manager Sutherland reported that the Board received the 2017/2018 budget funding recommendation of 3%.
- Treasurer's Report.** Treasurer Repola reported a favorable operating budget variance of \$220,461 through 2/28/2017. Repola also reported an operating fund balance of \$390,655 and a replacement fund balance of \$5,105,295. The full report is available at the WCA office and watergatehoa.com.
- Manager's Report.** General Manager Sutherland reported common utilities use for February 2017: Electric use is down -.2%; Natural Gas is up +17.7% and water use is up +4.2% at 75 gallons per unit per day. Sutherland also reported a total of 331 community rules violation notifications delivered to residents for February 2017. He also announced that "Onsite Owners" for February 2017 - as self-reported to office by owners - came in at 639 for 51.2%.
- Controller's Report on Delinquent Assessments.** Controller Lisa Trabert reported that during the month of February 2017, two new delinquent accounts were added to collection. As of February 28, 2017, there were a total of eight accounts in collection. WCA recorded two 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 installment through payment plans.

III. WCA Committees.

- Architectural Control.** Assistant General Manager Perciante presented the following unit modifications:
 - **7 Captain Drive, C311: Studio.** The owner wishes to replace the existing bathtub for a walk-in shower unit. **Mrazek moved, and Knight seconded, to approve the modifications to C311. The motion was unanimously approved.**
 - **3 Captain Drive, D357: 2 Bedrooms.** The owner wishes to replace the existing bathtub for a walk-in shower unit and install kitchen cabinets that exceed the current set's height. **Mrazek moved, and Knight seconded, to approve the modifications to D357. The motion was unanimously approved.**
 - **6 Captain Drive, E239: 1 Bedroom.** This addendum to last month's approved application reflects the owners wish to install recessed and pendant lighting, upgrade the electrical panel, install three new GFCI outlets and upgrade three existing outlets to GFCI. **Mrazek moved, and Knight seconded, to approve the modifications to E239. The motion was unanimously approved.**

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

- Association Records - February 27, 2017 Regular Session Board Meeting Minutes.**
- Operating Fund - Pitney Bowes Postage Machine Three Year Lease for \$850 annually.**

V. New Business.

- Operating Fund - Corporate Insurance Policy Renewals 3/31/17 - 3/31/18. Mrazek moved, and Knight seconded, to approve: CIBA Property - \$367,120; Allied General Liability - \$58,409; Allied Auto - \$1,825; Great American Insurance - Umbrella Liability - \$28,195; Chubb and Hanover Fidelity & Crime Insurance - \$8,836. The motion was unanimously approved.**
- Collections - Board Resolution to Record Two Notices 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 Two Notices of Delinquent Assessment ("Lien") in the full amount of unpaid assessments, late charges, interest and collection fees and costs against the properties bearing Assessor's Parcel Numbers 049-1529-518 and 049-1528-544, as authorized by Civil Code Sections 5650 and 5725 if such accounts have not been reinstated by the Notice of Intent to Lien expiration dates." Mrazek moved, and Knight seconded, to approve the aforementioned Two Notices of Delinquent Assessment. The motion was unanimously approved.**

VI. Upcoming Meetings.

- Budget Sessions: March 27, 2017, April 3, 2017 and April 10, 2017.**
- Regular and Executive Session: April 17, 2017.**

VII. Meeting adjourned at 6:43 p.m.

Approved by WCA Board of Directors April 17, 2017,

/s/ Nancy Girouard, Secretary