

# "APPROVED" WCA BOARD OF DIRECTORS MEETING MINUTES

May 22, 2017

**I. Call to Order.** President Robert C. Blain called the meeting to order at 6:12 p.m. Directors present were Charlotte Cochrane, Nancy Girouard, Tom Knight, Joseph Lutz and Albert Repola. Lubor Mrazek 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.** Secretary Girouard reported the board approved changes to the economic portion of the labor agreement with Teamsters 0665 thru March 31, 2020 and reviewed performance and compensation for the controller and general manager.
- Treasurer's Report.** Treasurer Repola reported a favorable operating budget variance of \$239,336 through 4/30/2017. Repola also reported an operating fund balance of \$386,951 and a replacement fund balance of \$5,270,094. The full report is available at the WCA office and [watergatehoa.com](http://watergatehoa.com).
- Manager's Report.** General Manager Sutherland reported common utilities use for April 2017: Electric use is down -.6%; Natural Gas is up +2.4% and water use is even at 74 gallons per unit per day. Sutherland also reported a total of 192 community rules violation notifications delivered to residents for April 2017. He also announced that "Onsite Owners" for April 2017 - as self-reported to office by owners - came in at 640 for 51.4%.
- Controller's Report on Delinquent Assessments.** Controller Lisa Trabert reported as of April 30, 2017, there were a total of seven accounts in collection. WCA recorded three Notices of Delinquent Assessment and four Notices of Default against the subjected properties. Among the seven delinquent accounts, four accounts were under bankruptcy protection and two accounts were paying monthly installments through the payment plans.

## **III. WCA Committees.**

- Architectural Control.** Assistant General Manager Perciante presented the following unit modifications:
  - **8 Admiral Drive, A238: 1 Bedroom.** The owner wishes to replace the existing bathtub, tub tiling surround and bathroom ceiling light/fan combination unit. **Knight moved, and Girouard seconded, to approve the modifications to A238. The motion was unanimously approved.**
  - **6 Admiral Drive, A287: 1 Bedroom.** The owner wishes to install recessed lighting throughout the unit. **Knight moved, and Lutz seconded, to approve the modifications to A287. The motion was unanimously approved.**
  - **2 Admiral Drive, B285: 1 Bedroom.** The owner wishes to install and relocate a new electrical subpanel, remove non-loadbearing walls in the kitchen, install new cabinets, quartz countertops, under-counter LED lighting and LED fixtures in both kitchen and bathroom areas, install recessed lighting throughout the unit, install additional outlets, replace the hood/vent above the kitchen stove, install an in-counter microwave unit, create a "fur wall" at the vanity area for a recessed medicine cabinet, and install a "heat mat" under the porcelain tile in the bathroom area. **Knight moved, and Girouard seconded, to approve the modifications to B285. The motion was unanimously approved.**

- **8 Commodore Drive, C451: 1 Bedroom.** The owner wishes to remove walls throughout the bedroom and bedroom closet areas, replace the existing bathroom and tub tiling, install a bidet, additional shower unit, relocate the existing bathroom toilet, install his/hers sinks, install (x2) ceiling light/fan units in the bathroom in place of the existing one, install a "wet bar"- including a sink, counter and cabinet - in the bedroom, replace the current entry closet with modular set, install a portable air-conditioning unit in lower window in the dining room, install recessed lighting throughout the unit, relocate/install light switches and outlets, relocate baseboard heaters in living/dining/bedrooms, and replace the current electrical panel. **Knight moved, and Girouard seconded, to approve the modifications to C451 except for the installation of the air conditioner. The motion was unanimously approved.**
- **2 Commodore Drive, D385: 2 Bedroom.** The owner wishes to the replace the existing bathtub with a walk-in shower unit, replacement of shower and tub tiling surrounds (in both bathrooms), replacement of the existing bathroom ceiling fans with fan/light/heat combination units, and installation of a dual sink vanity in place of the existing single one. **Knight moved, and Girouard seconded, to approve the modifications to D385. The motion was unanimously approved.**
- **2 Commodore Drive, D475: Studio.** The owner wishes to remove the post within the kitchen. **Knight moved, and Girouard seconded, to approve the modifications to D475. The motion was unanimously approved.**
- **2 Anchor Drive, F286: Studio.** The owner wishes to replace the bathroom tub, tub tiling surround, and the existing stove hood. **Knight moved, and Girouard seconded, to approve the modifications to F286. The motion was unanimously approved.**

#### IV. Consent Agenda.

- Items Below Approved by Unanimous General Consent.**
  - **Association Records - April 17, 2017 Regular Session Board Meeting Minutes.**
  - **Use agreement with Watergate Sales and Leasing Through May 23, 2018.**

#### V. New Business.

- Recreational Access Control Project.** Installation of key card readers at all recreational areas and Community Association office. **Knight moved, and Girouard seconded, to approve the \$124,421.80 proposal from VAS Security Systems and an overall project budget of \$176,804.36. The motion was unanimously approved.**
- Video Camera Recording Replacement Project.** Installation of 67 new cameras, cabling, NVR server, switches, hardware, software, training and a three year maintenance agreement. **Knight moved, and Lutz seconded, to approve the \$168,764.83 proposal from VAS Security Systems which includes a three year maintenance agreement for \$28,500 and an overall project budget of \$200,491.31. The motion was unanimously approved.**
- Arborist Report on Trees Impacted By Sewer Project.** **Knight moved, and Lutz seconded, to approve the \$6,500.00 proposal from HortScience, Inc., and an overall project budget of \$7,242.19. The motion was unanimously approved.**

- ❑ **Tennis Court Repairs.** Repairs needed to off the playing surface areas on courts 1 and 2. **Knight moved, and Girouard seconded, to approve the \$2,800.00 proposal from Savianno Company, Inc., with an overall project budget of \$3,751.00. The motion was unanimously approved.**
  
- ❑ **Carpeting Installation for Property Patrol & Landscaping Offices.** Installation services needed to install carpet tiles in the property patrol and landscaping offices. **Knight moved, and Girouard seconded, to approve the \$3,870.59 proposal from Floor Sure Interiors and an overall project budget of \$4,604.15. The motion was unanimously approved.**
  
- ❑ **Fire Sprinkler System Repairs.** Repairs and adjustments needed for 200 out of 5,400 sprinkler heads on the property. **Knight moved, and Girouard seconded, to approve the \$16,669.26 proposal from Neptune Fire and an overall project budget of \$19,960.06. The motion was unanimously approved.**

**VI. Upcoming Meetings.**

- ❑ Regular and Executive Session: June 19, 2017.

**VII. Meeting adjourned at 7:27 p.m.**

Approved BY WCA Board of Directors June 19, 2017,

/s/ Nancy Girouard, Secretary