

"APPROVED" WCA BOARD OF DIRECTORS MEETING MINUTES

November 21, 2016

- I. Call to Order.** President Robert C. Blain teleconferenced in to call the meeting to order at 7:07 p.m. Directors present were Charlotte Cochrane, Nancy Girouard, Tom Knight, Joe Lutz, Lubor Mrazek and Albert Repola. Also present were General Manager Tim Sutherland, Controller Lisa Trabert and Assistant General Manager Loren Perciante. *President Blain excused himself from the meeting after Agenda Item II at which time Vice President Knight chaired the rest of the meeting.*
- II. Election of Officers.** The following Board members were nominated and seconded and voted in for the following officer positions: **Robert C. Blain, President - seconded by Albert Repola; Tom Knight, Vice President - seconded by Lubor Mrazek; Albert Repola - Treasurer - seconded by Tom Knight; and Nancy Girouard, Secretary - seconded by Albert Repola.**
- III. Reports/Announcements.**
- Secretary's Report.** Secretary Girouard reported that in an Executive Session, the Board of Directors discussed legal issues.
 - Treasurer's Report.** Treasurer Repola reported a favorable operating budget variance of \$116,447 through 10/31/2016. Repola also reported an operating fund balance of \$332,132 and a replacement fund balance of \$4,542,123. The full report is available at the WCA office and watergatehoa.com.
 - Manager's Report.** General Manager Sutherland reported common utilities use for October 2016: Electric -.5%; Natural Gas +11.7%; Water +1.3% at 78 gallons per unit per day. Sutherland also reported a total of 112 community total rules violation letters sent to owners for the month of October 2016. He also announced that "Onsite Owners" for October 2016 - as self-reported to office by owners - came in at 638 for 51.1%.
 - Controller's Report on Delinquent Assessments.** Controller Lisa Trabert reported that during the month of October 2016, two owners cured the delinquency and the collection accounts were closed. As of October 31, 2016, there were a total of seven accounts in collection. WCA recorded two Notices of Delinquent Assessment and five Notices of Default against the subjected properties. Among the seven delinquent accounts, four accounts were under bankruptcy protection, and one owner was making installments toward an ongoing payment plan.
- IV. WCA Committees.**
- Architectural Control.** Assistant General Manager Perciante presented the following unit modifications:
 - **3 Commodore Drive, B355: 1 Bedroom.** The owner wishes to replace the bathroom tub for a walk-in shower unit, replace the tub tiling surround and ceiling fan, install new kitchen cabinets that exceed the current set's height, relocate the refrigerator into the entry closet area, replace the kitchen stove hood, remove and replace the ceiling sheetrock throughout the unit and install a ceiling fan in the living room and bedroom. **Mrazek moved, and Lutz seconded, to approve the modifications to B355 pending receipt of all building permits and the repair of all discovered dry rot. The motion was unanimously approved.**

- **4 Anchor Drive, F230: Studio.** This addendum to a previously approved application from August 2016 outlines the owner's wishes to remove (x2) non-load bearing walls in the kitchen to allow for more cabinet space. Structural report received by Board. **Lutz moved, and Mrazek seconded, to approve the modifications to F230 pending receipt of all building permits. The motion was unanimously approved.**

V. Consent Agenda - Item Below Approved by Unanimous General Consent.

- Association Records - October 17, 2016 Regular Session Board Meeting Minutes.**

VI. Old Business.

- Replacement Fund - Clipper Club Roof Gutter Covers.** After discussing the issue, **Lutz moved and Mrazek seconded, to approve the proposal from GutterDome in the amount of \$8,892.00 to be paid for out of the replacement fund. The motion was unanimously approved.**

VII. New Business.

- Replacement Fund – Anchor, B and D Pool Deck Repairs.** After discussing the item, **Repola moved, and Cochrane seconded, to approve the repair bid presented by BCP Concrete for \$6,500.00, and an overall project budget of \$12,835.00. The motion was unanimously approved.**
- Replacement Fund - Carpet Replacement in Clipper Club and Anchor Club Gym Areas.** After discussing the item, **Lutz moved, and Mrazek seconded, to accept the bid from Floor Covering International in the amount of \$8,695.00 and an overall project budget of \$10,059.50. The motion was unanimously approved.**
- Operating Fund - Room Dividers for Pool Room Package Lock Up.** After discussing this issue, **Cochrane moved, and Girouard seconded, to authorize the purchase of room dividers from Kantor's Office Supply for \$2,114.56 to be paid for out of the operating fund. Cochrane, Girouard, Knight, Lutz and Repola voted for the motion with Mrazek opposed. The motion was approved.**

VI. Upcoming Meetings.

- Regular and Executive Session – December 12, 2016.**

VII. Meeting adjourned at 8:00 p.m.

Approved by WCA Board of Directors
December 12, 2016

/s/ Nancy Girouard, Secretary