

## "APPROVED" WCA BOARD OF DIRECTORS MEETING MINUTES

October 17, 2016

- I. Call to Order.** President Robert C. Blain called the meeting to order at 7:03 p.m. Directors present were Tom Knight, Joe Lutz, Lubor Mrazek and Albert Repola. Charlotte Cochrane and Nancy Girouard were absent. Also present were General Manager Tim Sutherland, Controller Lisa Trabert, Assistant General Manager Loren Perciante and Construction Manager Ronald A. Herron, Jr.
- II. Reports/Announcements.**
- Secretary's Report.** Vice-President Knight reported that the Board fined the owner of F258 \$1,050 for repeated and verified noise violations. The Board also reviewed and approved executive session minutes for July 18, 2016, August 22, 2016 and September 19, 2016.
  - Treasurer's Report.** Treasurer Repola reported a favorable operating budget variance of \$100,109 through 9/30/2016. Repola also reported an operating fund balance of \$327,135 and a replacement fund balance of \$4,404,395 for a total of \$4,731,530. The full report is available at the WCA office and [watergatehoa.com](http://watergatehoa.com).
    - **Quarterly Review of Accounts.** Knight moved, and Mrazek seconded, to accept the Quarterly Review of Accounts. The motion was unanimously approved.
  - Manager's Report.** General Manager Sutherland reported the following: September 2016 common area utility use: Electric +.8%; Natural Gas +22.3% - up due to a cooler month of evenings for the month of September 2016 resulting in more air handler heating this year compared to no minimal heating at night for September 2015; Water use is up +1.3% at 77 gallons per unit per day; 70 rules violation notices were issued September 2016. Onsite owner count reported by owners is 636 for 50.9%. Sutherland also reported on a projected 1.2% to 1.9% additional assessment increase (on top of the normal projected 3% assessment increase) next year due to requirements set forth in the Emeryville Minimum Wage Ordinance ("MWO").
  - Controller's Report on Delinquent Assessments.** Controller Lisa Trabert reported that during the month of September 2016, one owner cured the delinquency and the collection account was closed. One account was added to the collection list. As of September 30, 2016, there were a total of nine accounts in collection. WCA recorded three Notices of Delinquent Assessment and five Notices of Default against the subjected properties. Among the nine delinquent accounts, three accounts were under bankruptcy protection and two owners were making monthly installments toward ongoing payment plans.
- III. WCA Committees.**
- Architectural Control Committee.** Assistant General Manager Perciante reported the following unit modifications:
    - **7 Captain Drive, C402: 1 Bedroom.** The owner wishes to install four new electrical duplex outlets with three being GFI. One will be located at the newly installed wet bar, two in the bedroom and one in the bedroom closet. Mrazek recused himself from the vote as he is the unit owner. **Knight moved, and Repola seconded, to approve the modifications to C402 pending receipt of all building permits. The motion was unanimously approved.**

- **3 Captain Drive, D302: 2 Bedroom.** The owner wishes to replace the existing bath tub and associated tiling surround, replace the bathroom ceiling fan, reconfigure the valve and controls to the shower and install a new 2" inch drain line and LED light inside the shower unit. **Knight moved, and Mrazek seconded, to approve the modifications to D302 pending receipt of all building permits. The motion was unanimously approved.**
- **3 Admiral Drive, F358: 1 Bedroom.** The owner of this unit wishes to replace the existing bath tub and tiled surround and install a new walk-in shower unit with frameless doors and a new tile surround. **Knight moved, and Mrazek seconded, to approve the modifications to F358 pending receipt of all building permits. The motion was unanimously approved.**

**IV. Consent Agenda - Item Listed Approved by Unanimous General Consent.**

- Association Records - September 19, 2016 Regular Session Board Meeting Minutes.**
- Operations - ThyssenKrupp Elevator Maintenance for \$4,374 per month through October 31, 2017.**

**V. New Business.**

- Operating Fund - Carpet Cleaning Machine.** After discussion, **Knight moved, and Lutz seconded, to authorize the purchase of a Carpet Cleaning Machine from Bay Area Floor Machine in the amount of \$7,441.55 to be depreciated over five years. The motion was unanimously approved.**
- Replacement Fund - Clipper Club Roof Gutter Covers.** After discussion, **Knight moved, and Repola seconded, to table the item until staff brings back information on existing installations and relevant property owners' experience with the proposed product and service. The motion to table was unanimously approved.**

**VI. Upcoming Meetings.**

- Regular and Executive Session - November 21, 2016.**

**VII. Meeting adjourned at 7:44 p.m.**

Respectfully Submitted,

/s/ Nancy Girouard, Secretary