

"Approved" WCA BOARD OF DIRECTORS MEETING MINUTES

September 18, 2017

I. Call to Order. President Robert C. Blain called the meeting to order at 6:17 p.m. Directors present were Charlotte Cochrane, Tom Knight, Joseph Lutz and Lubor Mrazek. Nancy Girouard and Albert Repola were absent. Also present were Controller Lisa Trabert, "Interim" Assistant General Manager Ariel Clifford and Construction Manager Ronald Herron.

II. Reports/Announcements.

- Secretary's Report.** On behalf of Secretary Girouard, Vice President Tom Knight reported that the Board met in executive session and discussed personnel. The Board also approved executive session minutes for August 21, 2017.
- Treasurer's Report.** On behalf of Treasurer Repola, Vice President Tom Knight reported an favorable operating fund variance of \$25,731 through 8/31/2017. Knight also reported an operating fund balance of \$265,937 and a replacement fund balance of \$5,750,533. The full report is available at the WCA office and watergatehoa.com.
- Manager's Report.** "Interim" Assistant General Manager Ariel Clifford reported common utilities use for August 2017: Electric use is down -3.2%; Natural Gas is up +0.7% and water use is up two gallons per unit per day at 80 gallons per unit per day. Clifford also reported a total of 159 community rules violation notifications delivered to residents for August 2017. He announced that "Onsite Owners" for August 2017 - as self-reported to office by owners came in at 637 for 51.00%. Construction Manager Ronald Herron provided an update on the Association's ongoing Sewer Replacement Project, along with a GANNT chart with tentative time lines for reference.
- Controller's Report on Delinquent Assessments.** Controller Lisa Trabert reported that as of July 31, 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, one account was making monthly installments toward the payment plan and four accounts were under bankruptcy protection.

III. WCA Committees.

- Elections Committee.** "Interim" Assistant General Manager Ariel Clifford presented 7 new applicants for the Elections Committee, and recommended all for Board approval. **Knight moved, and Mrazek seconded to approve the new Election committee members. The motion was unanimously approved.**
- Finance Committee.** "Interim" Assistant General Manager Ariel Clifford presented a new applicant for the Finance Committee, and recommended Board approval. **Knight moved, and Mrazek seconded to approve the new Finance Committee member. The motion was unanimously approved.**

IV. Consent Agenda.

- Items Below Approved by Unanimous General Consent.**
 - **Association Records – August 21, 2017 Regular Session Board Meeting Minutes.**
 - **ThyssenKrupp – Funds Reallocation for Elevator Repairs**

V. New Business.

- ❑ **“Draft” Rulebook Edits and Changes – 3rd Reading.** “Interim” Assistant General Manager Ariel Clifford presented the third, edited version of the Community Rule Book for a third review and reading by the Board. The third reading was tabled for further discussion with new managing staff. **Knight moved, and Mrazek seconded, to table the rule book edits until such time as the board has met to discuss proposed changes. The motion was unanimously approved.**

- ❑ **Replacement Fund – ThyssenKrupp Elevator Jack Replacement.** A new elevator jack is needed for the 6 Admiral Drive elevator. **Knight moved, and Mrazek seconded, to replace the elevator jack with ThyssenKrupp Elevators, for a total cost of \$42,697. The motion was unanimously approved.**

VI. Upcoming Meetings.

- ❑ Executive and Regular Session: October , 2017

VII. Meeting adjourned at 6:40 p.m.

Respectfully Submitted,

/s/ Nancy Girouard, Secretary