

## "APPROVED" WCA BOARD OF DIRECTORS MEETING MINUTES

September 19, 2016

**I. Call to Order.** President Robert C. Blain called the meeting to order at 7:04 p.m. Directors present were Charlotte Cochrane, Nancy Girouard, Tom Knight, Lubor Mrazek and Albert Repola. Joe Lutz was 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. The Board reviewed and approved executive session minutes.**
- Treasurer's Report.** Treasurer Repola reported a favorable operating budget variance of \$79,136 through 8/31/2016. Repola also reported an operating fund balance of \$316,758 and a replacement fund balance of \$4,295,059 for a total of \$4,611,817. The full report is available at the WCA office and [watergatehoa.com](http://watergatehoa.com).
- Manager's Report.** General Manager Sutherland reported the following: August 2016 common area utility use: Electric +1.8%; Natural Gas +16.8% - up due to a cooler month of evenings for the month of August 2016 resulting in more air handler heating this year compared to no heating at night for the August 2015; Water use is up +4.0% at 79 gallons per unit per day; 80 rules violation notices were issued August 2016. Onsite owner count reported by owners is 633 for 50.7%. Sutherland also reported on the positive staffing changes at WCA office.
- Controller's Report on Delinquent Assessments.** Controller Lisa Trabert reported that during the month of August 2016, one owner cured the delinquency and the collection account was closed. As of August 31, 2016, there were a total of nine accounts in collection. WCA recorded three Notices of Delinquent Assessment and six Notices of Default against the subjected properties. Among the nine delinquent accounts, three accounts were under bankruptcy protection and four 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 a sink and wet bar cabinet at the entry closet and connect the bathroom plumbing to the newly installed sink as well as relocate the electrical panel from the 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.**
  - **5 Admiral Drive, F209: Studio.** The owner wishes to replace the existing bath tub and associated tiling surround, replace the bathroom ceiling fan and kitchen hood with a microwave/hood combination. **Knight moved, and Mrazek seconded, to approve the modifications to F209 pending receipt of all building permits. The motion was unanimously approved.**

- **4 Anchor Drive, F226: 1 Bedroom.** The owner of this unit wishes to replace the existing bath tub and associated tiling surround and install a new walk-in shower unit with possible plumbing modifications needed. Other work includes the four recessed can lights in the bedroom and two more in the bathroom, and a new quartz kitchen countertop. **Knight moved, and Mrazek seconded, to approve the modifications to F226 pending receipt of all building permits. The motion was unanimously approved.**
- **2 Anchor Drive, F276: 1 Bedroom:** The owner wishes to replace the existing bath tub and associated tiling surround, and replace the kitchen countertop with a granite set. **Knight moved, and Mrazek seconded, to approve the modifications to F276 pending receipt of all building permits. The motion was unanimously approved.**
- **2 Anchor Drive, F490: Studio:** The owner wishes to replace the existing bath tub and associated tiling surround, replace the bathroom ceiling fan and install new 39" cabinets with a new microwave/hood combination above the stove, and as part of the newly installed cabinets install a breakfast counter leaving the existing post in place. **Knight moved, and Mrazek seconded, to approve the modifications to F490 pending receipt of all building permits. The motion was unanimously approved.**

**Landscape Committee.** No board action items.

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

**Association Records - August 22, 2016 Regular Session Board Meeting Minutes**

**V. New Business.**

**Replacement Fund - Boardwalk Wood Replacement.** After discussion, **Knight moved, and Girouard seconded, to authorize \$8,088.80 for wood from Channel lumber and \$2,804.86 for stainless steel screws to Truitt & White. The motion was unanimously approved.**

**VI. Upcoming Meetings.**

Regular and Executive Session - October 17, 2016.

**VII. Meeting adjourned at 7:25 p.m.**

Approved by WCA Board of Directors  
October 17, 2016

/s/ Nancy Girouard, Secretary