

WCA BOARD OF DIRECTORS MEETING MINUTES

November 27, 2017

- I. Call to Order.** President Robert Blain called the meeting to order at 6:00 p.m. Directors present were Robert Blain, Tom Knight, Albert Repola, Lubor Mrazek, Charlotte Cochrane, Ariane Zand and Fran Chiappetta . Also present were General Manager Kim Adolf, Assistant General Manager Sherry Crevani and Controller Lisa Trabert.
- II. Election of Officers.** The following Board members were nominated and appointed for the following officer positions: Tom Knight, President; Ariane Zand, Vice President; Charlotte Cochrane, Treasurer; and Fran Chiappetta, Secretary.

III. Reports/Announcements.

- Secretary's Report.** Secretary Chiappetta reported that the Board met in executive session on November 27, 2017 and discussed fees assessed to an owner and approved the executive session minutes of October 23, 2017.
- Treasurer's Report.** Treasurer Cochrane reported a favorable operating budget variance of \$64,338 through 10/31/2017. Cochrane also reported an operating fund balance of \$260,912 and a replacement fund balance of \$5,696,410. The full report is available at the WCA office and watergatehoa.com.
- Manager's Report.** General Manager Adolf reported common utilities use for October 2017: Electric use is down 1.52%; Natural Gas is up 8.38% and water use is the same at 78 gallons per unit per day. Adolf announced that "Onsite Owners" for October 2017 - as self-reported to office by owners came in at 605 for 44.55%. She also reported that a reserve expense in the amount of \$3,600.00 was approved for repairs to the 3 Admiral elevator door cladding.
- Controller's Report on Delinquent Assessments.** Controller Lisa Trabert reported that as of October 31, 2017, there were a total of six accounts in collection. WCA recorded two Notices of Delinquent Assessment and four Notices of Default against the subjected properties. Among the six delinquent accounts, four accounts were under bankruptcy protection.

IV. WCA Committees.

- Architectural Control.** General Manager Adolf presented the following unit modifications:

- **2 Admiral Drive, B282: 1 Bedroom**

The owner wishes to replace the front door lock with a keypad entry. **Blain moved, and Cochrane seconded, to approve the modifications to A278. The motion was not approved. The Board is requesting the Architectural Committee to set a standard for this type of lock.**

- **5 Commodore Drive, B403: Studio**

The owner wishes to remove two closet walls adjacent to the bathroom, relocate and upgrade the electrical panel to 100 amp; remove two partition walls in the kitchen; add a peninsula with an overhang in the kitchen; install a new dishwasher on a dedicated circuit; install ceramic tile backsplash; install a larger bathroom vanity; add a wall in the bedroom which will include a swing or pocket

door; add additional electrical and cable outlets; and install LED recessed light fixtures in the entry, kitchen, living and bedrooms areas. **Blain moved, and Mrazek seconded, to approve the modifications to B403. The motion was unanimously approved.**

V. Consent Agenda.

Items Below Approved by Unanimous General Consent.

- **Association Records – October 23, 2017 Regular Session Board Meeting Minutes.**
- **Replacement of the management office heater at a cost of \$3,875.00.**
- **Replacement of the circuit board for the 3 Captain intercom phone system at a cost of \$3,849.40.**

VI. New Business.

- Sewer Project – Construction Cost Estimating Proposals.** Construction Manager Herron presented two proposals for an independent review of specifications and an estimated cost for the project. After discussion the Board requested Herron to provide the final specification to the bidders and to ask them for a bid on a comprehensive review with estimated broken out by line item projects.
- Elevator Maintenance Contract.** General Manager Adolf reviewed concerns with the service begin provided with the current elevator maintenance company and recommended changing maintenance contractors. **Blain moved, and Repola seconded, to terminate the services of ThyssenKrup and to approve the maintenance contract with Vintage Elevator Services effective January 1, 2018. The motion was unanimously approved.**

VII. Upcoming Meetings.

- Regular and Executive Session: December 18, 2017.

VIII. Meeting adjourned at 7:22 p.m.



Fran Chiappetta, Secretary