

WCA BOARD OF DIRECTORS MEETING MINUTES

December 18, 2017

I. Call to Order. President Tom Knight called the meeting to order at 6:00 p.m. Directors present were Tom Knight, Robert Blain, Lubor Mrazek, Charlotte Cochrane, and Fran Chiappetta. Also present were General Manager Kim Adolf, Assistant General Manager Sherry Crevani and Controller Lisa Trabert. Directors Absent: Ariene Zand and Albert Repola.

II. Reports/Announcements.

- Secretary's Report.** Secretary Chiappetta reported – No business to report.
- Treasurer's Report.** Treasurer Cochrane reported a favorable operating budget variance of \$76,684 through 11/30/2017. Cochrane also reported an operating fund balance of \$251,220 and a replacement fund balance of \$5,786,472. The full report is available at the WCA office and watergatehoa.com.
- Manager's Report.** General Manager Adolf reported the "Onsite Owners" for November 2017 – as self-reported by owners – is 607 for 44.7%. She also reported that Management has been working on office efficiencies and procedures. Suppliers are being evaluated and cost savings are being made. The Board was informed of procedures that will be focused on in 2018 are a package scanning system, key control, emailing association documents to owners instead of through USPS and a digital reporting system for Property Patrol.
- Controller's Report on Delinquent Assessments.** Controller Lisa Trabert reported that as of November 30, 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.

Landscape Control. General Manager Kim Adolf and Sam Foushee, Landscaping Committee Chairman presented the following tree removals.

- Trees Recommended for Removal:** Juan Zarco, landscape department supervisor, has evaluated a number of problematic trees on the property. He led a recent tour for Sam, Kim and Sherry to look at all these problems, and he provided photos to the committee. The committee recommends removal of these 8 trees for the reasons stated. They are listed in order of priority.
 - #1** – Tree 180, Blackwood Acacia in parking island on Ensign Drive. Tree has a elbow bend in the trunk and has rot in an opening near the bend.
 - #2** – Tree 17, a large Myoporum in an ivy bed next to the north side of D Building below the west exterior courtyard.
 - #3** – Tree 156, a large Ficus in the D Building east interior courtyard. This tree has a large fungus growing on the trunk, which indicates rot and could lead to failure.
 - #4** – Tree 338, a Flowering plum growing in a parking island between 6 and 8 Commodore. This tree leans significantly over a parking space.
 - #5** – Trees 704, 705, 706, & 708, Flowering plums growing in concrete planters in the F Building east interior courtyard. All these trees are dead.

Director Blain moved and Chiappetta seconded, for a tentative approval of removal and final decision will be made at the January 22, 2018 meeting after review of any resident comments.

- ❑ **Architectural Control.** Assistant General Manager Crevani presented the following unit modifications:

- **5 Commodore Drive, B406: 1 Bedroom**

The owners wishes to modify 1) Replace tub tile surround 2) Install recessed lighting in the living room and hallway 3) Replace the stove hood with a microwave hood 4) Replace the outlets in the kitchen and bathroom with GCFI. 5) Install a new dishwashers 6) replace bathroom vanity 7) Replace toilet 8) replace kitchen counters, tops, sink 9) Removal of acoustic Ceiling (completed w/completion invoice cert attached) 10) Carpet replacement with wood laminate 11) Vinyl replacement with tile in the bathroom 12) Window replacement in bedroom, dining room, living room. **Blain moved, and Mrazek seconded, to approve the modifications to B406. The motion was unanimously approved.**

V. Consent Agenda.

- ❑ **Items Below Approved by Unanimous General Consent.**

- **Association Records – November 27, 2017 Regular Session Board Meeting Minutes.**
- **Board Liaison Appointment for the Sewer and Storm Drain Project; Vice President Ariene Zand and Director Lubor Mrazek.**
- **Workers Compensation Insurance Renewal.**
- **Computer Replacement – Not to exceed \$10,000.00**

VI. Upcoming Meetings.

- ❑ Executive: January 10, 2018 and Executive & Regular Session: January 22, 2018

VII. Meeting adjourned at 6:32 p.m.



Fran Chiappetta, Secretary