

WCA BOARD OF DIRECTORS MEETING MINUTES

April 16, 2018

I. Call to Order. President Tom Knight called the meeting to order at 6:05 p.m. Directors present were Tom Knight, Ariane Zand, Robert Blain, Charlotte Cochrane, Albert Repola, Fran Chiappetta, and Lubor Mrazek. Also present were General Manager Kim Adolf and Assistant General Manager Sherry Crevani.

II. Reports/Announcements.

- ☐ **Secretary's Report.** Secretary Chiappetta reported, the Board of Directors met in closed executive session and discussed contracts, legal issues, member violations, and personnel issues on April 19, 2018. The Board also approved executive session minutes from the March 12 and March 19, 2018 sessions.
- ☐ **Treasurer's Report.** Treasurer Cochrane reported a favorable operating budget variance of \$143,479.54 through 3/31/2018. Cochrane also reported an operating fund balance of \$427,757.90 and a replacement fund balance of \$6,056,992.36. The full report is available at the WCA office.
- ☐ **Manager's Update.** General Manager Adolf reported number of rental units as of March 30, 2018 was 632 or 50.6%. GM Adolf also gave an update on schedule for major repairs of 4 and 6 Admiral elevators. Reminder of Coffee with a Cop on April 23, 2018 at the Clipper Club was announced.
- ☐ **Lien Resolution.** Proposed Board Resolution to record one Notice of Delinquent Assessment ("Lien") on APN 049-1528-149 as authorized by Civil Code Sections 5650-5725 if such account has not been reinstated by the expiration date of Notice of Intent to Lien.
Director Blain moved and Repola seconded, the motion was unanimously approved.

III. WCA Committees.

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

- 1.) Rechargeable leaf blower- The committee and GM Adolf agreed to have the Grounds Supervisor, Juan Zarco purchase machine EGO LB6004 and extra battery from Home Depot.
- 2.) Volunteer Landscape Project is being postponed until volunteer coordinator Bruce Miller returns. Project ETA is around the first of June.
- 3.) Progress on trees recommended for and approved for removal /replacement:
 - Planted 2 flowering crabapples north side of D Building
 - 2 Meyer Lemons to be planted in planter boxes of F Building courtyard, also more shrubs and plants will be planted in the plant boxes.
 - Temporary signs will be posted where trees were removed to state what will be placed in that site.
 - Blackwood Acacia #187 near the end of Ensign Drive: Board approved recommendation of removal due to a serious lean & will put replacement in different spot where can be accommodated.
 - Recommendation of final approval in removing flowering plum #156 between 2 and 4 Admiral Drive due to fungus. Replacement is to be revisited in a year to see if birches have filled in the area.
- 4.) Other tree Concern: 1st reading of removal of Pittosporum # 120, located on south side of 1 Captain Lobby, due to poor structure and vigor since pruning last year. Postings will go up and May meeting will be recommended to be removed.
- 5.) Hedges around Anchor Club pool: Juan and Kim agreed to look at the issue to have them trimmed to have a better view.

Director Blain moved and Chiappetta seconded, for approval to remove the Pittosporum tree #120, located next to the building south of 1 Captain Drive lobby. Motion was unanimously approved. Final approval decision will be made at the May 21, 2018 meeting after review of any resident comments.

Finance Committee. – No formal report; as the budget meeting will be taking place on April 19, 2016.

Architectural Control. Assistant General Manager Crevani presented the following unit modifications recommend approval after review of the ACC:

1. **B410:** The unit modification application, submitted by the owner they are requesting approval for the replacement of the bathroom fan.

The ACC recommends approval of the modification above with the condition to check the HOA documents for wattage and diameter restrictions per fire safety code. 15amp circuit is stated in the WCA Application Procedure for Modification of Unit.

Director Blain moved, Director Mrazek seconded, to approve the modifications to B410. The motion was unanimously approved.

2. **B278:** The unit modification application, submitted by the owner is requesting approval for the installation of recessed lights in the living room, bedroom 1 and bedroom 2; replacement of stove hood with a microwave hood. OTC approval - popcorn ceiling removal.

The ACC recommends approval of the modifications above with the condition that all proper required permits are obtained. Breaker box may need to be brought up to code, if modified.

Director Blain moved, and Secretary Chiappetta seconded, to approve the modifications to B278. The motion was unanimously approved.

IV. Consent Agenda.

- ☐ **The approval to borrow funds from reserves to pay the property insurance premium was removed and the other items were approved by Unanimous General Consent.**
 - **Association Records –March 19, 2018 and March 26, 2018 Regular Session Board Meeting Minutes.**
 - **Revised Finance Committee Charter**
 - **CPA Proposal for Annual Audit & Tax Preparation**
 - **Property Insurance Payment – Approval to borrow funds from Reserves**

V. New Business

- A) Tree Removals** – Tentative approval by BOD on February 26, 2018 of trees listed, notices posted and no residents came forward with any objections at the Landscape Committee Meeting held on April 5, 2018.

- 1.) – Trees #750 - #757, Flowering Plum recommended for removal.

Director Blain moved to remove the trees and Secretary Chiappetta seconded. The motion was unanimously approved.

- B) Access Control for Additional Gate at the Clipper Club Pool -**

Director Blain moved to approve the contract to have the access control reader installed on the far gate at the Clipper Club, Chiappetta seconded. It must first be confirmed that it was not part of the original scope of work. The motion was approved with a vote of 6-0-1, Mrazek abstaining.

VI. Upcoming Board Meetings.

A.) Executive & Budget Session: April 19, 2018

B.) Executive & Regular Session: May 21, 2018

VII. Meeting adjourned at 6:42 p.m.



Fran Chiappetta, Secretary