

# WCA BOARD OF DIRECTORS "DRAFT" MEETING MINUTES

January 22, 2018

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

## II. Reports/Announcements.

- Secretary's Report.** Secretary Chiappetta reported, the Board of Directors met in closed executive session and discussed contracts, legal and personnel issues on January 10, 2018 and January 22, 2018. The Board also approved executive session minutes from November 27, 2017 and January 10, 2018.
- Treasurer's Report.** Treasurer Cochrane reported a favorable operating budget variance of \$205,394 through 12/31/2017. Cochrane also reported an operating fund balance of \$357,888 and a replacement fund balance of \$5,854,251. The full report is available at the WCA office and [watergatehoa.com](http://watergatehoa.com).
- Manager's Report.** General Manager Adolf reported the "Onsite Owners" for December 2017 – as self-reported by owners – is 606 for 44.6%. She also reported regarding the Fire Alarm System- A new supervisor has been assigned to our property and he has been upgrading our fire alarm system software. Our software is extremely out of date and had begun self-degradation. This was resulting in false alarms and numerous trouble signals and our devices were not able to communicate properly to each other. General Manager Adolf reported that our new elevator maintenance company, Vintage Elevator Service, has been working through the many issues they have found with our elevators. Most of the repairs have been made at this point. However, there are still some parts on order and a couple of more major repairs that will need to be completed.
- Controller's Report on Delinquent Assessments.** Controller Lisa Trabert reported during the month of December 2017, one owner cured the delinquency and the collection account was closed. As of December 31, 2017, there were a total of five accounts in collection. We recorded four Notices of Default and one Notices of Trustee's Sale against the subjected properties. Among the five delinquent accounts, four accounts were under bankruptcy protection.

## III. WCA Committees.

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

### Statements & Requests:

- Noise regarding the leaf blowers – Landscape crew tries to limit use
- Health of the sycamore trees on Captain Drive- Trees are healthy, but do suffer from mildew certain times of the year.
- 1.) Future meeting dates – 1<sup>st</sup> Thursday of the month, 10am at the Clipper Club.
- 2.) Tree recommended removal – Notices posted with no feedback, recommend final removal.
- 3.) New recommended removals- All 8 Plum trees in front of the Clipper Club, #750 now because it is dead, #751-757 after the sewer project is completed.
- 4.) Replacement of the new trees- Suggested by Juan (Grounds Supervisor)
  - Cornus Kousa: Dogwood; Acer Palmatum; Japanese Maple; Podocarpus
  - Macrophyus: Yew Pine; Cupressus Sempervirens: Italian Cypress

- 5.) Evaluating Monterey Pines # 666 & #667 - #666 has a cavity in the base of the trunk and #667 shows signs of pitch pine canker disease
- 6.) Mulching along the Greenbelt – Agreed to make or produce woodchip mulch to cover bare areas

**Director Blain moved and Chiappetta seconded, for tentative approval of removal of the one Plum tree in front of the Clipper Club. All approved Final decision will be made at the February 26, 2018 meeting after review of any resident comments.**

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

**3 Commodore Drive, B156: 2 Bedroom**

**B156:** The unit modification application, submitted by Alan Wakefield, pertains to the removal of tub in guest bathroom and replaced with tile flooring for shower; replacement tub Surround in master bath with new tile surround; replacement of 2 ceiling fans in bathrooms; installation of a new dishwasher; and installation of ceiling lights; addition of kitchen island (walls we previously removed with approval of the BOD). **Blain moved, and Chiappetta seconded, to approve the modifications to B156. The motion was unanimously approved.**

**IV. Consent Agenda.**

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

- **Association Records –December 18, 2017 Regular Session Board Meeting Minutes.**
- **2018 WCA Committee Reappointments – Architectural, Finance, and Landscape Committees**
- **Caltronics (copier maintenance agreement) Contract Renewal**

**J. New Business**

- Tree Removals –** Tentative approval by BOD on December 18, 2017 of trees listed, notices posted and no residents came forward with any objections at the Landscape Committee Meeting held on January 11, 2018.

**#1 –** Tree 180, Blackwood Acacia in parking island on Ensign Drive. Tree has an 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.

**Draft" Rulebook Edits and Changes – 5<sup>th</sup> Reading**

It was decided that a clean copy of the revisions to the rules will be provided to the Board for additional review. The draft will be reviewed at the February 26, 2018 meeting.

**VI. Upcoming Board Meetings.**

- Executive & Regular Session: February 26, 2018

**VII. Meeting adjourned at 7:11 p.m.**



Fran Chiappetta, Secretary