

"APPROVED" WCA BOARD OF DIRECTORS MEETING MINUTES

March 21, 2016

I. Call to Order. President Robert C. Blain called the meeting to order at 7:14 p.m. Directors present were Charlotte Cochrane, Nancy Girouard, Tom Knight, Joe Lutz, Lubor Mrazek and Albert Repola. Also present were General Manager Tim Sutherland, Controller Lisa Trabert and Assistant General Manager Loren Perciante.

II. Reports/Announcements.

- Secretary's Report.** Secretary Girouard reported on the Board of Directors and WCA management conducting rules violation hearings for hardwood flooring installation without WCA approval. The Board fined both unit owners \$500 and issued stipulations that the owners must remove and replace the flooring with carpet or properly WCA approved underlayment, or hire an acoustical engineer to confirm flooring underlayment installed has an FIIC rating meeting or exceeding 47 FIIC. Girouard also reported that the Board of Directors participated in a non-voting budget working session prior to the regular session.
- Treasurer's Report.** Treasurer Repola reported a favorable operating budget variance of \$142,288 through 2/29/2016. Repola also reported an operating fund balance of \$263,230 and a replacement fund balance of \$3,704,219 for a total of \$3,967,449. The full report is available at the WCA office and watergatehoa.com.
- Manager's Report.** General Manager Sutherland reported the following: February 2016 common area utility use: Electric +3.6%; Natural Gas +3.7%; Water use is down -10.0% at 72 gallons per unit per day; 228 rules violation notices issued; provided the Board a current list and pictures of assistance animals registered with WCA; and finally, reported that WCA Maintenance verified that water pressure is operating at normal levels in all six buildings at a range of 66 PSI, with one building as high as 76 PSI.
- Controller's Report on Delinquent Assessments.** Controller Lisa Trabert reported that as of February 29, 2016, ten accounts have been turned over to a collection agency for delinquent assessments. One Notice of Delinquent Assessment and seven Notices of Default have been recorded against the subjected properties. Among the ten delinquent accounts, two accounts were under bankruptcy protection, and four owners are making monthly installments toward ongoing payment plans.

III. WCA Committees

- Architectural Control Committee.** Assistant General Manager Loren Perciante presented the following unit modifications:
 - **3 Commodore Drive, B152: 1 Bedroom.** The owner wishes to replace their bathtub tile surround, install new sheetrock and install a new ceiling fan with the possibility that a new electrical panel will need to be installed as well. **Knight moved, and Lutz seconded, to approve the modifications to B152 pending receipt of all building permits and repair of any discovered dry rotted wood. The motion was approved.**
 - **6 Captain Drive, E434: 2 Bedroom.** The owner wishes to replace their bathtub tile surround, install new sheetrock and a new bathroom ceiling fan. **Knight moved, and Mrazek seconded, to approve the modifications to E434 pending receipt of all building permits and repair of any discovered dry rotted wood. The motion was unanimously approved.**

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- Landscape Committee.** The committee presented a draft version of the "Vision for Landscaping" which will help guide landscaping decisions in regard to the sewer line, storm drains and irrigation site work planned over the next 5 years. The LSC seeks feedback from the Board for strengthening the statement with the goal of it being a guiding document in selecting a designer and moving the upcoming landscaping work forward. The Board asked that a statement be added specifying that trees be replaced with the largest tree size possible, and that trees be protected during exterior renovations where practically and economically feasible.

IV. Consent Agenda.

- Records - February 22, 2016 Regular Session Minutes.** Consent Agenda was approved without exception by unanimous consent.

V. Old Business.

- Board Meetings - Vote to Authorize Board President to Vote on Motions at Board Meetings.** Lutz moved, and Knight seconded, to approve the change allowing the Board President to vote on all motions before the Board. Lutz, Knight, Repola and Girouard voted to approve with Cochrane and Mrazek abstaining. The motion was approved.
- Replacement Fund - Acoustical Testing Results.** The Board reviewed and discussed the list of flooring underlayments tested on-site by Thorburn Associates that met the minimum building code rating of 45 FIIC and approved all items on list with an FIIC rating of 47 FIIC and above. The motion was unanimously approved.

VI. New Business.

- Operating Fund Item - Corporate Insurance Policy Renewals 3/31/16 - 3/31/17.** Knight moved, and Mrazek seconded, to approve: CIBA Property - \$304,576; Allied General Liability - \$56,843; Allied Auto - \$1,927; Great American Insurance - Umbrella Liability - \$24,117; Chubb and Hanover Fidelity & Crime Insurance - \$8,558. The motion was unanimously approved.
- Watergate Committees. "Ad Hoc" Facilities Safety and Security Committee ("FSAS") Committee Members' Applications.** Six applications were received and reviewed. Lutz moved, and Knight seconded, to approve all applicants. The motion was unanimously approved.
- Board Resolution to Record One Notice of Delinquent Assessment.** Secretary Girouard read the following resolution: "Resolved, the Board of Directors ("Board") for Watergate Community Association authorizes and instructs Allied Trustee Services to Record Notice of Delinquent Assessment ("Lien") in the full amount of unpaid assessments, late charges, interest and collection fees and costs against the property bearing Assessor's Parcel Number 049-1529-178, as authorized by Civil Code Sections 5650 and 5725 if such account has not been reinstated by the Notice of Intent to Lien expiration date." Knight moved, and Mrazek seconded, to approve the aforementioned Notice of Delinquent Assessment. The motion was unanimously approved.

- Replacement Fund - Funding is requested for the installation of 24 fire sprinkler isolation valves to reduce possible water loss and damage in the likely event oversized vehicles hit the sprinkler lines at 24 garage entrances' locations. Repola moved, and Knight seconded, to authorize \$5,375 to Redhawk Fire and Sprinkler for the installation of the shut off valves. The motion was unanimously approved.**
- Replacement Fund - Funding is requested for the installation of a new heat exchanger for the Air Handler Heating Unit ("AHHU") at 1 Captain Drive. Knight moved, and Mrazek seconded, to authorize \$4,725 to Walter Mork for the heat exchanger installation at 1 Captain Drive. The motion was unanimously approved.**

VII. Upcoming Meetings.

- Regular and Executive Session April 18, 2016

VIII. Meeting adjourned at 8:22 p.m.

Approved by the WCA Board of Directors
April 18, 2016

/s/ Nancy Girouard, Secretary

