

**WCA BOARD OF DIRECTORS MEETING MINUTES
JULY 16, 2018**

I. Call to Order. President Tom Knight called the meeting to order at 6:01 p.m. Directors present were Tom Knight, Charlotte Cochrane, Robert Blain, Jan Fuchs, and Fran Chiappetta. Also present were General Manager Kim Adolf and Assistant General Manager Sherry Crevani. Absent: Ariane Zand and Lubor Mrazek.

II. Reports/Announcements.

- Secretary's Report.** Secretary Chiappetta reported, the Board of Directors met in closed executive session and discussed contracts, personnel, and legal issues on July 16, 2018. The Board approved executive session minutes from the June 11 and June 18, 2018 sessions.
- Treasurer's Report.** Treasurer Cochrane reported a favorable operating budget variance of \$184,434.68 through 6/30/2018. Treasurer Cochrane also reported an operating fund balance of \$220,232.31 and a replacement fund balance of \$6,656,807.17. The full report is available at the WCA office.
- Manager's Update.** General Manager Adolf reported number of rental units as of July 6, 2018 was 605 or 48.4%. GM Adolf informed the members to complete a committee membership application – both existing members and those who would like to join. Architectural, Finance, Landscape and Forum and Events (if BOD approved) committees. The members were also updated on the third access gate at the Clipper Club pool.
- Report on Delinquent Assessment Enforcement Collections.** GM Adolf reported there are 11 accounts in collections, 5 prior owners and 3 bankruptcy accounts receiving payments, 3 are in various of the collection process with one being in escrow. BOD approved proceeding with foreclosure on APN # 049-1528-250.

III. WCA Committees.

Landscape Control. Sam Foushee, Landscape Committee Chairman presented from July 5, 2018 meeting:

1.) Progress on various tree and other landscape issues:

- Flowering plum # 506 between 2 and 4 Admiral Drive: Residents would like a replacement tree in this area; Committee will look at the site after a year and evaluate if suitable for replacement.
- Battery Powered leaf blowers: Juan will conduct a demonstration of the new leaf blower for the community on Monday, July 9, 2018 at 3:30pm in front of the Clipper Club.
- Work on the greenbelt: The Landscape department continued preparing the two open spaces on the greenbelt for planting a palette of low, attractive, water-conserving and maintenance-conserving plants.
- Work around the Lagoon: A large Arbutus shrub was recently moved from outside unit A105; next to the boardwalk, to a location on the opposite side of the lagoon next to the west wing of A Building. Kim & Juan will revisit this location to determine if it was the best spot for this shrub.
- Consulting arborist's report received on 7/27/18: The report recommends the removal of all 9 trees. The one with the highest priority is the Monterey Pine # 666, one of the 2 very large pines in the grass area west of the Anchor pool. The committee recommends a first reading for removal of this tree because of pitch pine canker disease. We are recommending replacement with several smaller trees, which Juan is researching. Crepe myrtle is one possibility. The other 8 trees will be recommended for removal at future meetings, with recommended replacements.

Director Blain moved and Secretary Chiappetta seconded, for emergency approval to remove the Monterey Pine # 666, located between 2 and 4 Admiral Drive. Motion was unanimously approved.

- 2.) Policy for height of hedges:** A recent resident request for trimming hedges outside her unit highlighted the need for a policy for standard heights. The committee will come up with a recommended formal policy to present at the August Board meeting. These are possible standard heights we are considering:
- a. Window height when under windows.
 - b. Fence height when next to fence.
 - c. Balcony height when next to building covering openings into garages.
 - d. For ground level patios, height that resident can see over while sitting on patio.
- 3.) Possible volunteer landscape project in front of the Clipper Club:** We set a deadline for September 1 to have a plan in place for a volunteer project. If we cannot agree on a plan by then, we recommend turning the project over to the landscape department.
- 4.) Bruce Miller's: "Watergate Lagoon Ecological Demonstration, 1/24/18":** We looked at Bruce's concept draft for what to consider in improving the lagoon area, and we all agreed in principal with his vision. Bruce will

pursue as soon as practical the possibility of getting some design help from the Department of Landscape Architecture and Environmental Planning at UC Berkeley, maybe as a graduate student project. We agreed we need to move on this design process soon, as the more lead time we have, the better the likely outcome.

- 5.) **"Request of Landscape Work" form:** Sam distributed copies to the committee members with the request to review for changes and improvements to consider at our August meeting, Juan and his crew members will begin carrying copies of the forms with the so they can provide them to residents when approached about landscaping work they are doing or about work residents want done.

Next meeting August 2, 2018 at 10am at the Clipper Club

Finance Committee. – No formal report; Chairman Finely Robins informed members of the first formal meeting at the Clipper Club. Flyers to be posted.

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

D221: The unit modification application, owner, requesting approval on these items in addition to over the counter items:

- Installation of recessed lighting fixtures in the living room, Bedroom #1 and Bedroom #2
- Replace all old electric switches which are of old design with new design with GCFI electrical installation in the kitchen and bathroom
- Remove existing bathtub in Bathroom # 1 and # 2 and install walk-in shower with glass door, fixed glass panel and marble tiles up to door height on shower back wall and returns.
- Remove one electric outlet located very close to baseboard in living room to meet code
- Install 42" TV brackets on wall shared between the kitchen and living room.
- Install of tile on balcony

The ACC recommends approval of the above modifications with the condition that the area behind tiles and walls around shower must be inspected for dry rot, all dry rot must be repaired if found, the electrical panel must be brought up to code if required and all proper permits are obtained.

Director Blain moved, and Secretary Chiappetta seconded, to approve the modifications to A427. The motion was unanimously approved.

E312: The unit modification application, owner, requesting approval for:

- Installation of a new dishwasher and microwave cooktop
- Add pocket doors, enclosing the bedroom
- Move existing shelf to face the living room and add a countertop to be a bar/sitting area

The ACC did not approve this application as they are requesting structural engineering drawings, due to a possible structural post in kitchen and addition of pocket doors.

IV. Consent Agenda.

- All items were approved by Unanimous General Consent.**
 - **Association Records –June 18, 2018 Regular Session Minutes.**
 - **Forum & Events Committee**

V. New Business

- A.) Stand-On Vacuum - **Director Blain moved, and Secretary Chiappetta seconded to approve the purchase of a new stand-on vacuum at a cost of \$9,570.31. The motion was unanimously approved.**
- B.) Electric Cart Replacement -**Director Blain moved, and Secretary Chiappetta seconded to approve the new purchase of an electric cart at a cost of \$9,869.56 for Property Patrol. The motion was unanimously approved.**
- C.) Elevator Assessment Proposal - **Director Blain moved, and Secretary Chiappetta seconded to approve Lerch Bates to conduct an elevator assessment at a cost of \$8,000.00. The motion was unanimously approved.**
- D.) Laundry Service - **Director Blain motioned, Director Fuchs seconded the approval for the contract with Wash to replace all washers and dryers; with the 5 year service contract; and 75% of the**

monies collected paid to WCA; and a monthly bonus of \$232.00. The motion was unanimously approved.

E.) Rule Revision - Director Blain moved, and Secretary Chiappetta seconded for final approval of the revised rules. The motion was approved by 4-0-1, Director Fuchs abstained.

VI. Upcoming Board Meetings.

A.) Executive & Regular Session: August 20, 2018

VII. Meeting adjourned at 6:49 p.m.

 Fran Chiappetta, Secretary