

WCA BOARD OF DIRECTORS MEETING MINUTES
October 25, 2010

- I. **Call to Order.** President Robert C. Blain called the meeting to order at 6:05 p.m. Directors present were Mike Cartmell, Judith Choate, Jean Goldman, Tom Knight and Neil Straus. Murray Kane was absent. Also present were General Manager Tim Sutherland, Controller Lisa Trabert and ten residents.
- II. **Approval of Minutes. Straus moved, and Cartmell seconded, to approve the September 20, 2010 Regular Session minutes. The motion to approve was unanimous.**
- III. **Reports/Announcements.**
- **Secretary's Report.** Secretary Straus reported action taken by the Board since the September 20, 2010 Regular Session:
 - The Board met in Executive Session earlier this evening to authorize a Board Resolution to Record One Notice of Default and Election to Sell for APN #049-1528-295.
 - The Board discussed legal issues.
 - The Board participated in a phone/email poll to approve an emergency appointment to the WCA Election Committee. Blain, Cartmell, Choate, Goldman and Knight voted to approve Liz Altieri as Inspector of Elections to replace Jim Golden who had fallen ill and was unable to continue his duties as Inspector of Elections. The motion to approve was unanimous.
 - Secretary Straus also announced the passing of former Construction Manager Jim Ellis who did a wonderful job overseeing the major replacement projects at Watergate over the past nine years. He had a positive impact on all that he met and will be missed. The Board and Management representatives offered condolences to Jim Ellis' family at services held Saturday, October 23, 2010.
 - Jean Goldman announced the passing of long time resident and valued member of the CARS committee Norma Kane. There will be a community event to celebrate Norma's life at the Clipper Club on Sunday, November 14, 2010 at 10:30 a.m. The Board and Management offered condolences to Treasurer Murray Kane and his family during this sad time.
 - **Treasurer's Report.** General Manager Sutherland reported a favorable operating budget variance of \$38,653 through 9/30/2010. Sutherland also reported an operating fund balance of \$150,522 and a replacement fund balance of \$4,754,605. The full report is available at the WCA office and website.
 - **Manager's Report.** General Manager Sutherland reported the following items and updates:
 - Water use remains at 86 gallons per unit per day; natural gas usage increased .3%; and electric usage increased 2.6%.
 - Fire Alarm testing this year took about two hours per day and there were a total of 66 units requiring the use of a locksmith (out of 407 units tested) for an average cost per unit of \$20.61. Thanks to all residents, Jeff Kiel, Dan Marchetti, Gareth Fong and Robin Leineke and the security team who made this the least disruptive fire alarm test period ever.
- IV. **Old Business.** None.

V. **Consent Calendar.** (Routine Items)

- WCA Meeting Calendar for 2011 – WCA Board and Member Meetings for 2011; Business Phone Service Agreement – New Agreement reducing phone expenses up to \$13,206 annually. **Straus moved, and Choate seconded, to move the routine items presented on the consent calendar. The motion to approve was unanimous.**

VI. **New Business.** The following items were presented for Board review and consideration:

- **Board Resolution to Record Four Notices of Delinquent Assessments.** Secretary Straus read the following resolution:

“Resolved, the Board of Directors (“Board”) for Watergate Community Association authorizes and instructs Allied Trustee Services to Record Four Notices of Delinquent Assessments in the full amount of unpaid assessments, late charges, interest and collection fees and costs against the properties bearing Assessors Parcel Numbers 049-1528-398, 049-1528-439, 049-1528-572 and 049-1529-504 as authorized by Civil Code Sections 1367.1 and 1367.4 if such accounts have not been reinstated by the Notice of Intent to Lien expiration date.” Straus moved, and Choate seconded, to approve the aforementioned Notices of Delinquent Assessments. The motion to approve was unanimous.

- **7 Captain Lobby Sewer Repair Change Order.** Additional replacement funds are needed for additional sewer line repairs and brickwork to complete the sewer line repairs at 7 Captain. **Straus moved, and Knight seconded, to approve an additional \$1,266,66 to the 7 Captain Lobby sewer repair project to be funded from the replacement fund.**
- **Clipper Club Interior Renovations.** Recover various torn sofas - \$7,210.48 to J.C. Upholstery; \$10,000 to Alcatraz Shade Shop to replace window treatments throughout entire clubhouse; and \$550 to National Furniture Liquidators along with a 12% contingency. **Straus moved, and Cartmell seconded, to approve a project budget of \$20,000 to be funded from the replacement fund. The motion to approve was unanimous.**
- **Recover 3 Commodore Lobby Sofa.** Recover torn lobby sofa at 3 Commodore. **Straus moved, and Cartmell seconded, to authorize J.C. Upholstery to reupholster the 3 Commodore Lobby sofa not to exceed a project budget of \$4,000 to be funded from the replacement fund. The motion to approve was unanimous.**

VII. **WCA Committees.**

- **Architectural Control.** Judi Oser reported three modifications for October 2010:
 - **C311** - Widen bathroom doors to be ADA accessible. Has engineering report. **Straus moved, and Cartmell seconded, to approve the widening of the bathroom doors in unit C311 pending receipt of all building permits and referred the other items back to the committee. The motion to approve was unanimous.**
 - **B421** - Widen bathroom doors to be ADA accessible. Has engineering report and building permits. **Straus moved, and Cartmell seconded, to approve the modifications to unit B421. The motion to approve was unanimous.**
 - **F354** - Relocate refrigerator to hallways, install new pocket doors and cabinets. May need to relocate electric panel in closet. **Straus moved, and Cartmell seconded, to approve the modifications to unit F354 pending receipt of all building permits. The motion to approve was unanimous.**

- ❑ **CARS.** Co-Chair Jean Goldman reported that the committee conducted walking tours of the CARS prototype Wednesday, October 13, at 6 p.m., and Sunday, October 24, at 11 a.m. Each tour had 20 residents participate. The committee will be reviewing all 100 plus comments in November.
- ❑ **Landscape.** Chair Sam Foushee reported the following: The committee will be working on tree trimming guidelines and start the process of a broad master plan or guiding principles for the community.

VIII. Statements and Requests. An owner asked about renovation work start dates and bad debt expenses. Another owner commented on the anonymous anti-Measure J flyers distributed to all units and announced that he and other proponents of Measure J will be distributing flyers as well. An owner who went on the CARS tour stated that the work done to date on the prototype looks like senior housing and requested that other carpet options be presented.

IX. Upcoming Meetings.

- ❑ Annual Meeting – November 8, 2010
- ❑ Executive and Regular Session – November 15, 2010

X. Meeting adjourned at 7:00 p.m.

Respectfully submitted,

/s/ Neil Straus, Secretary