

WCA BOARD OF DIRECTORS MEETING MINUTES
January 24, 2011

- I. **Call to Order.** President Robert C. Blain called the meeting to order at 7:10 p.m. Directors present were Mike Cartmell, Judith Choate, Jean Goldman, Murray Kane, Tom Knight and Neil Straus. Also present were General Manager Tim Sutherland, Controller Lisa Trabert, Assistant General Manager Jeff Kiel and five residents.
- II. **Reports/Announcements.**
- **Secretary's Report.** Secretary Straus reported on action taken by the Board since the December 13, 2010 Regular Session:
 - The Board met in a working session with staff and the CARS committee to receive an update on the preliminary common area renovation design work. There were 45 residents in attendance for the presentation.
 - **Treasurer's Report.** Treasurer Kane reported a favorable operating budget variance of \$112,441 through 12/30/2010. Kane also reported an operating fund balance of \$187,730 and a replacement fund balance of \$5,153,382. The full report is available at the WCA office and website.
 - **Manager's Report.** General Manager Sutherland reported the following:
 - Common Utility Use December 2010 compared to December 2009: Water use decreased 8%; natural gas usage decreased 6.3%; and electric usage increased .4%.
 - Someone is trying to pry open the storage room doors at the metal door lock cover plates. The lobbies have been posted to warn residents to be on the lookout for suspicious activity in and around hallway storage room doors.
- III. **Old Business.** None.
- IV. **New Business.** The following items were presented for Board review and consideration:
- **Board Resolution to Record Three 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 Three Notices of Delinquent Assessments in the full amount of unpaid assessments, late charges, interest and collection fees and costs against the property bearing Assessor's Parcel Numbers 049-1528-307, 049-1529-443 and 049-1528-512 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 Kane seconded, to approve the aforementioned Notices of Delinquent Assessments. The motion to approve was unanimous.
 - **Post Tension Cable Rebid.** Additional reserve funds are needed as the previously approved vendor could not obtain the proper liability insurance to perform work at Watergate. An additional qualified company who has the proper insurance was recommended by our structural engineers. Staff plans to search for and solicit additional qualified contractors that perform this specialty work in the future. **Straus moved, and Knight seconded, to approve an additional \$10,736 to the project budget and award the repair work to Shared System Technologies ("SST") in the amount not to exceed \$15,000 to be funded out of the replacement fund. The motion to approve was unanimous.**
 - **Management Software Support.** Approval is requested for monthly software support for the Association's property management and account software for \$150 per month with Today's Solution's Incorporated ("TSI"). **Straus moved, and Knight seconded, to approve a monthly agreement with TSI for a monthly amount of \$150 beginning January 2011. The motion to approve was unanimous.**
 - **Lobby Sofa Recovering - 2 Anchor.** Funds are needed to recover the 2 Anchor lobby sofa. **Straus moved, and Choate seconded, to authorize JC Upholstery to recover the 2 Anchor lobby sofa in the amount of \$3,752.55 to be funded from the replacement fund. The motion to approve was unanimous.**

- ❑ **Postage Machine Lease Renewal.** Office postage machine renewal for an additional three years with no change in pricing. **Straus moved, and Knight seconded, to approve an additional three year postage equipment machine lease with Pitney Bowes through January 31, 2014 at \$61 per month for the term of the lease. The motion to approve was unanimous.**
- ❑ **3 Commodore Lobby Sewer Line Repair.** Funds are required to repair the sewer line under the 3 Commodore lobby. **Straus moved, and Knight seconded, to authorize Roto-Rooter to make the sewer line repairs and approve a project budget of \$9,144.50 to be funded out of the replacement fund. The motion to approve was unanimous.**

V. Consent Calendar. (Routine Items)

- ❑ **December 13, 2010 Regular Session Minutes. Adopted by general consent.**

VI. WCA Committees.

- ❑ **Architectural Control.** Chair Judi Oser presented one unit modification for January 2011:
 - **F314 – Work includes the installation of a new bathroom and kitchen fan. Straus moved and Kane seconded, to approve the modifications to unit F314 pending receipt of all necessary building permits.**
- ❑ **Landscape.** Chair Sam Foushee reported that the committee is continuing their work on landscape guidelines as part of an overall master plan for the community.
- ❑ **CARS.** A one hour working session occurred earlier in the evening.

VII. Statements and Requests. An owner inquired about the possibility of color matching new replacement bricks to better match the original custom size and colored bricks installed in the early 70's.

VIII. Upcoming Meetings.

- ❑ Working, Executive and Regular Session – February 28, 2011

IX. Meeting adjourned at 7:38 p.m.

Respectfully submitted,

/s/ Neil Straus, Secretary