

WCA BOARD OF DIRECTORS MEETING MINUTES
February 28, 2011

- I. **Call to Order.** President Robert C. Blain called the meeting to order at 7:04 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 six residents.
- II. **Reports/Announcements.**
- **Secretary's Report.** Secretary Straus reported on action taken by the Board since the January 24, 2011 Regular Session:
 - The Board in Executive Session earlier in the evening authorized a Board Resolution to Record Three Notices of Default and Election to sell for APN #049-1528-307, #049-1528-512, and #049-1529-443. The Board also held Rules Violations Hearings for units C318 and C450. The Board fined the owner of C318 \$1,000 for repeated and ongoing nuisance and noise violations, and fined the owner of C450 \$500 for failing to provide satisfactory proof of proper insulation installed under the unapproved hardwood floor. The Board also discussed various legal issues.
 - **Treasurer's Report.** Treasurer Kane reported a favorable operating budget variance of \$132,075 through 1/31/2011. Kane also reported an operating fund balance of \$195,166 and a replacement fund balance of \$5,300,617. The full report is available at the WCA office and website.
 - **Manager's Report.** General Manager Sutherland reported the following:
 - Common Utility Use January 2011 compared to January 2010: Water use decreased 5.7%; natural gas usage decreased 3.9%; and electric usage increased 1.7%.
 - All WCA committees are to elect a committee chair person and secretary and submit approved minutes to the Board of Directors for each meeting conducted.
- III. **Consent Calendar.** (Routine Items)
- **January 24, 2011 Regular Session Minutes. Pulled by Secretary Straus to point out one number typo for correction. Straus moved, and Kane seconded, to approve the corrected minutes. The motion to approve was unanimous.**
- IV. **Old Business.**
- **Board Feedback on CARS Presentation of 1/24/11.** Co-chair Jean Goldman asked if the Board had any comments, questions or concerns about the renovations materials presented to date. There were no concerns or questions.
 - **Building Fire Suppression/Renovations Update.** General Manager Sutherland reported that the conceptual design for sprinklers in all common areas and into each unit near the front door has been tentatively approved by Fire Marshall George Warren. Five competitive sprinkler bids have been reviewed under the 2002 code and will be sent back out for rebid to factor in the 2010 code that the City of Emeryville adopted January 1, 2011. With asbestos abatement, air monitoring, project management and other items, the overall project should be in the \$3.5 million dollar range. This costs estimate includes the sprinkler enclosure costs as well. It is anticipated that the \$1 million dollar interior lighting replacement portion of the interior renovations would occur at the same time as the asbestos abatement and fire sprinklers and take up to 24 to 36 months to complete all six buildings. Once that project is a year in, the \$3.5 million interior finishes project (wall treatments, paint, carpets, way finding, signs and furnishings) would be installed over a subsequent two to three year period. Sutherland also explained that the total of both projects should not exceed \$8 million dollars over a four to five year period, and that no special assessment is contemplated or necessary.
 - **Proposed Sidewalk and Bus Stop on Powell Update.** General Manager Sutherland reported that the City of Emeryville may install a new sidewalk along Powell from Captain to Anchor Drive along with a new Emery-Go-Round bus stop at Powell and Admiral. Of the two items of interest to Watergate, the Board requested a bus stop but did not take a position on a sidewalk along Powell. The materials produced by the City indicate that the sidewalk was requested by the Watergate Community which is not true. Individual unit owners may have expressed a desire to Emeryville public officials and staff for a sidewalk, but those individuals do not speak for the Watergate Community Association, or represent the views of the WCA Board of Directors.

V. 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 049-1528-412, 049-1528-453 and 049-1529-505 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 Cartmell seconded, to approve the aforementioned Notices of Delinquent Assessments. The motion to approve was unanimous.
- **Common Area Locks and Keys.** Direction from the Board is requested on the type of common area lock replacement project that would best serve the security needs of the community moving forward. Assistant General Manager Jeff Kiel presented various key replacement options that include replacing keys, a hybrid key with a chip, and a comprehensive keyless access program. It was generally agreed that it is time to change out the close to 20 year old keys, and to develop a multiple pronged approach to improve building access security which include staff, residents, cameras and an updated key/card access system. Staff will research various hybrid systems in the \$60,000 price range to submit to the Board at a later date.

VI. WCA Committees.

- **Architectural Control.** Chair Judi Oser presented three unit modifications for February 2011:
 - **A373 –** Work includes the installation of a new dishwasher and the removal of a kitchen post. Cartmell moved, and Kane **seconded, to approve the modifications to unit A373 pending receipt of all necessary building permits and clarification on the function of the kitchen post articulated in the structural report. The motion to approve was unanimous.**
 - **F441 –** Work includes the modification and relocation of the existing electrical panel. **Straus moved and Kane seconded, to approve the modifications to unit F441 pending receipt of all necessary building permits.**
 - **C405 –** Work includes the installation of a new bathroom fan, kitchen fan, baseboard heaters and a new light fixture above tub. **Straus moved and Cartmell seconded, to approve the modifications to unit C405 pending receipt of all necessary building permits.**
- **Landscape.** Virginia McNeil reported the following requests and projects for consideration:
 - **Landscaping renovations – South side of Clipper Club –** Committee reviewed the plan and recommends approval. **Straus moved and Cartmell seconded, to approve the plan as submitted, and authorize \$4,874.19 from the replacement fund to complete the work. The motion to approve was unanimous.**
 - **Landscaping Renovations and Tree #546 and #547 Removal – B Building South Lawn –** Committee reviewed the plan and recommends removal of the two declining and sickly crabapple trees in the lawn on the south side of B building. The renovation will tie in nicely with the existing landscaping along the inside of the Powell street property fence. **Straus moved and Cartmell seconded, to approve the plan with the tree removals as submitted, and authorize \$5241.66 from the replacement fund to complete the work. The motion to approve was unanimous.**
 - **Revisit Tree #634 Tree Removal Request.** The committee and the staff arborist assessed tree #634 and determined that there was no horticultural reason to remove the cypress tree as requested by the owner of F201. **Straus moved and Cartmell seconded, to affirm the committee’s decision to keep the healthy tree. The motion to approve was unanimous.**
 - **Approve New Committee Member.** Recommend appointing Doug Flock owner of F493 as a new committee member. **Straus moved, and Cartmell seconded, to appoint Doug Flock to the Landscape committee. The motion to approve was unanimous.**

- **CARS.** General Manager Sutherland announced a reminder that the CARS committee will be making their final conceptual design presentation on March 21, 2011 before the regular Board of Director's meeting. Sutherland also thanked the committee for their dedication and hard work on this project.

VII. Statements and Requests. The owner of C418 complained about the nuisance noises emanating out of the unit directly below. The Board advised the owner that a fine was levied against the unit owner for repeated noise and nuisance violations. The Board further advised that if the problem continues, the resident will be best served by contacting the Emeryville Police Department as well as Watergate Security.

VIII. Upcoming Meetings.

- Working, Executive and Regular Session - March 21, 2011

IX. Meeting adjourned at 7:59 p.m.

Respectfully submitted,

/s/ Neil Straus, Secretary