

WCA BOARD OF DIRECTORS MEETING MINUTES

March 22, 2010

- I. Call to Order.** President Robert C. Blain called the meeting to order at 7:02 p.m. Directors present were, Judith Choate, Jean Goldman, Murray Kane, Tom Knight and Neil Straus. Mike Cartmell was absent. Also present were General Manager Tim Sutherland, Controller Lisa Trabert, Assistant General Manager Jeff Kiel and six residents.
- II. Approval of Minutes.** Straus moved, and Kane seconded, to approve the February 22, 2010 Regular Session minutes. The motion to approve was unanimous.
- III. Reports.**
- ❑ **Secretary's Report.** Secretary Straus reported that the board met with the finance committee and staff prior to the board meeting to review the operating budget request for 2010 -2011.
 - ❑ **Treasurer's Report.** Treasurer Kane reported a favorable operating budget variance of \$177,018 through 2/28/2010. Kane also reported an operating fund balance of \$202,695 and a replacement fund balance of \$4,021,689. The full report is available at the WCA office and website.
 - ❑ **Manager's Report.** General Manager Sutherland reported the following common utilities usage results for February 2010: Water use averaged 89 gallons per unit per day; natural gas decreased 13.4% from February 2009 levels (due to the Clipper Club pool being closed 15 days for repairs); and electric use was up 1.4% from February 2009 levels. Sutherland also reminded everyone that increased levels of parking and patio violations are ongoing.
- IV. Old Business.** None.
- V. New Business.** The following items were presented for board review and consideration:
- ❑ **Board Resolution to Record Three (3) 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 (3) 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 #049-1528-560, #049-1529-133, #049-1529-178 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.
 - ❑ **Property Insurance Renewal.** Renewal of Property Insurance with CIBA for an annual premium \$249,741. Blanket coverage is \$500,000,000 with a \$10,000 deductible per occurrence. **Straus moved, and Kane seconded, to approve the CIBA renewal as quoted for the period March 31, 2010 through March 31, 2011. The motion to approve was unanimous.**
 - ❑ **General, Auto and Umbrella Liability Insurance Renewal.** Renewal of the Association's general, umbrella and auto liability insurance for the period 3/31/10 through 3/31/11. **Straus moved, and Kane seconded, to approve the following: general liability renewal quote from Allied Group for \$63,320; the auto renewal quote from Allied Group for \$1974; and the umbrella liability renewal quote from Great American Insurance for \$22,835. The motion to approve was unanimous.**
 - ❑ **Earthquake Insurance.** Two earthquake quotes were presented for \$10,000,000 in coverage with a 10% deductible per building. The annual premium for such limited coverage would be \$594,188 resulting in a 10.6% dues increase. The board discussed the matter and determined that best approach is to continue to self fund (insure) through the replacement fund. **Straus moved, and Kane seconded, to continue to self-insure for earthquake damage. The motion to not approve earthquake insurance was unanimous.**
 - ❑ **Cable Television Consulting Services.** Proposal is to hire Dave Springer with AbbaCom to assist staff with Cable television wiring issued and to prepare for contract negotiations with Comcast. Staff worked with Mr. Springer in 2002 when his firm successfully upgraded our cable system.

Straus moved, and Kane seconded to authorize Dave Springer with AbbaCom to work on the Association's behalf relating to cable television issues in an amount not to exceed \$5,100. The motion to approve was unanimous.

- ❑ **Finance Committee Member Application.** Owner Liz Altieri submitted an application to join the finance committee for the remainder of 2010. **Straus moved, and Kane seconded, to appoint Elizabeth Altieri to the finance committee for the remainder of 2010. The motion to approve was unanimous.**

VI. WCA Committees.

- ❑ **Architectural Control Committee.** There were two unit modifications for March 2010:
 - **B223 -** Work includes completing the unfinished renovations started by the previous owner including removal of wing walls, closet wall and the addition of a pass through kitchen window. Structural engineer's report received for all wall removals with shear walls indicated in all cases. **Straus moved, and Kane seconded, to approve the modifications to unit B223 pending receipt of all necessary building permits. The motion to approve was unanimous.**
 - **B257 -** Work includes removal of acoustical ceiling material and replacement of bathtub with dry rot repairs to be made if found. The owner may decide to install a shower instead if a similarly sized replacement tub cannot be found. **Straus moved, and Kane seconded, to approve the modifications to unit B257 pending receipt of all building permits and a BAAQMD job number. The motion to approve was unanimous.**
- ❑ **Landscape Committee.** Sue Kelly reported the recommendation that a leaning black acacia tree # 618 be removed. **Straus moved, and Kane seconded, to authorize the removal tree (#618) located in the south side of the 3 Admiral lobby. The motion to approve was unanimous.**
- ❑ **Common Area Renovations and Signs.** Co-Chair Jean Goldman presented the CARS project decision timeline: **May 2010 -** The CARS committee will narrow down the various design options to at least two choices. The committee will vote to determine which two designs will be recommended to the board; **June 2010 -** Once the CARS committee has selected two design options, staff will go out to bid on two mock-ups to be installed on the 2nd and 3rd floors of 8 Captain Drive; **July 2010 -** Staff will present a mock-up project budget request to CARS committee for their review and presentation to the board. The board will make a decision to authorize funding for two mock-ups; **August 2010 -** If the board approves funding for the design mock-ups, construction will take about one month to complete. The final products will be available for viewing by the board and the community for one month; **September 2010 -** The board/community will look at the two mock-ups and offer feedback, comments and suggestions. The committee will present to the board their final design recommendation. The board will make their decision and direct staff to put together a bid package based on the design selected; **October 2010 -** Staff and Huntsman will work together on the bid specifications and submit a RFP to qualified contractors; **November 2010 -** Staff will review competitive bids, propose a project budget and make their vendor recommendations to the board. The board will make a decision regarding vendor selection and funding and authorize the WCA Board President to execute the vendor contracts; **December 2010 -** Review, finalize and execute vendor contracts; **January 2011 -** Project coordination, vendor mobilization and construction planning; **February 2011 -** Work begins in building "E".
- ❑ **Emergency Preparedness.** Tom Knight spoke about finding another agency to conduct CERT Training, as the City of Emeryville is reportedly unable to offer assistance in this area due to budget cuts.
- ❑ **Statements and Requests.** An owner spoke about the proposed new landscape and lighting assessment tax currently before the Emeryville City Council. Another owner voiced concerns about Comcast and his frustration in working through channel line up compatibility issues relating to his TIVO recorder.

VII. Upcoming Meetings

- ❑ Budget Session – April 12, 2010
- ❑ Regular Session – April 19, 2010

VIII. Meeting adjourned at 8:35 p.m. and the board went into Executive Session

Respectfully submitted,

