

**“APPROVED” WCA BOARD OF DIRECTORS MEETING MINUTES**  
**April 25, 2011**

- I. **Call to Order.** President Robert C. Blain called the meeting to order at 7:00 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 17 residents.
- II. **Reports/Announcements.**
- **Secretary’s Report.** Secretary Straus reported on action taken by the Board of Directors since the March 21, 2011 Regular Session:
    - After the March 21, 2011 Regular Session meeting, the Board of Directors authorized a Board Resolution to Record Two Notices of Default and Election to Sell for APN# 049-1528-412 and APN# 049-1529-505, and conducted a rules violation hearing for the owner of C318. No fine was levied at that hearing.
    - Prior to tonight’s meeting, the Board of Directors authorized a Board Resolution to Record Three Notices of Default and Election to Sell for APN# 049-1529-178, APN# 049-1528-028, and APN# 049-1529-592.
  - **Treasurer’s Report.** Treasurer Kane reported a favorable operating budget variance of \$136,091 through 3/31/2011. Kane also reported an operating fund balance of \$174,790 and a replacement fund balance of \$5,593,567. The full report is available at the WCA office.
  - **Manager’s Report.** General Manager Sutherland reported on the details of the proposed 1% monthly assessment increase and a laundry price increase to \$1.50 per wash and \$1.50 for dry effective July 1, 2011. The wash price was last changed in 1999 and the dry price was last increased in 2003. The proposed increase will almost cover the increases in natural gas, electricity and water costs over that same time period. Sutherland also explained the various ways staff has assumed various vendor responsibilities saving significant amounts of money annually.
- III. **Statements and Requests.**
- None.
- IV. **Old Business.**
- None.
- V. **New Business.** The following items were presented for Board review and consideration:
- **Interior Renovation Prototype and Office Carpet Replacement.** Request is to install the selected carpet in the WCA office and the prototype area and to repaint the prototype doors with the selected blue/grey color scheme to create a “mini model” of the finishes and lighting so that residents will be able to view the new look for Watergate. **Straus moved, and Knight seconded, to award the work to Hoem Carpets in the amount of \$33,846.01 and an overall project budget of \$42,824.11. The motion to approve was unanimous.**
  - **2011/2012 Pro Forma Budget.** Kane moved that the Board approve the 2011/2012 Pro Forma Budget with regular assessment levels of \$6,382,118, which equates to a 1.0% increase effective July 1, 2011. Allocation to the replacement fund will be \$2,063,336 and the balance of \$4,318,782 goes to the operating fund. Kane further moved that the Board of Directors approve for the 2011/2012 fiscal year operating budget expenditure level of \$4,838,550, and a replacement budget expenditure level of \$1,988,528, and further moved that the Board of Directors move the laundry increase to \$1.50 per wash and \$1.50 per dry effective July 1, 2011, and further moved that the Board of Directors approve the 2011/2012 Collection Enforcement Policy, Schedule of Fines, Schedule of Fees and Internal Dispute Resolution, and continue the use of the five-year financial funding planning and analysis tool as a standard operating policy for the Association. Straus seconded the motion. The motion to approve was unanimous.

- **Board Resolution to Record One Notice 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 One Notice 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 Number 049-1529-311, as authorized by Civil Code Sections 1367.1 and 1367.4 if this account has not been reinstated by the Notice of Intent to Lien expiration date.” Straus moved, and Kane seconded, to approve the aforementioned Notice of Delinquent Assessments. The motion to approve was unanimous.**

**VI. Consent Calendar.**

- **Routine Items Adopted by General Consent.**
  - **March 21, 2011 Regular Session Minutes**
  - **Elevator Maintenance Renewal – Thyssenkrup - \$3,999 Monthly for the Period 5/1/2011 – 5/1/2012**

**VII. WCA Committees.**

- **Architectural Control.** Chair Judi Oser presented two unit modifications for April 2011:
  - **B382 – Bathroom remodel work includes a new walk-in shower and new bathroom light fixtures. Straus moved, and Kane seconded, to approve the modifications to unit B382 pending receipt of all necessary building permits. The motion to approve was unanimous.**
  - **B332 – Work includes the installation of a new microwave, electric outlet and a new bathroom ceiling fan. Straus moved, and Knight seconded, to approve the modifications to unit B332 pending receipt of all necessary building permits. The motion to approve was unanimous.**
- **Landscape.** Chair Sam Foushee reported that the committee is looking at various tree trimming requests in the landscape area south of “B” building.

**VIII. Upcoming Meetings.**

- Executive and Regular Session – May 23, 2011

**IX. Meeting adjourned at 7:29 p.m.**

Respectfully submitted,

/s/ Neil Straus, Secretary