

“APPROVED” WCA BOARD OF DIRECTORS MEETING MINUTES

June 20, 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 and Tom Knight. Mike Cartmell, Murray Kane and Neil Straus were absent. Also present were General Manager Tim Sutherland, Controller Lisa Trabert, Assistant General Manager Jeff Kiel and three residents.
- II. **Reports/Announcements.**
- Secretary’s Report.** Board member Judith Choate reported on action taken by the Board of Directors since the May 23, 2011 Regular Session:
 - Prior to tonight’s Regular Session meeting, **the Board of Directors unanimously voted to fine the owner of C437 \$500 for their tenant’s family member keeping dogs on the property. The Board also discussed legal issues.**
 - Treasurer’s Report.** President Blain reported a favorable operating budget variance of \$143,603 through 5/31/2011. Blain also reported an operating fund balance of \$157,907 and a replacement fund balance of \$5,893,169. The full report is available at the WCA office.
 - Manager’s Report.** General Manager Sutherland reported the following:
 - WCA office will be closed for carpet installation – Thursday, July 7, 2011 at 3 p.m. The office will reopen Monday, July 11, 2011 at 11 a.m.
 - Owner of E235 sent a letter to the board expressing concern over vehicle break-ins and a desire to have the Board of Directors consider controlled entry to the garages/property via gates. Sutherland reports that the vehicle break-ins for May dropped back down to zero.
 - A letter was sent as directed to the City of Emeryville in support of a sidewalk along Powell Street
 - A copy of CM Gus Ferriols’ notes from an interior renovation construction documents review meeting conducted on May 27, 2011. Sutherland reports that there is much work to do with field verification of existing site conditions before staff signs off on the biddable construction documents early fall 2011.
 - The fire suppression contract has been executed with Neptune Fire Protection, Inc., and the design/build work on a partial “means of egress” fire sprinkler system is now underway.
 - The WCA is projected to end up the fiscal year ending June 30, 2011 with a \$125,000 to \$135,000 carryover into the next fiscal year. This result will meet, or exceed the budgeted performance targets set last year.
- III. **Statements and Requests.**
- None.
- IV. **Consent Calendar.**
- Items Approve by Unanimous General Consent**
 - **May 23, 2011 Board Meeting Minutes**
- V. **Old Business.**
- None.

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

- ❑ **Board Resolution to Record One Notice of Delinquent Assessments.** Board member Judith Choate 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 properties bearing Assessor’s Parcel Number 049-1529-413 as authorized by Civil Code Sections 1367.1 and 1367.4 if this account have not been reinstated by the Notice of Intent to Lien expiration date.” Knight moved, and Goldman seconded, to approve the aforementioned Notice of Delinquent Assessments. The motion to approve was unanimous.

- ❑ **Coinmach Laundry Services Contract Addendum.** Contract amended to reflect the new \$1.50 per wash and \$1.50 per dry effective July 1, 2011. **Knight moved, and Choate seconded, to approve a contract addendum with Coinmach Laundry Services for the vend price change to \$1.50 per wash and \$1.50 per dry, and a 73% commission to WCA for the term through October 31, 2012. The motion to approve was unanimous.**

VII. WCA Committees.

- ❑ **Architectural Control.** Chair Judi Oser presented four unit modifications for June 2011:
 - **B231** – Proposed work includes the installation of kitchen cabinets that go to the ceiling, and the installation of a microwave hood stove fan. Structural report shows all is in order. **Knight moved, and Choate seconded, to approve the modifications to unit B231 pending receipt of all necessary building permits. The motion to approve was unanimous.**
 - **F492** – Proposed work includes the installation of six recessed light fixtures, two dimmer switches and the removal of the acoustical ceiling material. **Knight moved, and Goldman seconded, to approve the modifications to unit F492 pending receipt of all necessary building permits. The motion to approve was unanimous.**
 - **F329** – Proposed work includes replacement of bathroom fixtures and a new bathroom ceiling fan. **Knight moved, and Goldman seconded, to approve the modifications to unit F329 pending receipt of all necessary building permits. The motion to approve was unanimous.**
 - **F445** – Proposed work includes the installation and ADA-approved walk in shower. **Knight moved, and Choate seconded, to approve the modifications to unit F445 pending receipt of all necessary building permits. The motion to approve was unanimous.**

VIII. Upcoming Meetings.

- ❑ Executive and Regular Session – July 18, 2011

IX. Meeting adjourned at 7:31 p.m.

Respectfully submitted,

/s/ Neil Straus, Secretary