

“APPROVED”
WCA BOARD OF DIRECTORS MEETING MINUTES

AUGUST 22, 2011

- I. Call to Order.** President Robert C. Blain called the meeting to order at 7:00 p.m. Directors present were, Mike Cartmell, Judith Choate, Murray Kane, Tom Knight and Neil Straus. Also present were General Manager Tim Sutherland, Assistant General Manager Jeff Kiel and three residents. Jean Goldman was absent.
- II. Reports/Announcements.**
- Secretary’s Report.** Secretary Straus reported on action taken by the Board of Directors since the July 18, 2011 Regular Session:
 - After the July 18, 2011 Regular Session the Board discussed and acted on personnel issues.
 - Prior to the Regular Session meeting, **the Board of Directors voted to authorize a Resolution to Record a Notice of Default and Election to Sell for APN #049-1529-243.**
 - Treasurer’s Report.** Treasurer Kane reported a favorable operating budget variance of \$14,477 through 7/31/2011. Kane also reported an operating fund balance of \$125,315 and a replacement und balance of \$6,139,672. The full report is available at the WCA office.
 - Manager’s Report.** General Manager Sutherland reported the following:
 - The Clipper Club pool will be closed for rebuild October 3rd until December 9th. All other pools will be open at 6 a.m. and will be heated during the Clipper Club pool reconstruction.
 - This year’s annual fire alarm testing (as mandated by the State) is scheduled for the last two weeks of September and will require access into all 3rd floor units in the A, B & D buildings, and all 4th floor units in C, E & F buildings. Detailed two-week and 48-hr reminder notices will be sent to all affected unit owners, tenants, and known property managers.
- III. Statements and Requests.**
- An owner voiced his concern about the removal of many trees on the neighboring Watergate Towers property. The owner forwarded a proposed draft letter from the Board of Directors asking for an explanation for the tree removals. Staff commented that this issue should fall under the jurisdiction of the Emeryville Tree Ordinance and it was suggested that the owner contact the City of Emeryville as the Watergate Towers grounds do not fall under the jurisdiction of the WCA. The proposed letter will be put on the next agenda for further discussion.
- IV. Consent Calendar.**
- Items Approved by Unanimous General Consent:**
 - July 18, 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 Four 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 Four Notices 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 Numbers 049-1528-260, 049-1528-302, 049-1528-544 and 049-1529-011 as authorized by Civil Code Sections 1367.1 and 1367.4 if these accounts have not been reinstated by the Notice of Intent to Lien expiration date.” Straus moved, and Knight seconded, to approve the aforementioned Four Notices of Delinquent Assessments. The motion to approve was unanimous.

- **6 Commodore Drive Intercom Panel.** Funds are needed for the replacement of the 6 Commodore lobby intercom. **Straus moved, and Knight seconded, to authorize Sound Communications to install a replacement intercom at 6 Commodore Drive not to exceed \$3,800 to be funded from the replacement fund. The motion to approve was unanimous.**

VII. WCA Committees.

- **Architectural Control.** Chair Judi Oser presented three unit modifications for August 2011:
 - **B234** – Proposed work includes encapsulating the ceiling throughout the unit and replacement of kitchen and bathroom fixtures. **Straus moved, and Knight seconded, to approve the modifications to unit B234 pending receipt of all necessary building permits. The motion to approve was unanimous. Director Choate recused herself from voting as she is the owner of B234.**
 - **D263** – Proposed work includes recessed lighting, kitchen cabinets, stove hood/fan, additional cable outlets and bathroom remodeling. **Straus moved, and Knight seconded, to approve the modifications to unit D263 pending receipt of all necessary building permits. The motion to approve was unanimous.**
 - **D368** – Proposed work includes a kitchen and bathroom makeover. **Straus moved, and Knight seconded, to approve the modifications to unit D368 pending receipt of all necessary building permits. The motion to approve was unanimous.**
- **Landscape Committee.** Meeting minutes submitted to the Board.

VIII. Upcoming Meetings.

- Executive and Regular Session – September 19, 2011

IX. Meeting adjourned at 7:34 p.m.

Respectfully submitted,

/s/ Neil Straus, Secretary