

“APPROVED”

WCA BOARD OF DIRECTORS MEETING MINUTES

September 19, 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. Also present were General Manager Tim Sutherland, Controller Lisa Trabert, Assistant General Manager Jeff Kiel and three residents.
- II. Reports/Announcements.**
- **Secretary's Report.** Secretary Straus reported on action taken by the Board of Directors since the August 22, 2011 Regular Session:
 - Prior to the Regular Session meeting, **the Board of Directors voted to authorize a Resolution to Record Two Notices of Default and Election to Sell for APN #049-1528-260 and APN # 049-1529-011.**
 - **Treasurer's Report.** Treasurer Kane reported a favorable operating budget variance of \$43,361 through 8/31/2011. Kane also reported an operating fund balance of \$153,426 and a replacement fund balance of \$6,271,653. The full report is available at the WCA office.
 - **Manager's Report.** General Manager Sutherland reported the following:
 - **Common Utilities YTD (July and August)** - Electricity use is up .2%; natural gas use is down -4.8%; and water use remains at 87 gallons per unit per day which is unchanged from last year's 12 month average.
 - **Fire Alarm Testing** - This year's annual fire alarm testing in 419 units is scheduled for September 20th through September 29th. All 3rd floor units in A, B and D buildings are being tested as well as all 4th floor units in C, E and F buildings.
 - **Lighting Replacement** - The lighting bids will be presented to the Board of Directors at the October 24, 2011 meeting. This portion of the interior work is expected to come in between \$1.3 and \$1.5 million dollars which is within our forecasted budgets established May 2010.
- III. Statements and Requests.**
- None.
- IV. Consent Calendar.**
- **Items Approved by Unanimous General Consent:**
 - **August 22, 2011 Board Meeting Minutes**
- V. Old Business.**
- **Proposed Letter to Property Management of Watergate Towers Regarding Tree Removals.** Management has discussed the tree removal issue with the property manager at the Towers. An arborist directed the removal of 50 dead, dying and diseased trees, in addition to removing many trees that had over grown their planter boxes and were lifting sidewalks curbs, entry ways and garage entrances. The new plants and trees deemed appropriate for their new hardscape will be planted over the next 6 months to a year. There is no need to send a letter seeking information as that has been provided. The manager promises to share with us any new information on their renovations as that information becomes available.

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

- **Board Resolution to Record One Notice of Delinquent Assessment.** Secretary Straus read the following resolution:

“Resolved, the Board of Directors (“Board”) for Watergate Community Association authorizes and instructs Allied Trustee Services to Record a Notice of Delinquent Assessment in the full amount of unpaid assessments, late charges, interest and collection fees and costs against the properties bearing Assessor’s Parcel Numbers 049-1528-596, as authorized by Civil Code Sections 1367.1 and 1367.4 if such account has not been reinstated by the Notice of Intent to Lien expiration date.” Straus moved, and Knight seconded, to approve the aforementioned Notice of Delinquent Assessment. The motion to approve was unanimous.
- **Appointment of 2011 WCA Inspector of Elections and Election Committee.** The 2011 WCA Annual Meeting is right around the corner and the Inspector of Elections and Election Committee need to be appointed by the Board of Directors. **Straus moved, and Knight seconded, to appoint Jim Golden as Inspector of Elections with Liz Altieri as Election Committee member and Alternate Inspector of Elections, with Sue Kelly and Virginia McNeil also serving as Election Committee members. The motion to approve the 2011 WCA Election Committee was unanimous.**
- **Cable Television Proposals.** Sutherland presented background and proposal received by AT&T, Comcast and DirecTV for Cable Television services. **Since AT&T was not able to provide bulk services at this time, and DirecTV’s proposal would include a major cable reconstruction project, it was decided to pursue the latest proposal with Comcast. Straus moved, and Knight seconded, to authorize General Manager Sutherland to negotiate a more robust channel line up with an improved price point and gate fee to reduce costs and to bring that proposal back at the October 24, 2011 Board of Directors meeting. The motion to approve was unanimous.**
- **Selection of Vice President of the Board of Directors.** The Vice - President’s position is open due to the resignation of Mike Cartmell. **Straus moved, and Knight seconded, to defer a decision on the open officer position until after the November 7, 2011 Annual Meeting. The motion to defer was unanimous.**

VII. WCA Committees.

- **Architectural Control.** Chair Judi Oser presented three unit modifications for September 2011:
 - **F455** – Proposed work includes: a pass through on the living room side of the kitchen; installing new cabinets and countertops; a new stove fan hood; and the relocation of the new refrigerator. All wall removals and pass through in wall is under the direction of a structural engineer. **Straus moved, and Knight seconded, to approve the modifications to unit F455 pending receipt of all necessary building permits and no waiver of the \$75 application fee. The motion to approve was unanimous.**
 - **C414** – Proposed work involves the replacement of existing bathroom fan with one that has no heater. **Straus moved, and Knight seconded, to approve the modifications to unit C414 pending receipt of all necessary building permits. The motion to approve was unanimous.**
 - **A354** – Proposed work includes a kitchen and bathroom makeover with plumbing and electrical hookups for a new dishwasher. **Straus moved, and Knight seconded, to approve the modifications to unit A354 pending receipt of all necessary building permits. The motion to approve was unanimous.**

- **Landscape Committee.** Meeting minutes submitted to the Board and a general discussion on the lagoon maintenance and landscape plan around the flagpole area was discussed.

VIII. Upcoming Meetings.

- Executive and Regular Session – October 24, 2011

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

Respectfully submitted,

/s/ Neil Straus, Secretary