

## WCA BOARD OF DIRECTORS MEETING MINUTES

June 21, 2010

- 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 Murray Kane. Mike Cartmell, Tom Knight and Neil Straus were absent. Also present were General Manager Tim Sutherland, Controller Lisa Trabert, Assistant General Manager Jeff Kiel and eight (8) residents.
- II. **Approval of Minutes.** Kane moved, and Goldman seconded, to approve the May 24, 2010 Regular Session minutes. The motion to approve was unanimous.
- III. **Reports.**
- **Secretary's Report.** General Manager Sutherland reported on the only board action taken since the May 24, 2010 Regular Session:
    - **The board met in Executive Session to authorize a board resolution to record three notices of default and election to sell for Assessors Parcel Numbers 049-1528-251, 049-1528-412 and 049-1529-394**
  - **Treasurer's Report.** Treasurer Kane reported a favorable operating budget variance of \$199,662 through 5/31/2010. Kane also reported an operating fund balance of \$198,406 and a replacement fund balance of \$4,257,058. The full report is available at the WCA office and website.
  - **Manager's Report.** General Manager Sutherland reported the following items and updates:
    - Common utility usage results for May 2010 compared to May 2009: Water use averaged 93 gallons per unit per day; natural gas increased 1.1%; and electric use increased 3.4%.
    - The 4<sup>th</sup> of July police detail is back on. Staff will continue the long-standing practice of directing all traffic through Captain Drive. All other Watergate street exits to and from Powell will be closed from 5 p.m. to 10 p.m. and the boardwalk will be locked at dusk that evening at 8:30 p.m.
    - With the construction management transition and prototype bids being re-scoped and re-bid, staff projects that the CARS prototype will be ready for viewing by the community October 2010.
- IV. **Old Business.** None.
- V. **New Business.** The following items were presented for board review and consideration:
- **Board Resolution to Record Two (2) Notices of Delinquent Assessments.** President Blain read the following resolution:

**“Resolved, the Board of Directors (“Board”) for Watergate Community Association authorizes and instructs Allied Trustee Services to Record Two 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 049-1528-596, 049-1528-005 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.” Kane moved, and Choate seconded, to approve the aforementioned Notice of Delinquent Assessments. The motion to approve was unanimous.**

- **Common House Panel Electrical Capacity Study.** Request is for Groom Electric to evaluate and audit our lighting circuit load per floor in the E and A and possibly C and B buildings. Using the electrical drawings and testing loads on each circuit in a small building and a large building will go a long way toward verifying whether or not the whole complex can handle an 30% increase in kilowatt hours that is required to meet the building code lighting levels in the corridors. This field study will also document and verify whether or not the diesel-powered emergency generators are able to handle a 30% increase to the lighting circuits as well. This is important information to have regardless, as residents may someday want to plug their electric vehicles into the common area house panels. Sutherland also requested board approval of a contract with Groom Electric in an amount not to exceed \$7,064 to evaluate the electrical loads in buildings E and A, and also, if needed, buildings C and B to be funded out of the replacement fund. This item is included as part of the interior mock up budget which is the next item on the agenda.
  
- **Interior Renovations Prototype Funding Request.** The prototype will include two carpet choices; two unit door entry wall surround finishes; two different unit ID signage and light panel options with new graphics. The light package includes the new down and up lit corridor lamps along with the lobby landing down lights; four exit signs and two unit decorator lights. Corridors, end walls, lobby landing walls, ceilings and door paint colors will be presented as well. The total budget of \$106,943 includes the \$30,000 approved last month, and includes the 5-month \$30,000 allocation to the interior renovations project for construction management services. The interior renovations will take 50% of the construction manager's time each year with the fire suppression occupying the other 50%. Staff anticipates that the lighting will be installed mid-August with the installation of the remaining items completed through the end of September. Our goal is to have the full renovation prototype ready for a 30-day community comment period October 1, 2010. **Kane moved, and Goldman seconded, to approve the interior renovations prototype project budget of \$106,943 to be funded out of the replacement fund. The motion to approve was unanimous.**

#### VI. WCA Committees.

- **Architectural Control.** Judi Oser reported three unit modifications for June 2010:
  - **F256** - Work includes encapsulating the ceiling for sound; installing quiet rock on party walls and replacing the tub tile surround with dry rot work to be done if found. **Kane moved, and Choate seconded, to approve the modifications to unit F256 pending receipt of all building permits. The motion to approve was unanimous.**
  
  - **D308** - Work includes replacing the kitchen counter tops; replacing the tub tile surround with dry rot work to be done if found. **Kane moved, and Choate seconded, to approve the modifications to unit D308 pending receipt of all building permits. The motion to approve was unanimous.**
  
  - **B234** - Work includes insulation of bathroom ceiling; replacing existing ceiling with a new conforming ceiling and the installation of bathroom fan and duct. **Kane moved, and Goldman seconded, to approve the modifications to unit B234 pending receipt of all building permits. The motion to approve was unanimous.**

VII. **Statements and Requests.** An owner requested clarification on the acceptability of his specific decorative item on his patio.

#### VIII. Upcoming Meetings.

- Executive and Regular Session – July 19, 2010

#### IX. Meeting adjourned at 7:35 p.m.

Respectfully submitted,

/s/ Neil Straus, Secretary