SOUTH BAY COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
November 9, 2018
9:30 am

MINUTES APPROVED

1. **Call to Order**
   President Skinner called meeting to order at 9:30 am.

2. **Determination of Quorum**
   Director Jurca was absent; Secretary Walkowski established quorum with all other Directors present. Approximately 8 additional SBCA members in attendance.

3. **Approval of Agenda**
   Motion for approval by Dir. Spagle, 2ⁿᵈ by Dir. Derrenberger: Motion carried 6/0.

4. **Approval of Meeting Minutes – October 12, 2018**
   Motion for approval by Dir. Sheldon, 2ⁿᵈ by Dir. Shadrick: Motion carried 6/0.

5. **President's remarks**
   a. *President Skinner announced the evening's Friday Night Social. While the evening will mark a formal end to the food drive, donations for the food bank will be accepted all through the evening event. At the time of the Board Meeting, donations totaled over $8,000.*
   b. The Board facilitated a tour of the food bank on Monday. There was good turnout for the tour and some expressed an interest in volunteering.
   c. President Skinner informed SBCA members that the Board met with an attorney in Seattle for a HOA Board Orientation to familiarize Board members with the role and duties of the Board. The SBCA Compliance Policy was also discussed.

6. **Manager's Report**
   GM Mark Torres presented the Operations report including an announcement that the Holiday Gala tickets are now on sale at the Bay Club. The Gala will be on 12/8 and will be catered by The Point Casino. GM Torres also thanked the Board for the help with the Tri-Area Food Bank Pancake Breakfast fundraiser. Turn-out was great with almost 100 people in attendance. An update was given on projects in progress; including the Auditorium sound system project is almost complete, Heat pump noise remediation/solution has been installed, and updates on the Bay Club entry (directional signs, new "turning lane" and hedge trimming) are in progress. GM Torres advised that he expects to receive the incentive check from the PUD by next week. A copy of this report can be obtained upon request.

7. **Treasurer's Report**
   Treasurer Spagle presented the Treasurer's report as of 10/31. A copy of the report can be obtained upon request.

8. **Board Communication**
   None.

9. **Committee Reports, Assignments, and Confirmations**
   a. **ARC**
   Dir. Derrenberger (Chair) reported that ten applications were reviewed at the October ARC meeting. These applications were related to tree removal and home maintenance projects (deck replacement and window modification). Also approved was the installation of a channel drain, outdoor stair railing, and a whole house generator. There was also discussion about Declarant Improvements to new construction in OT2. Next ARC meeting will be Friday 11/16.

   b. **Activities and Amenities**
   Committee Chair Barb Burke was not present at the meeting so President Skinner gave the AAC report. President Skinner announced that Chair Burke had resigned from the committee. The next pancake breakfast will be held in January and half the net proceeds of the event will benefit the Backpacks for Kids food program. President Skinner stated that we will monitor the attendance by non-SBCA members at the monthly pancake breakfasts to determine if the number in attendance is worth the additional cost of the $115 permit required for an open event.

   c. **Facilities**
   Chair John Sweet was not present at the meeting so GM Torres presented the Facilities report. At the last Facilities meeting, there was discussion on some small unbudgeted projects in the works as well as prep for next year's budget.

   d. **Finance**
   Dir. Spagle (Chair) reported on items that were covered at the last Finance meeting held on Tuesday 11/6. There was a review of the financials and discussion on amortizing the loan fee on the mortgage. Of the two outstanding delinquencies reported at the last Board meeting, one of these has been resolved with the sale of the property and approximately $4,300 was received. The other is a Special Assessment delinquency and a lien has been placed on the property. Dir. Spagle also reported that Kay Cathcart has rejoined the Committee.
   . Facility rental revenue is up for the quarter. There will be a special Facilities meeting on 11/13 to review and discuss the reserve study worksheet to determine next year's expenditure items for Facilities. Electricity continues to be a stand out issue for facility expenses. Also discussed was there will be spot check reviews for petty cash charges and an Assets inventory will be done to get up to date.

     e. HR

     President Skinner stated no report this month.

     f. Communications

     Dir. Derrenberger (Chair) reported on items that were covered at the last Communications meeting held on Tuesday 10/23. The Committee is working on Standards and Procedures for all of the committees as well as a Communications Policy to establish guidelines governing Association communications via the Internet (PLSBCA Website and Facebook), eblasts, Bay Club monitors, and other mediums. Dir. Derrenberger will be submitting an article to the next edition of the Port Ludlow Voice. The Committee is looking for new members and the next meeting will be Tuesday 11/27.

     President Skinner requested motion to accept GM, Treasurer, and all Committee reports. Motion for approval by Dir. Spagle, 2nd by Dir. Derrenberger: Motion carried 6/0.

10. **Old Business**
     a. Compliance Policy – an Open Forum will be scheduled.

11. **New Business**
     None.

12. **PLVC Report**
     President Skinner was not present at the PLVC meeting due to meeting with Attorney in Seattle so Bill Dean reported on discussion and reports at the monthly PLVC meeting.

13. **Additional Member comments**
     Additional discussion took place regarding Holiday decorating, and discussion with the County Roads Dept. on a recommendation to the SBCA and PLA for a reduced speed limit. Holiday lights will go up 11/19.

14. **Adjourn**
     At approximately 10:00 am, Motion to adjourn was made by Dir. Shadrick, 2nd by Dir. Derrenberger: Motion carried 6/0/

Next SBCA Board Meeting: Friday, December 14, 2018
Next SBCA Board workshop date: TBD