

**SOUTH BAY COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS MEETING  
February 8, 2019  
9:30 am**

**MINUTES APPROVED**

**1. Call to Order**

*President Skinner called meeting to order at 9:32 am.*

**2. Determination of Quorum**

*Director Sheldon was absent; Secretary Walkowski established quorum with all other Directors present. Approximately 12 additional SBCA members in attendance.*

**3. Approval of Agenda**

*President Skinner announced a change to the Agenda and moved the discussion and voting of the proposed Compliance Policy up in order (6b) to follow the report from Port Ludlow Associates. Motion for approval of amended Agenda by Dir. Spagle, 2<sup>nd</sup> by Dir. Shadrick: Motion carried 6/0.*

**4. Approval of Meeting Minutes – January 11, 2019**

*Motion for approval of meeting minutes by Dir. Jurca, 2<sup>nd</sup> by Dir. Spagle: Motion carried 6/0.*

**5. President's Remarks**

*President Skinner announced that the evening's Member Social and Chili Cook-off is canceled due to incoming weather.*

**6. a. Port Ludlow Associates Report to Members**

*Diana Smeland and Greg Ray discussed the upcoming OWSI Chlorination project that will result in a surcharge to customers. Following some coliform hits, an investigation was done and it was determined that there was a manganese build-up in the system. The PLA was informed that any further increase would require chlorination so the decision was made to voluntarily chlorinate. The manganese will also be removed and a filter system added. The surcharge will amount to about \$5.00/month for customers over a 20-year period. A mailing will soon be sent to the entire community with additional information and a Public meeting will be held Tuesday, March 5<sup>th</sup>. The DOH and WUTC will be at the meeting.*

**b. Compliance Policy**

*President Skinner gave an overview of the proposed Compliance Policy and informed members that three community meetings had taken place to receive input from members on the proposed policy. Motion to approve the proposed Compliance Policy effective 3/1/2019 was made by Dir. Spagle, 2<sup>nd</sup> by Dir. Shadrick: Motion carried 6/0.*

## **7. Manager's Report**

*GM Mark Torres reported that an imaging bid was requested for the purpose of digitizing and archiving ARC documents. This will save storage space and provide increased efficiency and access to documents. The cost of this imaging will not exceed \$3500 and is covered in the budget under Professional Fees due to the member management software coming in at half the expected cost. Motion to Proceed with Digitizing of ARC documents was made by Dir. Derrenberger, 2<sup>nd</sup> by Dir. Spagle: Motion carried 6/0. The Operations Report was then presented and it was announced that the incentive check from the PUD had been received in the amount of \$27,066. GM Torres also thanked the Garden Club and SBCA member volunteers who helped with last Friday's pancake breakfast to support the Jefferson County Community Wellness Project. We had the largest turnout to date and served over 100 people. The JCWP will receive over \$400 in support GM Torres also gave an update on projects in progress. A copy of this report can be obtained upon request.*

## **8. Treasurer's Report**

*Treasurer Spagle presented the Treasurer's report as of 1/31/19. A copy of the report can be obtained upon request.*

## **9. Board Communication**

*Some communication and emails were received on the Compliance Policy. There was no further member communication to the Board.*

## **10. Committee Reports, Assignments, and Confirmations**

### **a. ARC**

*Dir. Derrenberger (Chair) reported that four applications were reviewed at the ARC meeting held on 1/18 (retailing wall modification, addition of a deck, an awning, and a walkway). One application was sent back to OT2 given it involved landscaping in their Limited Common Area. Dir. Derrenberger announced the resignation of Chester Wells from the ARC Committee and requested that the Board appoint Mike Bainter (Village ARC of Ludlow Cove II) to the Committee. Motion to appoint Mike Bainter to the ARC Committee was made by Dir. Jurca, 2<sup>nd</sup> by Dir. Spagle: Motion carried 6/0. The next ARC meeting will be held Friday 2/15, weather permitting.*

### **b. Activities and Amenities**

*Barb Skinner is now Chair of the Activities and Amenities Committee and she gave the AAC report. Chair Skinner again mentioned that the Chili Cook-off was canceled and is rescheduled for the March 8 Member Social. The pancake breakfast was a big success and many positive comments were received. The next pancake breakfast is scheduled for Friday 3/1 and will benefit the Ludlow Village Players. Chair Skinner is now working on the role Volunteers will play at the breakfasts and announced that they will start serving the food. The Valentine's Day dance is scheduled for Thursday 2/14 from 6:00 pm – 8:00 pm. The entertainment is the same Jazz Group that played at the January Member Social.*

**c. Facilities**

*The last Facilities Committee was canceled so there is no report.*

**d. Finance**

*Dir. Spagle (Chair) reported on items that were covered at the last Finance meeting held on Tuesday 2/5. It has been determined that it will be too costly to tear down the Shed so Finance is researching options and costs for renovation. Income is exceeding budget due mainly to savings on expense items as well as the increase in rental revenue. In addition, PLA is ahead on housing sales which results in an increase in capital contributions. There has also been an increase in the receipt of delinquent dues – this is due in part to improved communication with members who were not receiving the reminder emails. As GM Torres also reported, SBCA finally received the long-awaited rebate.*

**e. HR**

*President Skinner reported there was no HR meeting last month.*

**f. Communications**

*Dir. Derrenberger (Chair) reported that Communications meetings will be held on Mondays going forward. These meetings will occur the same week as the Board meetings. The meeting on 2/4 was cancelled due to weather and the next meeting will be held on Monday 3/4 at 9:30 am. Dir. Derrenberger noted that at the December 14, 2018 Board meeting it was decided that names would no longer be published until new members have the opportunity to opt out of having their names published. Motion was made by Dir. Derrenberger that we no longer publish new member names in the Voice but will continue to include a paragraph that states we are no longer publishing the member names for privacy reasons – but still want to welcome all new members to South Bay. 2<sup>nd</sup> by Dir. Shadrick: Motion carried 6/0.*

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

**11. Old Business**

**a. Compliance Policy**

*i. This topic was moved to Agenda item 6.a above.*

**b. Update on Shed**

*i. As noted during Finance Report, the condition of the Shed continues to pose a safety issue with structural issues and bowed ceiling. Next steps are dependent on the bid(s) for renovation.*

**c. Gazebo Property Zoning Issue**

- i. Dir. Jurca mentioned that due to scheduling issues the meeting between him and Dan Mead to discuss the issue in further detail may not take place until April.*

**12. New Business**

*None.*

**13. PLVC Report**

*President Skinner reported on discussion and reports at the monthly PLVC meeting. There was discussion with Joe Nole on jails and with Greg Brotherton on a trust land transfer. As noted earlier, Diana Smeland reported on the upcoming OWSI chlorination project. Also, there was discussion on the recycling area – people are mixing garbage in with recycling and recycling items are not always cleaned out.*

**14. Additional Member comments**

*Additional discussion took place with Ron Dawson announcing that he will be volunteering his time to be the liaison between the Port Ludlow Fire Department and the Community, and will focus on disaster preparedness, changing smoke detector batteries, etc. There was also discussion on the need to check in with neighbors from time to time – especially during inclement weather or other natural disasters.*

**15. Adjourn**

*At approximately 10:34 am, Motion to adjourn was made by Dir. Spagle, 2<sup>nd</sup> by Dir. Shadrick: Motion carried 6/0.*

Next SBCA Board Meeting: Friday, March 8, 2019 (Greg Brotherton will be in attendance)

Next SBCA Board workshop date: TBD