

**SOUTH BAY COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
May 29, 2019
3:00 pm**

MINUTES APPROVED

1. Call to Order

VP Derrenberger called the meeting to order at 3:02 pm.

2. Determination of Quorum

Secretary Walkowski established quorum with all Directors present. Two additional SBCA members were in attendance.

3. Approval of Agenda

Motion for approval of Agenda by Dir. Jurca, 2nd by Dir. Shadrick: Motion carried 6/0.

4. Review/discuss Annual General Meeting scheduled for July 17.

There was general discussion on what should be included in the Annual Meeting Packet as well additional inserts. The Proxy, Release of Liability Regarding Use of the SBCA Club, and the SBCA Electronic Notification Authorization Forms will all be included in the member packet. The Release of Liability and Electronic Notification Forms will both be on colored pages and all members will be asked to complete and return the forms to the Bay Club even if the forms were previously submitted. There have been revisions to the Release of Liability Form. There was additional discussion on member Polls/Surveys that could be included in the packet – specifically, a survey to gauge member interest in a Port Ludlow Farmer’s Market as well as a member poll on Usage Fees. It was determined that these polls will be handled after the Annual Meeting by the new Board. Motion to not include the proposed member polls in the Annual Packets and to address at a later date by the new Board was made by Dir. Jurca, 2nd by Dir. Sheldon: Motion carried 4/2. There was also discussion about the electric bill costs/calculation and it was decided that nothing will be included in the packet but GM Torres will be prepared to answer any questions about it at the meeting. Motion to approve the Annual Meeting Packet as revised was made by Dir. Spagle, 2nd by Dir. Jurca: Motion carried 6/0.

5. New Business

a. AAC Committee Chair Resignation

Barb Skinner has resigned as Chair of the AAC Committee. Dir. Sheldon was nominated to serve as the AAC Chair. Motion to appoint Dir. Sheldon as Chair of the AAC Committee was made by Dir. Spagle, 2nd by Dir. Jurca: Motion carried 5/0/1, Dir. Sheldon abstained.

b. SBCA Board of Directors Resignation

President Gil Skinner has resigned from the Board and as President of the SBCA. Motion to appoint Dir. Derrenberger as President was made by Dir. Spagle, 2nd by Dir. Jurca: Motion carried 5/0/1, Dir. Derrenberger abstained. Motion to appoint Dir. Sheldon as Vice President was made by Dir. Spagle, 2nd by Dir. Jurca: Motion carried 5/0/1, Dir. Sheldon abstained. Dir. Spagle will continue as Treasurer and Dir. Walkowski will continue as Secretary.

6. Old Business

a. SBCA Enforcement Policy Modification

There was a proposed modification to the Enforcement Policy in Section A – Fine and Fee Schedule. The fee for violations concerning removal of trees in the SCBA Common Area has been amended to state \$5,000 per tree. Motion to approve the modification was made by Dir. Jurca, 2nd by Dir. Spagle: Motion carried 6/0.

b. SBCA Enforcement Policy: Applicability to Older Infractions

There was discussion on how infractions occurring prior to the implementation of the SBCA Enforcement Policy on 4/2/19 should be handled. It was determined that no fines would be levied retroactively for acts prior to 4/2/19 – however, if the Board orders that some corrective action must be taken for a prior violation, a fine could be levied for non-compliance with the Board’s order because the failure to comply would be a post-4/2/19 violation. Further, there have been two complaints received by the Board since the implementation of the Enforcement Policy. One of the complaints will be forwarded to ARC for review and recommendation, and the other (feeding of wildlife) will be put on hold for now to determine whether the alleged violation is ongoing.

c. Standards and Procedures for Committees Policy

i. Motion to implement a Standards and Procedures for Committees Policy was made by Dir. Jurca, 2nd by Dir. Spagle: Motion carried 6/0.

ii. Chairs and Voice Articles

There was discussion on how to handle monthly SBCA articles in the Voice. It was determined that while we welcome suggestions from staff at the Voice, the Board should drive the content of SBCA articles for the Voice and delegate the Communications Committee and Committee Chairs to write the articles.

d. Update Shed Bids

GM Torres reported he is working to simplify the bid process. He is contacting bidders to get bids for the renovation based on blueprints to include cost, Statement of Work, and proposed process in order to determine a bid range. GM Torres also proposed we get a third-party consultant with SBCA interests in mind to ensure what is proposed in the bid is what is completed. He suggested we consider a representative from Merrick Lentz at an estimated cost of \$4,000 (\$1200 per visit (three visits)).

e. Security Cameras for Bay Club Exterior

Funds for exterior security cameras were approved at the SBCA Board Meeting held on 4/14/19. GM Torres has two options for these exterior cameras: Option 1 – three cameras with two panning cameras in front and one facing the shed; and Option 2 – two

panning cameras in front, two panning cameras in back and one camera facing the shed. Option 2 is at additional cost to what was approved at the 4/14 meeting. Motion to proceed with Option 1 was made by Dir. Spagle, 2nd by Dir. Shadrick: Motion carried 6/0.

f. D&O Coverage Period – Synchronize with Commercial/Umbrella Policy

There was discussion on the status of getting the coverage periods for the two policies synchronized and GM Torres will forward identified action items to Dir. Sheldon for review.

g. PLVC/Trails Request for SBCA-PLVC “Memorandum of Understanding”

There was very brief discussion on the need for a SBCA-PLVC MOU and it was agreed this document needs to be developed.

7. Additional Member comments

None

8. Adjourn

At approximately 4:40 pm, Motion to adjourn was made by Dir. Jurca, 2nd by Dir. Shadrick: Motion carried 6/0.

Next SBCA Board Meeting: Friday, June 14, 2019

Next SBCA Board workshop date: TBD