

**SOUTH BAY COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
June 14, 2019
9:30 am**

DRAFT MINUTES UNAPPROVED

1. Call to Order

President Derrenberger called meeting to order at 9:31 am.

2. Determination of Quorum

Director Shadrick was absent; Secretary Walkowski established quorum with all other Directors present. Approximately six additional SBCA members were in attendance.

3. Approval of Agenda

Motion for approval of Agenda by Dir. Spagle, 2nd by Dir. Sheldon: Motion carried 4/0.

4. Approval of Board Meeting Minutes May 10 and Special Board Meeting Minutes from May 29 and June 10

Motion for approval of meeting minutes by Dir. Spagle, 2nd by Dir. Sheldon: Motion carried 5/0.

5. President's Remarks

President Derrenberger announced the evening's Member Social and encouraged all to attend. There is no charge for drinks at the Member Socials.

6. Manager's Report

GM Mark Torres also reminded members about the evening's Member Social to welcome the new SBCA members for the past few months. He thanked the First Wednesday Lunch volunteers and the SBCA member volunteers that helped with last Friday's pancake breakfast to support the Tri-Area Food Bank. Turnout less than previous events so the Food Bank will receive approximately \$200 in cash and First Wednesday Lunch will receive the same amount in Facility Use Fee credit on their account. GM Torres also reported that all of HOA's ARC documents (1992 – present) are now available for Member access using the Business Center Member computer and Front Desk staff can show Members how to access. Further, work is being done to fill two open positions on the staff (relief custodial/event set-up and front desk support); security cameras will be installed sometime in July; and the new check-in system will also be in place in July. Packets for the Annual Meeting will be in the mail today to all Owners. There are four brightly colored sheets of paper included that require action (return to the Bay Club). GM Torres reported the importance of return of proxy forms to the Club for any members who will not be physically present at the meeting. We require 204 owners to be present in person or by proxy for a quorum. A copy of this report can be obtained upon request.

7. Treasurer's Report

Treasurer Spagle presented the Treasurer's report as of 5/31/19. A copy of the report can be obtained upon request. Dir. Spagle also noted that approval to pay off the Sound Bank loan was motioned and approved at the Special Board Meeting held on June 10.

8. Board Communication

Gil and Barb Skinner have both resigned from the respective positions with SBCA. GM Torres gave an update on the Skinners, stating they are in good spirits and preparing for the treatment plan ahead.

9. Committee Reports, Assignments, and Confirmations

a. ARC

Dir. Derrenberger (Chair) gave the report from the May ARC meeting. She reported that the Committee reviewed 13 applications. Approvals were for several landscape modifications, removal of a wall, a driveway modification, new deck, a concrete patio, and the addition of home security cameras. The next ARC meeting will be held Friday 6/21 at 9:30 am.

b. Activities and Amenities

Dir. Sheldon (Chair) gave the AAC report and reviewed Old Business items as well as upcoming events. There were 62 people at the last pancake breakfast and one of the member volunteers is now interesting in serving on three SBCA committees. Dir. Sheldon also reviewed pending pancake breakfast charities for upcoming months. There has also been discussion on our use of plastic glasses and plates vs. re-usable ones. GM Torres will do a cost-benefit analysis and further feedback will be giving in August. Upcoming events – including Member Socials and music events – were reviewed through September. Further, Carol Riley has volunteered to serve on the committee following Kay Cathcart's resignation. Motion to appoint Carol Riley to the Activities and Amenities Committee was made by Dir. Sheldon, 2nd by Dir. Jurca: Motion carried 5/0.

c. Facilities

Chair Sweet has resigned from the Committee (along with two other members) so Dir. Spagle gave the Facilities report. The committee is reviewing/working on the following:

- (i) Flooring bids for the cardio/workout area as well as the Craft Room – these will be reserve expenses in the next fiscal year.*
- (ii) GM Torres is working to secure bids for the Shed renovation and has interest from three companies.*
- (iii) Front planters – Joe Guillien is currently doing the primary maintenance – need volunteers.*
- (iv) Water element behind building – GM Torres is seeking options for low maintenance, low/no cost solutions and will take suggestions to the Committee.*
- (v) Issue with the heat pump – likely due to the February power outage – is still creating a noise issue for some members. May need tweaking to ensure it does not come on early mornings.*

(vi) Recycling is an ongoing issue – weekly trips to recycling bins should take care of this. Recycling materials generated by events, Member Socials, etc. can be handled on an event by event basis.

(vii) Auditorium Fans – GM Torres is looking into cost/options to add three fans in the Auditorium to control interior temperature and air movement.

The next meeting will be held 7/9 at 9:30 am.

d. Finance

Dir. Spagle (Chair) reported on items that were covered at the last Finance meeting and mentioned the resignation of Kay Cathcart from the Committee (she is moving). GM Torres continues to work on delinquent accounts and has secured payment or payment plans for two of the oldest accounts. For income, surplus is over plan – due largely to increased facility rental fees and the one-time check from BPA for energy conservation. Expenses are running slightly behind plan, due largely to high electricity expenses. GM Torres continues to work on this issue with regard to the demand charge to determine how we can positively impact this cost. There are no additional Reserve expenses expected for the balance of the fiscal year (this month). The next meeting is 7/9 at 1:00 pm and will be chaired by Dir. Shadrick.

e. HR

There was no HR Meeting in May.

f. Communications

Dir. Derrenberger (Chair) gave a report on the Communications meeting held 5/13. There was discussion about new postings on the website as well as items that need to be updated, such as contacts for Clubs and Organizations and Village ARC information. The South Bay Block Captain information was also updated and future Voice article topics were discussed. Further, a suggestion was made to consider switching the meeting times for AAC and Communications on the Mondays preceding the Friday Board meeting each month. If the AAC meets in the morning and Communications meets in the afternoon, activity information could then be provided to the Communications Committee for articles in the Voice. There was no quorum for the meeting on 6/10 – the committee is looking for new members. The next meeting is 7/8 at 9:30 am.

President Derrenberger requested motion to accept GM, Treasurer, and all Committee reports. Motion for approval was made by Dir. Sheldon, 2nd by Dir. Spagle: Motion carried 5/0.

10. Old Business

None.

11. New Business

a. Policy Approval: Standards and Procedure for Committees

There has been discussion and a policy developed to provide standards and procedures for all SBCA Committees (including templates) for consistency across all Committees.

Motion for approval of the Policy was made by Dir. Jurca, 2nd by Dir. Spagle: Motion carried 5/0.

12. PLVC Report

President Derrenberger reported on discussion and reports at the monthly PLVC meeting. There were numerous topics of discussion – including the new Mexican restaurant progress (planned opening mid-July) and the PL Post Office, which will remain open. Bill Dean gave a presentation on the recent Fire Exercise on the closed Trail Nine golf course in Timberton.

a. Review MOU Proposal for PLVC/Trails/SBCA

There was an update and discussion on a trail maintenance agreement and the proposed agreement provided by PLVC. Bill Dean suggested further discussion is needed with all parties concerned – SBCA, PLVC, as well as representation from Villages with trails that run through their Village. Dir. Jurca added that the resulting document will be a proposed agreement rather than a Memorandum of Understanding and suggested the meeting take place as soon as possible – preferably sometime the upcoming week.

Motion for further discussion with PLVC and Villages impacted by a Maintenance Agreement was made by President Derrenberger, 2nd by Dir. Spagle: Motion carried 5/0.

13. Additional Member comments

Bill Dean reported that there will be an Emergency Management Fair (Fire Wise Training) on 6/22. This is a result of the recent fire training exercise. Emergency evacuation training will be covered now that western Washington is at greater risk for wildland fires. Bill Dean also reported that at the PLVC meeting, it was discussed that Jefferson Healthcare will improve landscaping around their building and add a pharmacy. They will also hold an appreciation party after the landscaping improvement is complete.

14. Adjourn

At approximately 10:00 am, Motion to adjourn was made by Dir. Spagle, 2nd by Dir. Sheldon: Motion carried 5/0.

Next SBCA Board Meeting: Friday, July 12, 2019

Next SBCA Board workshop date: Friday, June 21, 2019