

SOUTH BAY COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
August 9, 2019
9:30 am

APPROVED

1. Call to Order

President Sheldon called meeting to order at 9:32 a.m.

2. Determination of Quorum

Secretary Clark established quorum all 7 Directors present. Approximately 5 additional SBCA members in attendance.

3. Approval of Agenda

M – Dir. Jurca

S – Sec. Clark

Carried – 7-0.

4. Approval of Meeting Minutes – July 12, 2019.

M – Dir. Jurca

S – Dir. Sprandel

Carried – 7-0.

5. President's Remarks

President Sheldon introduced new members. Reflected on how we can work together as a board and as an association with a focus on service to the SBCA's mission.

6. Manager's Report

GM Mark Torres gave the report. A copy can be requested by sending an email request to the General Manager.

7. Treasurer's Report

Treasurer Walkowski presented the Treasurer's report based upon the yet-to-be-approved Minutes of the Aug. 6th Finance Committee meeting. The following highlighted items were reviewed.

Shed update – GM Torres reported he is still waiting on bids from two contractors, one has been received. Based on the detailed plans, price for renovation will be around \$47k but bids are still in process.

Fans for Auditorium – these are on hold waiting for the outcome of the shed renovation bids.

- a. **July Budget Report** Expense Items:
 - i. Current status of expense items (timing related) are under expectations by about \$9,500.
- b. Net Variance – favorable by almost \$8,500.
- c. QuickBooks review

We can now calculate late fees and interest for dues payments if not received in 30 days. There was discussion on how to handle members who have dues set up on auto-pay and only \$225 of the \$230 dues payment was received. It was decided that formal communication needs to go to all members explaining the due date of quarterly membership dues. This includes outstanding dues related to the dues increase and members on auto-pay who didn't pay the full amount due. It was further decided that all Penalties and interest will not be applied on late payments until January Q3 so communication to members will cover dates due as well as timing for the implementation of late fees. Motion to revise Dues Collection Policy to apply \$20 late fee and interest to payments not received within 30 days starting 1/1/2020 was made by Jurca, 2nd by Sprangel: Motion carried 7-0. Communication to members will also be included in the Finance section of a future Voice article. Walkowski will work with the Communications Committee on this.

Finance Issues from Facilities Committee Meeting

GM Torres continues to work with Facilities on the Prioritization of Reserve Items for the fiscal year.

8. Board Communication

- a. **PLVC President William Dean presented the following.**

Copies of the PLVC brochure were distributed to SBCA Board members and GM Torres. Contact GM Torres if a PDF copy is desired.

9. Committee Reports, Assignments, and Confirmations

- a. **ARC**

Dir. Steve Hammond (ARC Chair) reported the following items for discussion:

SBCA ARC Report August 2019

Quiet Month:

- House repaint –expedited
- Small Tree removal
- Roof replacement
- Door repaint

Complaints:

- Property line foliage conflict
- Inappropriate wall construction
- Inappropriate feeding of animals

b. Activities and Amenities

Dir. Sheldon gave the AAC report -- discussed planning an arrangement where it was suggested that we go to a one-year rolling process. Will give us the chance to focus on welcoming community members of all ages. What new events should we consider?

Priorities? Pancake Breakfast traditionally has been a board function.

*Motion made by President Sheldon: Breakfast shall move to an **AAC** activity. Motion to move the monthly Pancake Breakfast event from a SBCA Board responsibility to the SBCA Amenities and Activities Committee.*

Motion 2nd. By Dir. Jurca. Motion carried 7-0

Next were comments on social events upcoming.

c. Facilities

Dir. Shadrick presented the Facilities Committee Report based upon the Facilities Committee's yet-to-be-approved draft Minutes from the 8-06-19 meeting.

South Bay Community Association

Facilities Committee

Minutes 8-6-19

New Business:

Team discussed the Committee's responsibility, Guiding Principle and Goals and objectives. Susan will make additions and combine with the current SBCA Facilities Committee Charter.

Discussed the process how to communicate future recommendations from Facilities Committee to Finance Committee. Susan will work on a flow chart as well as a communication template for the team to evaluate.

Mark walked us through the current SBCA Reserve Components. There was discussion regarding flipping some dates. Mark has provided a up to date sheet and this will be on the September agenda.

Dean walked the committee through a proposed fitness and education sub-committee. Agreed that we will look into having Dean present to the SBCA Board at a upcoming workshop.

Old Business:

Shed: GM Torres has solicited interest from several companies and to date has interest from three. We have received one bid and expect to receive monetary bids from the remaining two in the next few weeks. The next step will be for us to determine which bid will move forward for board approval.

Manager's Report

GM Torres has invited a representative from Hearing Loop NM regarding the installation of a wireless device in the auditorium that would connect to members hearing aids. The representative will present it at the Facilities September meeting. The SBCA Board will be invited to attend.

d. Finance

Dir. Walkowski (Chair) reported on items that were covered at the last Finance meeting held on Tuesday 8-6-19

There was a question from member in audience regarding handling of dues delinquencies. Dir. Walkowski remarked that there will be a new enforcement of the delinquency policy in effect in January 2020 with late fees: Recommended by Finance Committee; it will go into effect if approved by SBCA Board.

Dir. Jurca moved to accept recommendation

Dir. Shadrick 2nd

Motion carried 7-0.

e. HR

President Sheldon noted that there was no report

f. Communications

Dir. Sprandel (Chair) reported on items that were covered at the last Communications meeting held on Tuesday Aug. 5, 2019.

Dir. Sprandel's report was derived from the yet-to-be-approved Minutes of the Communications Committee Aug 5, 2019 meeting

Dir. Sprandel noted that he and Dir. Clark are now the only members of the Communications Committee. Dir. Shadrick graciously volunteered to remain on the Committee on an ad hoc basis until three additional members can be recruited; more members are needed, especially reporter-photographers.

Motion by Dir Sprandel: A member or members of the SBCA Board will review submitted Voice articles prior to publication. 2nd by Dir. Jurca. Carried 7-0.

- g. Committee Appointments** — Motion to approve 2019-2020 Committee Chairs & Members. Pres. Sheldon has a list of committee appointments to be incorporated by reference into the Minutes of this Board meeting. Dir Jurca notes that committee vacancies need to be filled. Lists of Committee memberships are available at the office of GM Torres and/or on the WWW.PLSBCA.ORG website.

President Sheldon requested motion to accept GM, Treasurer, and all Committee reports. Motion for approval by Dir. Jurca, 2nd by Dir. Shadrick: Motion carried 7-0

10. Old Business

- a. Trails Agreement – PLVC and SBCA want to institutionalize the maintenance of trails. Dir Jurca notes the latest draft of the agreement is ready to be signed (Pres of PLVC has approved) by Pres. Sheldon. Motion to approve by Jurca, 2nd by Dir. Hammond. Motion carried 7-0.
 - i. ARC Complaint report by Dir Hammond (ARC Chair). First complaint: Huge hedge on property. Recommend issue be handled by SBCA board. Dir. Jurca recommends that GM Mark Torres send a letter to the “defendant”.
 - ii. A grotto wall was constructed prior to the fine system. ARC has given notice that this wall is in violation of SBCA design standards. Motion to proceed to 2nd step by the GM to move into the next phase in the enforcement policy (letter and fine).
 - iii. Another complaint involved a member feeding birds and racoons, (creating a nuisance). The “defendant” here is the same as in ii. This complaint should be returned to the TLV ARC since the bird issue is for now solved and there is as yet limited evidence for the raccoon problem. It was suggested that the Board designate ARC to look into the issue. *Dir. Jurca stated that if a complaint regarding feeding racoons is submitted by a witness, the Board should consider that a letter be sent.*
 - iv. Another complaint noted by GM Torres regarding work being done on a private lot in Fairwood. Dir Jurca notes that this be sent to ARC for its next mtg.
- b. Bay Club/Gazebo zoning –
 - i. Pres. Sheldon summarized the community concern that the Gazebo be protected from possibility of development. We have rescheduled the community meeting to Thursday, Aug 29 at 3:00 p.m. in the auditorium. The purpose of the meeting is to invite input from members of the community with respect to zoning and/or future use of the gazebo and Bay Club property. There will be a joint statement to announce the upcoming meeting to the membership with a brief summary of the issues at hand. This announcement will provide the opportunity to acquire additional information and documents via links and/or attachments provided.
 - ii. Motion by Dir. Jurca: An eblast shall be sent next week with a description of the upcoming meeting and that such notice shall provide links to concerned members’ information and the current thinking of the Board. 2nd by Hammond, Motion carried 7-0.

11. New Business –

- a. Associate Member request – The associate member has access issues with the Beach Club pool and asks through her daughter to become an associate member who would pay fees but who asks for a waiver or discount of initiation dues. Her intent is to use the Bay Club pool because it has access features absent at the Beach Club.

Dir. Jurca moved that she be allowed to be a dues-paying associate member with a waiver of initiation fee on a basis that is revocable at the discretion of the board. 2nd by Dir. Hammond. Discussion centered on timeframe; should there be a specific “probationary” period and if so, what length. Discussion concluded to leave the issue of revocability at the discretion of the Board. Motion carried 5-2.

12. PLVC Report

Dir Shadrick reported on discussion and reports at the monthly PLVC meeting.

Next: The welcome event had some costs associated with it. The question is whether the \$ 100 room use fee was to be shared 50-50 or by three ways? Do we want to share it 3 ways, or just waive it? Dir Jurca notes that this is a hybrid situation given that SBCA was one of 3 sponsors of the event. His inclination is that the board should waive the fee and moves as such (to waive the \$100 use fee). He moves as such, 2nd by Dir Shadrick. Discussion revolved around what were the terms of the agreement among the 3 entities sponsoring the event (PLVC, LMC & SBCA). Motion passed 6-1.

13. Member comments

Bill Dean from Olympic Terrace comments: Mr. Dean summarized the functions of PLVC and distributed a small brochure that outlined these functions.

A concerned member in the audience spoke against the notion of waiving user fees for use of the Bay Club.

Also discussed was the possibility of revising the Master Declaration provisions dealing with Special Use Fees to deal with charges for expenses specially benefitting only certain users of SBCA services rather than SBCA members generally. It was pointed out that amending the Master Declaration would require approval by at least 75% of all votes in the Association.

14. Adjourn

At approximately 11:22a.m., Motion to adjourn was made by Dir. Jurca, 2nd by Dir. Hammond. Motion carried 7-0.

Next SBCA Board Meeting: Friday, September 13, 2019

Next SBCA Board workshop date: TBD