

**SOUTH BAY COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS MEETING  
Thursday June 10, 2021  
9:30 a.m.**

**MINUTES**

**1. Call to Order at 9:30 a.m.**

**2. Determination of Quorum**

6 of 7 Directors present by remote video or phone conference.

DIRECTOR	PRESENT	ABSENT
Bruce Birch - Sec.		X
Bart Clark - Pres.	X	
Dick Grieves	X	
Dave Jurca	X	
Chris Spagle - Treas.	X	
Tom Sprandel - VP	X	
Bill Wight	X	

**3. Approval of Agenda**

**Moved:** Dir. Jurca, **Second:** Vice-President Sprandel, **Carried Unanimously**

**4. Approval of Minutes**

a. **05-19-2021 Board Meeting: Moved:** Dir. Jurca, **Second:** Dir. Wight, **Carried Unanimously**

b. **06-03-2021 Board Meeting: Moved:** Dir. Jurca, **Second:** Vice-President Sprandel, **Carried Unanimously**

**5. President's Welcome and Comments**

President Clark acknowledged the priority items on the agenda and encouraged all participants to be cordial and respectful in the process of discussion relative to the two main topics; the Member Annual General Meeting and most specifically, re-opening the Bay Club.

**6. General Manager Report**

The Bay Club General Manager reported status on the following items: planning for reopening, the Bay Club and staffing levels, HVAC project, Annual Meeting planning, including the Draft Budget, preparation for sending out member quarterly assessment notices and the collaboration with the SBCA Treasurer on Reserve Fund matters. Efforts to recruit past staff or new staff to support limited opening and full reopening have been a challenge. Currently the Club will have

minimum staffing sufficient to open in limited scope on June 15<sup>th</sup>, however not yet confirmed to have sufficient staffing by July 1<sup>st</sup> to support full hours of (normal) operations. The HVAC project is proceeding as planned, and I expect the new HVAC and lighting systems to be finished and fully operable on or before the planned reopening on June 15<sup>th</sup>.

## **7. Treasurer Report**

Christine Spagle provided a summary report on year-to-date status of Operations financial performance, Reserve Expenditures, and bank account balances. HOA (as updated by the Treasurer report) financials will be posted to the SBCA website later this month.

## **8. Board Communications**

- a. Recent and pending e-Blasts – President Bart Clark acknowledged messages to/from Members regarding the re-opening plans for the Bay Club.
- b. Upcoming Communications as Annual Meeting Approaches – President Bart Clark acknowledged that items applicable to Annual Meeting will be discussed during New Business – *Approval of Annual Meeting Information packet materials.*

## **9. Committee Reports**

- a. Activities & Amenities – no activity/report
- b. Architectural Review (ARC)
  - i. Bill Dennis (ARC Chair) was absent; Dir. Jurca read a summary report prepared by Bill Dennis, highlighting the SBCA ARC Committee's meeting items of review on 5/21/2021.  
**Text of SBCA-ARC Notes for June SBCA BOD meeting:**  
*The SBCA-ARC Regular Meeting was held on May 21, 2021 via a web-based conference call. A Quorum was established, the meeting agenda was approved, and the April 16, 2021, meeting minutes were approved. The committee acknowledged correspondence from committee member Bruce Birch dated May 19, 2021, notifying the committee that he was resigning from the committee effective immediately. The Committee received and considered 6 new homeowner SBCA-ARC applications, all of which were approved without condition. The committee also received 2 extension requests, one of which was an automatic extension request. The automatic extension request was acknowledged, and the other extension request was discussed and approved. The committee tabled a status update discussion, until a later date, regarding its evaluation of DS 5.1.14 Exterior Lighting (including illumination of flags) and how to handle illumination (allowances/restrictions). The committee discussed and acknowledged a materials change on SBCA-ARC application*

*#21-008, that was approved by the committees chair as reasonable (as provided for under the terms of the conditional approval previously granted by the committee). The meeting was then adjourned.*

c. Communications

- i. Vice-President Sprandel reported on the Communications Committee's meeting discussion points that included the SBCA Member Annual Meeting, the new SBCA website, the proposed amendment to the Master Declaration, and re-opening of the Bay Club.

d. Facilities

- i. Dir. Grieves reported on the Facilities Meeting discussion items.
  1. A motion was made to approve David Schwartz as a new Facilities Committee member; Moved: Dir. Grieves, **Second:** Vice-President Sprandel, **Carried Unanimously.**
  2. Dir. Grieves, commented on status of SBCA Tennis Courts. A number of issues preventing a SBCA Board decision to reopen the courts were outlined as follows.
    - a. PLA's recognition/approval of the proposed amendment to the SBCA Tennis Court Lease. Dir. Jurca suggested the SBCA consider adopting a rule to make the courts accessible by only the SBCA membership, to mirror the proposed lease amendment language (regardless of lease amendment approval status).
    - b. Stairway modifications to bring into compliance with Jefferson County Code.
    - c. Verification of ADA accommodation applicability.
  3. Dir. Grieves reviewed the Facility Committee's recommendation for re-opening the Bay Club to members on June 15<sup>th</sup> to, 2021. The outline and Committee recommendation was expanded upon using the modified re-opening proposal from the SBCA General Manager.
    - a. Dir. Jurca suggested that both the Card Room and the Conference Room be added to the scope (of locations approved for use).
    - b. Dir. Jurca suggested that the mask requirement be relaxed and allow for member exemption if the member voluntarily provided proof of (full) vaccinations status. This process was suggested to be added to the Front Desk Member Services Representative's duties when checking-in members.
    - c. President Bart Clark responded to Dir. Jurca's suggestions, in opposition, and advocating for

strict support of a more restrictive “mask to be worn by everyone visiting the Bay Club” requirement as a safer standard, and as an easier means for staff to facilitate for the (initial) reopening of the Bay Club.

- d. A member commented on additional (member) perspective the Board should consider prior to final decisions to approve/add restrictions to member use of the Club.
- e. The Board agreed to move further discussion on reopening to period of Old Business - proposal to reopen the Bay Club.

e. Finance

- i. Treasurer Spagle reported on the Finance Committee’s meeting discussion points, including monthly and year-to-date financial performance, Balance Sheet items, notice resignation (due to retirement) of the SBCA’s CPA, next fiscal year’s draft budget, member assessment delinquency rates, reserves and SBCA bank balances (at each bank).

- 1. A *motion was made to open a new bank account at 1<sup>st</sup> Security bank in Port Hadlock* in order to transfer a portion of SBCA’s funds, so that SBCA’s total cash balances in each bank is within the FDIC protection limits (do not exceed \$250K at any one bank). **Moved:** Treasurer. Spagle, **Second:** Vice-President Sprandel, **Carried Unanimously.**

- f. Health & Fitness - no activity/report
- g. Human Relations - no activity/report

**10. Old Business**

a. Reopening the Bay Club.

- i. Dir. Wight acknowledged that Tennis had not been fully addressed as a consideration of reopening the Bay Club. The report that was given by the Facilities Committee Chair indicated there was an obstacle to moving forward that was caused by communications break down between SBCA and PLA. Dir. Wight suggested that the Bay Club GM visit the PLA offices in person in order to initiate a response to the SBCA proposal to amend the Tennis Court lease, and to gain written approval for the SBCA to move forward on modifications to the court access stairway. The Bay Club GM asked if Dir. Wight could do so instead, since the time and opportunities to meet with Ms. Smeland may conflict with the GM’s other duties at the Club. Dir. Wight accepted responsibility to take on this effort to bring both parties to the table to get the matter of SBCA tennis court issues resolved. Dir. Wight will keep the Board advised of his efforts.

- ii. Director Jurca made a *motion to add the Card Room to the scope of the reopening plan.* **Moved:** Dir. Jurca, **Second:** Dir. Wight, **Motion was not approved.** Dir. Jurca & Wight approved; the remainder of the Board opposed. **Motion failed with a vote of 2/4/0.**
- iii. Director Jurca made a *motion to add the Conference Room to the scope of the reopening plan.* **Moved:** Dir. Jurca, **Second:** Dir. Wight, **Motion was not approved.** Dir. Jurca & Wight approved; the remainder of the Board opposed. **Motion failed with a vote of 2/4/0.**
- iv. Director Jurca made a *motion to modify the mask requirement to be applicable only to those that did not voluntarily provide proof of vaccination status to the Bay Club staff upon check in to the Club.* **Moved:** Dir. Jurca, **Second:** Dir. Wight, **Motion was not approved.** Dir. Jurca & Wight approved; the remainder of the Board opposed. **Motion failed with a vote of 2/4/0.**
- v. A discussion point was brought forward by Dir. Jurca regarding the reference in the reopening proposal citing a member requirement to sign a liability waiver in order to use of the Club when reopening. The Board did not have a copy of the proposed liability waiver form to review. The General Manager reported the HOA's counsel was drafting the document and had not yet provided him with a copy in advance of the Board meeting for the Board members to review. It was then understood that due to the prior Board decision and direction, to have the GM advise SBCA's legal counsel to draft a liability waiver form, was sufficient to move forward with the reopening proposal requirement (for waiver) if that waiver was defined as the document provided by counsel, when it is available.
- vi. *A motion was made to approve the reopening plan as recommended by Facilities Committee and the Bay Club GM, with the clarification regarding the liability waiver.* **Moved:** Dir. Grieves, **Second:** Dir. Wight, **Carried Unanimously.**

Facilities Committee Recommendations for Reopening, June 15<sup>th</sup>, 2021.

1. Masks must be worn at all times, by all staff and members while in the Club except while swimming\*.
  2. Hours of operation are limited to Monday-Friday, 8a-4pm.
  3. Access to Club/Amenities will be by reservation.
  4. Check in required.
  5. Liability waiver required.
  6. Only areas of use/accessibility are as follows\*\*:
- a. Fitness Aerobic Area
    - i. Limited to 3 users at a time.

- b. Fitness Weight Room
  - i. Limited to 2 users at a time.
- c. Fitness Stretching Area
  - i. Limited to 1 user at a time.
- d. Pool & Spa
  - i. Pool limited to 4 users at a time.
  - ii. Spa limited to 1 user at a time.
  - iii. Members are encouraged to shower at home.
- e. Woodshop
  - i. Limited to 3 users at a time.
- f. Craft Room (Clay-Quilt)
  - i. Limited to 4 users at a time.
  - ii. Kiln area -limited to 1 user at a time.
- g. Locker Room(s)/Restroom(s)
  - i. Limited 1 person at a time.

*\*As aligned with the advisory from Jefferson County Public Health Officer, Dr. Thomas Locke (masks at all times in public environments regardless of vaccination status).*

*\*\* Initially, for this trial period, with limited staffing resources, only the amenities/activities above will be allowed. Other normal Club activities/events such as community meetings, group activities/exercise, social gatherings, and all other areas of the Club will remain restricted from use. It is expected that at the end of the month the Governor will open the State fully (to 100% occupancy) and the SBCA Board will review operations and resources and consider opening up the Club fully to all activity and for normal hours of operation.*

- h. Proposed amendment to ARC Fines & Enforcement Policy
  - i. President Clark reviews his proposal for amending the SBCA enforcement policy.
  - ii. After discussion, President Clark made a motion to approve the amendment to the SBCA enforcement policy as written.  
**Moved:** Pres. Clark, **Second:** Vice-Pres. Sprandel, then further discussion. At the conclusion of discussion, **President Clark withdrew his motion.**
  - iii. Dir. Jurca then made a motion to direct the SBCA ARC to review the proposal and provide the Board with the committee's recommendation at their earliest opportunity.  
**Moved:** Dir. Jurca, **Second:** Treas. Spagle, **Carried Unanimously.**

**11. The Board initiated a 5-minute recess.**

**12.** When the meeting resumed. Dir. Jurca made a *motion to have the SBCA*

*Board direct the Bay Club General Manager to change the locks on the SBCA Tennis Courts and that keys to the new locks be issued to only SBCA members as soon as practicable.*

**Moved:** Dir. Jurca, **Second:** Vice-Pres. Sprandel, **Carried Unanimously.**

### **13. New Business**

- i. Approval of the Annual General Meeting of Members (packet information).

The General Manager reviewed draft documents to be included in the Annual Meeting Packet, item-by-item with the SBCA Board. After minor edits to various items, a motion was made to approve the Annual Meeting Packet contents in entirety. **Moved:** Dir. Jurca, **Second:** Treas. Spagle, **Carried Unanimously.**

### **14. Member Comments**

No member comments.

### **15. Adjourn**

**Motion:** Move to adjourn.

**Motion:** Pres. Clark

**Second:** Dir. Jurca

**Carried without objection**

**Meeting was adjourned at 12:31 p.m.**

**Next SBCA Board Meeting: Thursday July 8, 2021, 2021 at 9:30 a.m.**

**Via remote access at**

<https://www.freeconferencecall.com/wall/bayclubgm> (preferred)

or by calling the dial-in number: (339) 209-6193

**Submitted by Mark Torres, SBCA General Manager**

Drafted: 6-10-2021

Rev. 1: 6-11-2021 bc

Rev. 2: 6-11-2021 mt/dj