

SOUTH BAY COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING

Thursday, March 10, 2022

9:30 AM

Meeting Minutes

1. Call to order

1. Meeting was called to order at 9:34 AM

2. Determination of a Quorum and Roll Call

1. Quorum: Gil Skinner, Dave Jurca, Christine Spagle, Joe Guillien, Bill Wight, Janet DeDonato, Bob Chadwell, GM Mark Torres
2. Soosie and Dan Darrow, Peggy Ponto, Steve Hammond, Vickie Norris and Bill Dennis also attended

3. Approval of Agenda

1. Agenda amended to include an executive session at the end, and was approved unanimously.

4. Approval of Meeting Minutes

1. 02.10.22 meeting minutes were approved unanimously.

5. President's Remarks

1. President Skinner briefly reported that Greg Brotherton has been invited to the April Board Meeting, and discussed the new guidelines put forth by Dr. Barry.

6. Manager's Report

1. Mark Torres reported on club operations, including the ongoing search for an Operations Supervisor. Reported on the results of the pancake breakfast held March 4.
2. Bay Club equipment and active projects including the HVAC in the pool area, the assessment of the roofing issues and bids for repair/replacement are being obtained.
3. Patio furniture is going back out later in the month.

4. Getting bids for replacing the gravel in the tennis court parking area. Tennis courts to be pressure washed next month.
5. Administrative projects including drafting the upcoming FY budget, updating the Employee Handbook and prep for the new member orientation. With the signed MOU with LMC we need to update facilities use rules.

7. Treasurer's Report

1. Christine Spagle gave the monthly Treasurer's Report of current bank balances in checking, savings, reserve and capital accounts. A copy of the financials is available upon request, and will be posted to the SBCA website for the period ending February 28, 2022..

8. Board Communications

1. Discussion of parking regulation enforcement based on homeowner complaint.
2. Motion to determine whether a violation notice letter is warranted, and if it is, to send it out. Moved, Dave Jurca, seconded Christ Spagle, passed unanimously.

9. Committee Reports

1. ARC

1. SBCA-ARC held its regularly scheduled monthly meeting on February 18, 2022. The committee reviewed and voted by motion on 7 new SBCA-ARC applications, approving 5 applications without condition, and conditionally approving 2 applications.
2. The committee took action on 2 motions that require further action by the SBCA Board, as follows:
3. Motion: to recommend to SBCA Board that the SBCA Board adopt the ARC Committee Charter (after accepting all redlined changes). Motion Approved by SBCA-ARC.
4. Motion: to approve, subject to further approval by the SBCA Board, SBCA Design Standards (Revision 7.1). Motion Approved by SBCA-ARC.
5. Other committee actions can be found in the posted committee minutes.

2. Activities Committee

1. Vickie Norris gave the Activities committee summary including discussion of plans for the new member orientation, Diane's Market Kitchen cooking class and the pancake breakfast.
2. Discussion of how the proceeds are dispersed to the beneficiary with a suggestion that we back out of the calculation the 12 bottles of leftover sparkling wine.
3. *MOTION TO BACK OUT THE \$96 WORTH OF LEFTOVER SPARKLING WINE FROM THE NET PROCEEDS CALCULATION PRIOR TO DISBURSEMENT. Moved by Janet DeDonato, seconded by Dave Jurca, passed unanimously.*
4. Discussion of potential musician interviews for future Bay Club events and a possible wine and cheese event Friday, May 20 with Marrowstone Winery.
5. Discussion of community welcome event potentially in August.
6. Vickie to organize volunteers for April 1 pancake breakfast.
7. Discussion of the need for volunteer cultivation, motivation and recognition.

3. Communications Committee

1. Janet DeDonato gave the Communications committee report.
2. The committee discussed the April Voice article topics, the regular weekly e-blasts and Tom Sprandel provided a recap of progress on website updates completed and those that are ongoing.
3. The committee planned for communications promoting the new member orientation and communications required for the upcoming vote regarding an amendment to the Master Declaration.
4. Reviewed options for an ad to be placed in the PT Leader in April promoting Associate Membership.

4. Finance Committee

1. The February Treasurer's Report was accepted.

2. February GM Report Carry over surplus and any current year surplus will be evaluated near the end of this fiscal year and a recommendation to the Board from Finance made.
3. Suggestion to review the Capital Improvement Fund (items that do not fall into either an operational expense or current Reserve item) and split the fund into 2 subsidiary funds: one for small purchases, similar in dollar amount to the touchless faucets installed in the restrooms, and one for identified larger projects that may take some time to accumulate the funds to implement.
4. One significantly delinquent account with a suggestion to take legal action to collect, but prior to that we need to update our Collection policy, and that is pending identifying counsel for SBCA.
5. Income on target despite no outside rentals due primarily to PLA home sales that where SBCA receives a “capital contribution” at close of escrow. Year to date PLA sales are exceeding budget.
6. Tennis courts over budget due to cutting back brambles.
7. So far the new HVAC is meeting expectations on reducing electricity costs.
8. Insurance renewal: General liability – increase of 11% - due primarily from increase in replacement cost of Club. D&O – slightly lower premium than last year. Medical - <3% increase, same coverages
9. The Committee approved a recommendation to the Board to approve renewals of these insurances.
10. *MOTION: THAT THE BOARD APPROVE RENEWAL OF POLICIES FOR GENERAL LIABILITY, DIRECTORS AND OFFICERS INSURANCE AND MEDICAL INSURANCE. Moved by Christine Spagle, seconded by Joe Guillien, passed unanimously.*
11. Wild Area behind the Bay Club: Discussion of information from Facilities Committee, which approved doing the work, and proposal from D&SA Landscape. This would open up the view to the water from the back of the Club and the patio. It’s been neglected, other than dealing with danger trees, for about 20 years and is overgrown with brambles, alders and other undesirable plants. If the clean up is approved by the Board it’s anticipated that normal, ongoing maintenance would be included with other grounds maintenance at minimal

cost. The Finance Committee approved that a recommendation be made to the Board for approval of the expense.

12. MOTION: THAT THE BOARD APPROVE AN AMOUNT NOT TO EXCEED \$5,800 FOR THE REMOVAL OF BRUSH, LIMBING OF SOME TREES AND CHIPPING OF CUTTINGS (TO BE LEFT IN PLACE) IN THE AREA BETWEEN THE GRASS AND WATER BEHIND THE CLUB. Moved by Christine Spagle, seconded by Dave Jurca, passed unanimously.
13. The Health and Fitness Committee is requesting funding for a 2 hour presentation in May by Tim Vagen of Seattle, called “I’ve Fallen and I CAN get up!”. The cost is \$250. Finance is supportive and approved a recommendation that the Board approve the expense.
14. MOTION: THAT THE BOARD APPROVE AN EXPENDITURE FOR \$250 FOR A 2 HOUR PRESENTATION REGARDING FALL PREVENTION. Moved by Bill Wight, seconded by Bob Chadwell, approved unanimously.

5. Facilities Committee

1. Summary of the job to clean up the brush and limb some of the trees in the area between the grass and water behind the Bay Club. The Facilities committee approved a recommendation to the Board to approve the work and forwarded to the Finance Committee for consideration.
2. Discussion of Reserve Fund components that have been deferred or are on the list for replacement next fiscal year initiated.
3. Gift & Loan/Repository (storage) Policies: Facilities committee agreed to recommend the Board approve the policies. Board members need time to review the policy prior to voting on its acceptance, so it is suggested this be a discussion item for a workshop prior to the April Board meeting.
4. GM Report from Mark Torres – these items were covered earlier in the meeting.
5. Exterior maintenance: Shrubs at entrance along Paradise Bay Road and exterior cleaning and painting as needed of ramada at entrance is scheduled.

6. Health and Fitness

1. Bill Wight gave the summary of the committee's march meeting where they discussed upcoming seminars and classes, and identified committee priorities: repair and maintenance of equipment, potential outdoor TV for water aerobics, the conversion of tennis courts for pickle ball and funds to cover the cost of a seminar on fall prevention.
2. MOTION TO APPROVE THE APRIL OPEN HOUSE IN THE FITNESS AREA. MOVED BY DAVE JURCA, SECONDED BY BILL WIGHT, PASSED UNANIMOUSLY.

7. HR Committee

1. Did not meet.

10. Old Business

1. MOU with LMC has been signed.
2. Discussion of ongoing search for Operations Supervisor candidates.
3. Discussion of homeowner request to waive the initiation fee and reactivate prior homeowners' membership.
4. MOTION TO DECLINE REQUEST TO WAIVE INITIATION FEE. MOVED BY DAVE JURCA, SECONDED BY CHRIS SPAGLE, PASSED 4/3.
5. MOTION TO APPROVE DESIGN STANDARDS REVISION 7.1 AND REVISED CHARTER FOR ARCHITECTURAL REVIEW COMMITTEE. MOVED BY DAVE JURCA, SECONDED BY BILL WIGHT, APPROVED UNANIMOUSLY.

11. New Business

1. MOTION TO REMOVE MASK MANDATE AT THE BAY CLUB AS OF 11:59 PM MARCH 11, 2022. MOVED BY DAVE JURCA, SECONDED BY JANET DEDONATO, APPROVED UNANIMOUSLY.
2. MOTION TO REMOVE VACCINATION REQUIREMENT AS OF 11:59 PM TOMORROW. MOVED BY DAVE JURCA, SECONDED BY CHRIS SPAGLE, PASSED UNANIMOUSLY.
3. MOTION TO SET DATE FOR MAILING BALLOTS ON PROPOSED AMENDMENT OF MASTER DECLARATION FOR MAY 4 AND DEADLINE

FOR RETURN OF BALLOTS FOR MAY 25. MOVED BY DAVE JURCA, SECONDED BY JANET DEDONATO, PASSED UNANIMOUSLY.

4. Brief discussion of Capital Improvement Budget and whether it should be specifically allocated.
5. Discussion of search for a new attorney for the SBCA since current attorney is closing her office.

13. Executive Session

1. MOTION TO MOVE INTO EXECUTIVE SESSION TO DISCUSS PERSONNEL ISSUES. MOVED BY DAVE JURCA, SECONDED BY JOE GUILLIEN, PASSED UNANIMOUSLY.

14. Open Session resumed in order to adjourn.

15. Adjournment: Meeting adjourned at 12:44 PM

Next Board Meeting is Thursday, April 14, at 9:30 AM.

Prepared by Janet DeDonato, 3.12.22; Revised 3.13.22