

**SOUTH BAY COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS MEETING  
AUGUST 11, 2022  
9:30 am**

**DRAFT MINUTES**

1. Call to Order  
*President Skinner called meeting to order at 9:30 am.*
2. Determination of Quorum  
*Quorum present to start the meeting, with all Board members in attendance; Gil Skinner, Joe Guillien, Peggy Ponto, Dave Jurca, Christine Spagle and Peggy Thuotte. Two additional SBCA members were in attendance along with the SBCA's General Manager.*
3. Approval of Agenda  
*Motion for approval of Agenda (as amended): Motion to approve by Jurca, second by Spagle, motion carried 6/0.*
4. Approval of Board Meeting Minutes for July 14<sup>th</sup> and Board Special Meeting Minutes for August 2.  
*Motions for approval of both meeting minutes. Motions to approve by Jurca, second by Spagle, motions carried 6/0.*
5. Board appointment to fill vacant position. *Motions by David Jurca, seconded by Treasurer Spagle to elect Randy Edwards to fill the 7th position, motion carried 6/0. Randy was a write-in candidate from the Annual Meeting of Member Director Election. Mary Ronen, who had previously been elected, resigned.*
6. *President's Remarks*  
*President Skinner greeted the members in attendance and shared an interest in initiating informative lectures on Emergency Preparedness for the SBCA members.*
7. *Manager's Report*  
*GM Torres reviewed Club Operations, Bay Club projects and administrative tasks; items of note were ongoing challenges caused by staffing shortages caused by staff members on leave and covid. GM Torres updated the Board on (new) staff recruitment efforts. GM Torres also reviewed recent completed projects at the Bay Club. GM Torres then continued the operations report and noted that bids were being solicited for blackberry removal at the SBCA tennis courts. Bids for the SBCA annual landscaping contract were also being sought to resolve ongoing issues with the current contractor?*
8. *Treasurer's Report*

*Treasurer Spagle proceeded through the Treasurer's report and summarized SBCA financial performance, year-to-date, ending July 31, 2022.*

9. Board Communications

*GM Torres noted there was correspondence received via email regarding condition of the entry planters and a letter of thanks from the PLVC Community Opportunity Fair organizers for all the support provided by the SBCA that contributed to the success of the event.*

10. Committee Reports, Assignments, and Confirmations

a. ARC

*GM Torres provided a summary review of the ARC meeting. There were no action items for the Board.*

b. Activities Committee

*President Skinner noted the Activities Committee met and established a calendar of activities and events for the next 12 months. Once the detail descriptions and times are established a calendar of the events will be sent to the SBCA Members. President Skinner also spoke about the upcoming Member Summer BBQ and concert.*

c. Communications

*No report for Communications Committee.*

d. Facilities

i. *Secretary Ponto provided the Facilities committee report. The committee's meeting focused on three main topics.*

1. *New roof project. The recommendations for added protection (upgrades) of were passed on to Finance Committee for consideration.*
2. *A Wi-Fi enabled large-screen TV was recommended for the Pool area to facilitate virtual instruction for exercise. The recommendation to purchase was passed on to Finance Committee for consideration.*
3. *Tennis Courts. It was recommended that the prior approved project of re-graveling the tennis court drive and parking areas be postponed until later in the season. Motions to postpone re-gravel project by Ponto, second by Guillien, motion carried 6/0.*

e. Finance

i. *Treasurer Spagle provided a report.*

1. *The Finance Committee reviewed the Facilities Committee's recommendation on the Pool TV. Finance Committee informed the Board that there were sufficient funds in the Capital Improvement fund to pay for this project. Motion to approve purchase and install of the new Pool TV at a cost of \$5000 by*

Treasurer Spagle and seconded by David Jurca motion carried 6/0.

2. The Finance Committee reviewed the Facilities Committee's recommendation on upgraded protection for the roof (replacement). A revised bid on the new roof had been received with upgraded ice and water protection and better grade of flashing. Cost will add an additional \$37,000. Motion by Christine Spagle, second by Joe Guillien to add these upgrades to the original bid that has been received, motion carried 6/0.
3. The Finance Committee reviewed the recently revised Enforcement and Collections policies. The revised Enforcement Policy was discussed at length. After minor modifications to the Fines portion of the Enforcement Policy a motion by David Jurca and second by Treasurer Spagle to accept the Enforcement Policy Revision dated 8/11/2022, motion carried 6/0.
4. Motion then was made by David Jurca, second by Treasurer Spagle to accept Revision 7/14/22, of South Bay Community Association Collection Policies and Procedures, motion carried 6/0. A letter of explanation along with copies of these two items will be sent to the membership.
5. Motion by Treasurer Spagle to appoint John Cacho to the Finance Committee, motion carried 6/0.

f. Health & Fitness Committee  
No report.

g. HR  
No report.

President Skinner recommended a motion to approve all committee reports. Motion carried 6/0.

#### 11. Old Business

- a. Lot Amendment. GM Torres already reported 438 ballots received at the deadline (but not opened/processed yet). Since less had been returned than the amount required (450 yes votes) for passage, the amendment proposal did not pass. Ballot envelopes will be opened, counted and an E-Blast will be sent to the membership. Possibility of revisiting this amendment at a later date was discussed. No action taken.
- b. LMC. No action from LMC regarding our proposed joint meetings to find common ground between the two clubs.
- c. Kraengel Complaint. Director Jurca reported that the negotiations for settlement were ongoing.
- d. Status update Enforcement Policy. Covered in Finance Committee Report.

#### 12. New Business

- a. SBCA Officer change. Motion by Gil Skinner to transition Board Secretary duties to Director Thuotte. Secretary Ponto is also Chair of two SBCA Committees. Second by Secretary Ponto, motion carried 6/0. Treasurer Spagle noted now that the SBCA Board officer positions are solidified, that she would send the required bank documents that identify **the following as check signers on all SBCA bank accounts; Gil Skinner - President, Christine Spagle - Treasurer, Peggy Thuotte - Secretary.**
- b. SBCA Committee Chair appointments.
  - i. ARC: J. Leach (pending acceptance).
  - ii. Finance Committee: Christine Spagle.
  - iii. Facilities Committee: Peggy Ponto
  - iv. Activities Committee: Gil Skinner
  - v. HR Committee: Gil Skinner
  - vi. Health & Fitness: Peggy Ponto
  - vii. Communications: Gil Skinner
- c. President Skinner recommended a motion to approve all committee chair appointments. Motion carried 6/0.
- d. Committee Member appointments.
  - i. ARC J. Leach, Sheila Twohey, Joe Vozarik, Joe Guillien, Peggy Thuotte. Dave Jurca (Board) alternate.
  - ii. Finance Committee: Christine Spagle, Ed Knodle, Dan Darrow, Dave Jurca, John Cacho
  - iii. Facilities Committee: Peggy Ponto, Christine Spagle, Susan Shadrick, Bob Kent, Joe Guillien, Randy Edwards, Steve Hammond.
  - iv. Activities Committee: Gil Skinner, Linda Lowe, Bob Kent, Rachel Boock, Susan Shadrick, Gary Caven.
  - v. HR Committee: Gil Skinner, Alice Oliver, Susan Shadrick, Mike Boock, Dave Jurca, Christine Spagle.
  - vi. Health & Fitness: Peggy Ponto, Dean Rosenthal, Jeannette Hanson, Barb Sweet, John Sweet, Maureen Black, Randy Edwards.
  - vii. Communications: Gil Skinner, GM Torres.
- e. President Skinner recommended a motion to approve all committee member appointments. Motion carried 6/0.
- f. President Skinner informed the Board of a request to sponsor a Debate forum for Jefferson County Commissioner position to be held in Port Ludlow. SBCA will host the event if the LMC and PLVC are also sponsorship participants.

### 13. PLVC Report

Director Jurca reported that the comments about the Volunteer Fair were very positive.

### 14. Member comments

N/A

15. Convene Executive Session

At approximately 11:15 am, Motion to convene an Executive Session to consider communications with legal counsel. Motion carried unanimously, 6/0.

16. Resume Open Session

At approximately 11:30 am Open Session resumed. Motion to approve the SBCA Board response, by David Jurca, second by Christine Spagle, motion carried 6/0.

17. Adjourn

Motion by Director Ponto to adjourn at 11:35pm, second by President Skinner. Motion carried unanimously, 6/0.

Next regular SBCA Board Meeting: Thursday, September 8, 2022

Next SBCA Board workshop date: TBA