

**SOUTH BAY COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
SEPTEMBER 8, 2022
9:30 am**

DRAFT MINUTES

1. Call to Order
President Skinner called meeting to order at 9:32 am.
2. Determination of Quorum
Quorum present to start the meeting, with all Board members in attendance; Gil Skinner, Joe Guillien, Peggy Ponto, Christine Spagle, David Jurca, Randy Edwards, and Peggy Thuotte. SBCA's General Manager Mark Torres and one additional SBCA member were also, in attendance.
3. Approval of Agenda
Motion for approval of Agenda: Motion to approved by Jurca, second by Spagle, motion carried 7 /0.
4. Approval of the Board Meeting Minutes for August 11th meeting.
Motion for approval of the meeting minutes as amended. Motion to approve by Jurca, second by Spagle, motion carried 7 /0.
5. *President's Remarks*
President Skinner stated that September 29th at 4:00 at SBCA there will be a presentation concerning the merger of East Jefferson Fire and Rescue and Port Ludlow Fire and Rescue. The proposed "Honesty Forum" is not going to proceed due to lack of support. The stipulation for three separate groups to be involved failed. The first meeting with LMC three-member committee went well. Tomorrow at 3:00 there will be another meeting of the village presidents. The meeting is an opportunity for the various villages to work together with the hope of maximizing their buying power.
6. *Manager's Report*
GM stated that staffing is still a problem. Two employees have been hired, Pamela and Val. Mark is still looking for a lead front desk person. The current yard company has agreed to cut the blackberries on the tennis court for under \$1,000. A \$58,000 deposit for the roof repair has been made with the work to begin early summer 2023. Spagle made the Motion to approve the purchase of tables and upgrade the security system. It was seconded by Ponto. Motion carried 7 /0. Landscape bids came in \$10,000 to \$20,000 higher annually than current contractor. Torres plans to stay with the current company and continue to monitor the service. Mark is working with an electrician to get the TV installed in the pool area. The document management is a work in progress along with changes to the Employee Handbook. The " Private Club Liquor License" is still 2 to 3 weeks away from having all the pertinent required information submitted.
7. *Treasurer's Report*
Treasurer Spagle proceeded through the Treasurer's report and summarized financed are in good shape.
8. Board Communications

Nothing to report.

9. Committee Reports

a. ARC

GM Torres provided a summary of the meeting. There were 8 or 9 reports. One wasn't ratified due to lack of sufficient information. It was later approved by email vote. More applicants seem to be appearing at the meeting to answer questions about their applications. The subject of short-term rentals and using homes for business purposes was addressed as a possible future concern.

b. Activities Committee

President Skinner commented on the positive response to the pig roast. Octoberfest is scheduled for October 28th There were just under 40 people at pancake breakfast. Lots of questions about which charity we are sponsoring. A reminder to Members, the Member Social is tomorrow.

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. The gazebo roof has been cleaned.*
- 2. The committee is looking at capital improvement projects that will benefit the entire community.*
- 3. The committee, wants to challenge other committees to come up with other capital improvement ideas to focus on and complete.*

e. Finance

i. Treasurer Spagle provided a report.

- 1. The roof deposit has been signed \$58,556.00*
- 2. Capital contribution to the budget is on target so any additional closings/sales will be a plus.*
- 3. 40 Members are delinquent on their dues.*
- 4. We need to get a policy in place so that we have a way of moving forward on delinquent owners*
- 5. We have a new CPA who is very knowledgeable with Quick Books. Items on financial statements will appear differently, more logical, and sensible. (the rainy day fund and capital improvement fund have been updated on how they appear on the Balance Sheet).*

f. Health & Fitness Committee

i. Peggy Ponto is chairperson and presented the report.

- 1. The locker room proposal (to reconfigure) was discussed, primary focus was space utilization and addressing the showers that are not wheel chairs accessible. Also, some small cost (new items) for fitness areas were discussed (expenses are under \$500).*

g. HR

No report.

President Skinner recommended a motion to approve all committee reports. Motion carried 7/0.

10. Old Business

- a. Invite LMC to October Member Social
- b. Lot amendment update - amendment failed due to an insufficient number of lot owner's participating.
- c. Liquor license update and explanation for members - no more discussion.

11. New Business

- a. Pickle ball, code. It can be changed by the commissioners quickly, or by another administrative (year-long) process. Motion by Peggy Ponto and seconded by Randy to send a letter to the commissioners asking them to change the wording to include pickleball in the county code. Motion carried 7 /0.

12. PLVC Report

Bill Dean, from the Village Council Emergency Management Committee informed us that last night's earthquake was a 3.7 and center site was near Poulsbo. It was 15 miles below the surface.

His main mission was to speak about the "Great WA Shake Out" which will be held October 20th at 10:20 am. He also introduced the "Think, Plan, Do" pamphlet.

13. Member comments

- a. We might think about a lecture series from the Emergence Management Group after the shake out.
- b. The hospital lecture on joint pain was well attended and informative.

14. Convene Executive Session

At approximately 11:20 am, Motion to convene an Executive Session to communicate with legal counsel was made by Ponto seconded by Sprangle. Motion carried unanimously, 7 /0.

15. Resume Open Session

At approximately 11:42am Open Session resumed. Jurca made a Motion to have Torres draft a letter about the collection policy, it was seconded by Spagle. Motion carried 7 /0.

16. Adjourn

Motion by Director Jurca to adjourn at 11:50, seconded by Treasure Spagle. Motion carried unanimously 7 /0.

Next regular SBCA Board Meeting: Thursday, October 13, 2022

Next SBCA Board workshop date: TBA