

SOUTH BAY COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
April 13, 2023 9:30am
Draft Minutes

1. Call to Order
Meeting was called to order at 9:32 am.
 2. Determination of Quorum
Quorum present to start the meeting with 6 Board members in attendance; Gil Skinner, Christine Spagle, David Jurca, Randy Edwards, Peggy Ponto, and Peggy Thuotte. Fifteen SBCA members were in attendance along with SBCA's GM Mark Torres.
 3. Approval of Agenda
President Skinner asked for a motion to approve the agenda. The motion was made, seconded, and approved. 6/0.
 4. Approval of meeting minutes for March 9, 2023
A motion was made and seconded to approve the March 9, 2023 minutes. Motion passed 6/0.
 5. President's remarks
Six events are planned for the remainder of April. They are: a hiking safety lecture, a Pacific NW Wildflowers and Rock Gardens presentation, a pasta dinner, a Jefferson Healthcare Wellness forum, a "Center for Wise Democracy" lecture, and a LVP play.
 6. Manager's report
Club Operations
 - a. Staffing/HR
 - i. Mark is still looking for staffing support for the lounge and big events.
 - ii. A revised version of SBCA employee handbook has been presented to the HR committee for their recommendations.
 - iii. Staff performance reviews will occur later this month. They will then be submitted to HR/Board for any merit increase recommendations.
 - b. The Pancake Breakfast was very successful. Over 90 people attended and \$500 was donated to Trail Committee.
- Bay Club
- a. The TV in the pool area has been installed. H & F Committee is continuing to create an instruction guide for member use.
 - b. Mark will be meeting with the general contractor this week in hopes of narrowing the time line and discuss challenges involved in the roof replacement.
 - c. The SBCA Members lounge is continuing, every Wednesday and Thursday. Changes are still being made to the food sourcing in order to continue to remain cash positive or at least cash neutral.

- d. The NuStep machine has been repaired. The elliptical machine was removed.
It was deemed beyond repair.
- e. The annual back flow device inspections occurred last month. Our device on the irrigation system water lines failed and was replaced.
- f. The kiln was malfunctioning last month. Ross replaced the heating elements and thermocouple.
- g. The building gutters and shed roof were cleaned this month.

Administrative Projects

- a. Mark is continuing to work on a preliminary draft budget for next year. Finance Committee has conducted a comprehensive review. Now it needs to be loaded into QuickBooks and also a form for the Member Annual Meeting Packet.
- b. Two Town Hall presentations were made. One having to do with the Tennis Court lease and one regarding the enhancement projects at the Bay Club.

7. Treasurer's Report

Christine Spagle reported that SBCA continues to make scheduled deposits into the reserve fund. We have a \$43,000 surplus. The full report is available upon request.

8. Board Communications

- a. Member letter regarding Tennis (courts/lease). A response was sent to the member, in the form of a letter, which included answers to all questions she posed.
- b. Appeal to Board (SBCA ARC decision). The Board offered Rob York three options. Hear his complaint now, hear it in a closed session, not address the issue today. Mr. York stated his willingness to have the appeal decided at a separate meeting.

9. Committee Reports

- a. ARC
10 applications, 10 approved, 1 follow up to previous decision; Approved, with condition, that has led to an Appeal (to SBCA Board) from the applicant.
that the Composting was discussed and then the SBCA ARC suggested Committee work on a draft communique to SBCA members regarding composting (rules) in the South Bay.
- b. Activities and Amenities
In addition to the activities listed in the President's report, there will be a

Memorial Day Event. Randy Edwards will be the bugler. We are still looking for a bagpiper player and Port Ludlow Singers will participate.

c. Communications

Mark and Gil are the two members on this committee. The question was asked whether or not there is a need for this committee. The motion was made to dissolve the committee. Motion was seconded and passed 6/0.

d. Facilities

- I. Peggy Ponto reported that the replacement chairs for the card room are on hold until next year, once the roof repairs are completed.
- II. The Facilities Committee does not plan to modify the hall lighting as requested by the Artist League. The committee feels the hall lighting should remain consistent.
- III. The committee also discussed both Town Hall meetings.

e. Finance

- i. Spagle made a motion recommending the Board approve the acquisition of a used elliptical exercise machine for \$1,500 + tax. Randy seconded and the motion. Motion passed 6/0.
- ii. The CD that matures 4/17/23 is going to be rolled over into another 3-month CD.
- iii. We are on track with achieving recommended deposits into the reserve fund for the next FY.
- iv. Delinquent accounts are down. There are three that require attention.
- v. Dave Jurca made a motion that the Board increase the administrative fee on transfer of real property from \$50 to \$100 based on staff cost relating to such transfers. Ponto seconded the motion. Motion passed 6/0.
- vi. There was discussion about changing the annual meeting from Wednesday to Saturday, July 15 or 22, during the roof repair. The members present at this Board meeting were in favor of the change.

f. Health and Fitness

- i. Some equipment was repositioned, improving the workout area.
- ii. Several people leave their swimming accessories in the pool area.

the committee does not want to get into the storage business.

- iii. The TV is now set up with instructions on what individuals need to know to use the video. There will be a series of hosted events to inform the membership.
- iv. The committee is working on an app to make scheduling pool time etc. easier.
- v. The committee has been looking for a trainer to be available for regular instruction. Jefferson Healthcare is willing to instruct for a fee. Michael Haberpointner of Active Life Physical Therapy, has agreed to instruct free of charge. Dave Jurca made a motion that Health and Fitness move forward drawing up a formal arrangement with Michael Haberpointner as discussed. Motion was seconded and passed 6/0.

g. HR

- i. The employee handbook review is close to completion.
- ii. There was a member complaint. It dealt with videos being taken in the pool area. The complaint was investigated and resolved. President Skinner emphasized the need to have people's permission and to respect other people's privacy.

President Skinner made a motion to accept the committee reports. Motion was seconded by Spagle. Motion passed 6/0.

10. Old Business

- a. Follow up on landscape enhancement plan (Town Hall)
The enhancement has three parts: 1. Correct the drainage problems on the back lawn. 2. Enlarge the patio area. 3. Build a patio area outside the pool.

There was some discussion about offering options when it comes time for a

membership to vote.

- b. Facilities Committee recommended the Board terminate the tennis lease for

several reasons.

- i. The 3rd court has serious problems because of tree roots, poor drainage, and blackberry encroachment.
- ii. Parking space is inadequate.
- iii. The county won't allow for conversion to a pickleball court.

- iv. SBCA doesn't own the courts
- v. Next year's budget allows for \$10,000 not related to tennis.
- vi. We have no idea when something major might happen and SBCA would be responsible to spend more money to correct things.
- vii. We have discussed alternatives that would allow our members access to LMC courts.
- viii. SBCA was never given courts by the developer.
- ix. Several members expressed their feelings that SBCA Board had not done enough planning for the future of tennis.
- x. It was suggested that the SBCA Board establish an ad hoc committee to work to find alternative options for tennis courts and a possible county park.
- xi. Dave Jurca said that there has been constant discussion about the courts going back to at least 2006, nothing has changed. He made a motion that the Board vote to terminate the tennis court lease with PLA effective June 30, 2023. The motion was seconded
Motion passed 6/0.

11. New Business

No new business.

12. PLVC Report

- a. There was no action taken on a dog park.
- b. The OWSI rate hike meeting scheduled to 4/13 was cancelled.

The public did

not receive the required information in a timely manner.

The meeting is

rescheduled for June 15th.

13. Members comments

- a. Soozie Darrow asked if other owners had received their water bill.
- b. Gary Daugherty said that a tennis players should be on the ad hoc committee.
- c. Mark Schwindener commented that at least three of his neighbors have no idea where the tennis courts are located.

14. Adjourn

Motion to adjourn at 10:48. Motion passed. 6/0.

Next SBCA Board Meeting: May 11, 2023 | Next SBCA Board workshop date: TBD