

SOUTH BAY COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS MEETING  
JULY 13, 2023, 9:30 am  
DRAFT MINUTES

1. Call to Order  
Meeting was called to order at 9:30 am.
2. Determination of Quorum  
Quorum present to start the meeting with 4 Board members present; Gil Skinner, Christine Spagle, Randy Edwards, and Peggy Thuotte. John Cacho and Dave Jurca arrived shortly after the 9:30 start. Four SBCA members (Mark and Katie Schwendener, Dan and Soozie Darrow) were in attendance along with SBCA's GM, Mark Torres.
3. Approval of Agenda  
Skinner asked for a motion to approve the agenda. Motion by Edwards to approve the agenda, seconded by Spagle and carried. 4/0.
4. Approval of meeting minutes for June 8, 2023, and Special Meeting, June 30, 2023.  
Motion was made and seconded to approve the June 8, 2023, meeting minutes, carried 4/0. Motion was made and seconded to approve the June 30, 2023 Special Meeting minutes, carried. 4/0.
5. President's remarks  
President Skinner thanked the Board members for their service.
6. Manager's report  
Club operations
  - a. Staffing/HR
    - i. Kate Lore resigned last month. Torres is working with HR on a plan to restaff the front desk in her absence. He will be posting openings soon to support the Front Desk after finalizing a staffing plan with HR.
    - ii. After the annual meeting individual performance reviews will be conducted. Melinie will be working with the GM to facilitate additional training for the staff and new employees.
    - iii. Torres has two individuals who may be good candidates to help with servicing and setting up events, including the members lounge.
  - b. Pancake breakfast: this month the Marine Science Center benefited from the donation of \$243. Turnout was normal, 49 people were served.
  - c. Bay Club equipment/active projects.
    - a. The roof replacement project has begun. Parking will be the biggest challenge during the construction activity. Other than the Member's Lounge on Wednesday and Thursday and the pool no other closures are anticipated. There was some rot

above the pool area, things appear to be on schedule financially.

- b. The footing drains and tight lines were cleaned/cleared last month.
- c. Locks on the SBCA Tennis Courts were removed on June 30<sup>th</sup>. The South Bay Tennis Courts have now reverted back to PLA. PLA is working with the Port Ludlow Racquet Club to facilitate continued court access for the community group. The courts will also be open to Marina and Inn guests as well.

#### Administrative Projects.

- a. As of yesterday, we have received approximately 230 absentee ballots and/or proxies from members. None of the items have been validated yet. We must have at least 204 members present for a quorum to be established.
- b. Torres has a preliminary plan for updating and managing the Port Ludlow Community Group (Facility Use) policy. After input from our attorney a summarized draft will be presented to the Board next month.
- c. 3 art submissions have been selected from the Port Ludlow Artist League for use on the new (private label) SBCA house wines that we will use for the Member's Lounge once service is resumed. The artists we are working with are Fran Bodman, Carol Nielsen, and Diane Walker. We received 24 submissions from 12 different artists. The wine will be sourced from Guardian Cellars in Woodinville (premium red blend) and from St. Hilaire Cellars (Pino Gris, Rose).

#### 7. Treasure's report

Spagle reported we have \$463,412 in our reserve account and have contributed \$96,400 to the fund so far this year. We have a net \$48,345 positive variance over budget year to date. The full financial report is available upon request.

#### 8. Board Communications

None

#### 9. Committee Reports

##### a. ARC

GM Torres reported there were 10 applications, 8 approved, 1 conditionally approved, 1 tabled, 2 extensions were granted, 1 follow up that was again tabled. No other actions were taken.

##### b. Activities and Amenities

- 1. Skinner reported the committee discussed the June music event.
- 2. The committee will set up a template for next year's pancake breakfasts. Scheduling and notifying the charity in advance so that they will have a representative to speak at the event.

3. There is also a plan to schedule an additional night for the Member's Lounge. On Friday there is a possibility of having members bring snacks in lieu of the Friday night social.
  4. We have tentatively scheduled 5 events (Pig Roast in Oct., holiday event in Dec., Chocolate event in Feb., Pasta Event in April, and Music Event in June.)
  5. The plan is to schedule more Jefferson Healthcare educational events. Possibly one on the care giver's role, nutrition, home healthcare options, and multi prescription interaction information.
  6. Additional First Nation speakers.
  7. Parks presentation on hiking safety.
  8. Presentations on local museums.
- c. Communications  
No report.
- d. Facilities  
No report.
- e. Finance
1. Spagle stated that two CDs are maturing. She made a motion that the money be placed in the money market account until the roof construction is completed. Jurca seconded the motion. Carried 6/0.
  2. Spagle made a motion that the Board approve the purchase of 20 cases of red blend from Guardian Vineyards at a cost not to exceed \$3,800. Jurca seconded the motion. Carried 6/0.
  3. Spagle made a motion that the Board wave the initiation fee for associate membership for Ted/Connie Ross, in recognition of their having been longtime SBCA members and their many contributions to SBCA over the years. Jurca seconded the motion. Carried 6/0.
  4. Spagle made a motion that the board approve the transfer of net positive variance from FYE 6/30/23 of \$48,344 and current period income of \$11,656 to Reserves at \$20,000 per month for the first three months of the current fiscal year. Seconded by Jurca. Carried 6/0.
  5. Delinquencies are down to 1% excluding those who have made previous payment agreements.
- f. Health and Fitness
1. Edwards reported that there have been complains about it being too warm in the cardio area. The doors need to remain closed to maintain the proper temperature.
  2. Work is still being done to develop an app that will allow individuals to sign up to use the pool.
  3. There have been some replacements in the weight room.

4. There has been a good response to the Haberpointner training sessions.
5. Community yoga has been well received.
- g. HR
  1. There was discussion about the banking of vacation time by employees.
  2. Kate's departure means she has the option to pay for three months of non-COBRA continuation of medical insurance coverage on SBCA's policy.
  3. The committee is reviewing the staff hiring process and plans to update the current process.
  4. Staff pay increases were discussed.
- h. Approval of all reports as submitted.

Motion to approve all reports was made by Spagle and seconded by Cacho. Carried 6/0.
10. Old Business
  - a. Update on roof project
    1. So far, the pool area has been the biggest problem. The contractor said that the old job was consistent with the work being done at the time of building construction.
    2. The pump room needs additional insulation.
    3. By Friday July 14, 2023, the contractor will be removing roofing from the auditorium area.
    4. New roof shingles will be delivered by Tuesday the 18<sup>th</sup>. The materials will be placed on the roof using a crane.
  - b. Review of Annual Meeting

230 ballots have been received. Starting today they will be processed, allowing homeowners to make corrections for any errors. Dusty Green will be doing the catering. Mark and Julie will bar tend. The meeting should last 2 hours.
11. New Business
  - a. Wavier of initiation fee for Ted/Connie Ross. Discussed earlier.
  - b. Purchase of Bay Club labeled wine. Discussed earlier.
12. PLVC report
  - a. OSWI rates are going to increase.
  - b. Diana said that the marina expansion will begin In October.
  - c. Brotherton said that two \$1,000 fines were levied as a result of fireworks on the 4<sup>th</sup>. Staffing was the normal 4 deputies; no addition staffing was added for the holiday.
  - d. PUD smart meter installation should be completed by years end.
  - e. According to the state, the roundabouts are being put in place because that is the location where the accidents are occurring.
  - f. The WUTC order dated June 16, 2023 allowed OWSI's increased water rates to go into effect provisionally as of June 19, 2023, subject to further investigation and review by WUTC staff and a

possible refund, and granted PLVC's petition to intervene as a party in the rate proceeding.

- g. The recycle center is overly full.
  - h. There is going to be a free concert August 6<sup>th</sup>.
13. Member comments  
There were no comments.
14. Executive Session, The Board will adjourn to an executive session for the purpose of discussing personnel matters.  
Skinner made a motion to move to Executive Session at 10:19 am.  
Seconded by Spagle. Carried 6/0. Moved to Executive Session.
15. Resume Open Session.  
Open session resumed at 10:51 am.
- a. Spagle made a motion to adopt HR's recommendation of a COLA raise for all staff and merit raises for Melinie and Marie, effective 7/18/2023. Seconded by Jurca. Carried 6/0.
  - b. Jurca made a motion to adopt HR's recommendation of a salary increase for Mark Torres with a re-evaluation in 6 months.  
Motion was seconded. Carried 6/0.
16. Adjourn  
Motion to adjourn.  
Jurca made a motion to adjourn at 10:26 am. It was seconded by Spagle and carried. 6/0.

Next SBCA Board Meeting: August 10, 2023. Next SBCA Board workshop date: TBD.