

SOUTH BAY COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
December 14, 2023 9:32am
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: Christine Spagle, David Jurca, John Cacho, Mark Schwendener, Randy Edwards, and Peggy Thuotte. Six SBCA members (Dave Reinke, Gil Skinner, Robert Smith, Christine Whitehurst, John Snyder, Dan and Soozie Darrow) were in attendance along with SBCA's GM Mark Torres.
3. Approval of Agenda
President Spagle made a motion to approve the agenda: the motion was seconded, and carried 6/0.
4. Approval of meeting minutes for November 9, 2023
A motion was made and seconded to approve the November 9, 2023, minutes. Motion carried 6/0.
5. President's remarks - Christine Spagle
 - a. The November donation by SBCA members to the Food Bank was approximately \$6,000.
 - b. About 80 people attended the Holiday Gala. A big thank you to Mark Torres for the delicious food.
 - c. Thank you to all those who decorated the club for the holidays. They were Christine Spagle, Debbie Cacho, Katie Schwendener, Mark Schwendener, Lynn Maier, Peggy Thuotte, Nelson Adkin and Jill Bryson.
 - d. Upcoming events include: the Pancake Breakfast on January 5 (for the Blue Bells), a presentation by Ted Ross on the 17th of January about the Naval Undersea Museum and on the 24th a Jefferson Healthcare presentation on nutrition and cooking for one.
6. Manager's report – Mark Torres
Club Operations
 - a. Staffing/HR
 - i. Mark is still actively recruiting one more staff member to serve as back up for all positions, but primarily Front Desk and custodial to start.
 - b. There was no Pancake Breakfast in December due to numerous holiday events. The annual SBCA Member Gala was Friday the 8th with nearly 80 people in

attendance. Mark wants to thank the volunteers who decorated the Great Room, auditorium and Gala tables.

- c. The Bay Club will be closed on Christmas Eve (a Sunday) and Christmas Day (a Monday).
- d. Mark will be taking some time off periodically through the months of January and February.

Bay Club equipment/active projects

- a. In regard to the engineering assessment/report on the pool area building (without a dehumidification system) that was discussed and approved at the "last" Board meeting; we are still waiting on feedback from the firm's legal team to "approve" the suggested changes the SBCA made to the service contract. Once the legal team has accepted and/or the SBCA Board has approved any further modifications the assessment site visit can be scheduled.
- b. Reminder: the Member's Lounge has paused and will resume again mid-January.

Administrative Projects

- a. The HR committee has received a recommendation from the GM for this year's Holiday bonus for Bay Club staff members. HR will provide a report/recommendation later this meeting.
- b. Association Reserves has completed its update to the SBCA Reserve Study. copies have been provided to the SBCA President and Treasurer and reviewed at Finance Committee meeting yesterday. Finance will advise the Board of the summary conclusions later in the meeting.
- c. Now that the Reserve Study update is complete the preliminary work will start on forecasting next fiscal year's planned reserve expenses.

7. Treasurer's Report – John Cacho

- a. John reported that the finances are good. Assets are down due to the fact that the Member's Lounge was closed during the roof repair and is currently closed because of the busy holiday schedule.
- b. We also had one less associate membership than predicted, but an additional membership has just been received.
- c. Thirteen members have not paid their fourth quarter dues. There is one long term membership delinquency for \$10,000 that is in the process of being resolved.

8. Board Communications – none

9. Committee Reports

- a. ARC – Mark Torres
There was no in-person meeting scheduled in November. There were three applications submitted. One application was tabled for the December ARC and the other two applications were approved via email and will be ratified at tomorrow's meeting. No other actions or items were addressed in November by ARC.

- b. Activities – Christine Spagle reported for the chairperson
 - i. The committee is planning on having a garage sale hopefully in conjunction with LMC in May.
 - ii. The holiday decorations are coming down January 3rd.
 - iii. They held a debrief on the Salmon Dinner and Holiday Gala resulting in rave reviews for the GM’s cooking.
 - iv. The activities spread sheet is working well.
 - v. There will be a Pasta Extravaganza in April.
 - vi. Katie Schwendener and Christine Spagle will be shopping for the February chocolate event. GM Torres will contact GBF catering about chocolate themed desserts that may be available.

- d. Facilities – Randy Edwards
 - i. The committee is waiting for feedback on the HVAC plan.
 - ii. The Association Reserve report is pending.
 - iii. Bob Kent is going to make suggestions regarding modifications to the bathrooms.
 - iv. One member is working on a property inventory checklist.
 - v. GM Torres has received a proposal for seal coating the parking lot. The vendor would like us to sign the proposal so that we can “get in the queue” but no payment is required at this time. Facilities has recommended approval and forwarded to finance.

- e. Finance – John Cacho
 - i. We have the reserve study results; they will be incorporated in the July 2024 budget.
 - ii. The study states that in order for the Reserve Fund to be deemed “fully funded,” \$12,230 would have to be deposited in the reserve fund monthly.
 - iii. In the first quarter next year the 3–5-year plan will be updated, with due consideration of increased deposits to the reserve fund as part of the discussion.
 - iv. Facilities committee recommended getting on the contractor’s schedule so that the seal coat work can be completed next year. The estimated cost of resealing the road and parking lot is \$21,990 plus tax. John Cacho made a motion that the Board approve signing up with the contractor to get on his schedule so that the work can be completed next season. There was discussion, after which the motion was carried 6/0.

- e. Health and Fitness – Randy Edwards
 - i. There was discussion about people opening doors because they are too warm. The doors must remain closed. Windows can be opened but must be closed when you are finished exercising.

- ii. Some equipment repair issues were discussed.
- iii. Still talking about a sound bar for the pool.
- iv. The committee would like to send out a membership survey next year. The survey asks questions about members' fitness habits, hopefully to gauge membership frequency, interest, and specific equipment usage. The motion was made to send out the survey in January if there was no Board objection. Motion seconded and carries 6/0.

f. HR – Christine Spagle

- i. The committee recommended a schedule of holiday bonuses for staff, totaling \$3,900. Motion was made and seconded to approve the bonuses per the HR schedule. Carried 6/0.
- ii. Spiridon (Ross) Axiotas works the front desk and maintenance. He is currently paid \$21.06 an hour and would like an increase to \$23.00 per hour. GM Torres is in favor of the increase once Ross is proficient in both areas and is willing to come into the Club when there is a maintenance issue that needs attention. The motion was made and seconded to increase his salary when the GM is confident Ross can perform independently and is available to address unexpected maintenance issues. Carried 6/0.
- iii. Christine Spagle stated that the GM received a nominal salary increase at his last review in June with the understanding an additional raise would be considered in late December or January. HR recommended, and Spagle moved, that the Board approve raising the GM's salary to the rate of \$110,000 per year, effective as of 1/1/2024. Motion was seconded, carried 6/0.

Motion to approve all committee reports was made and seconded. Carried 6/0.

10. Old Business

a. Board Vacancy

No one has volunteered to fill the current vacancy on the Board. GM Torres suggested that as Board members we should take a look at the owners in our villages and encourage them to run for the Board.

b. Dehumidification assessment contract.

GM commented he had nothing to add to the previous discussion.

11. New Business

a. SBCA Legal Counsel rate increase as of 1/1/2024.

Spagle drew attention to the rate increase as a point of information.

b. SBCA Legal Counsel request for SBCA BOD approval of conflict wavier (SBCA Village representation).

- i. Teal Lake Village wants to use the same attorneys. The law firm wants the Board to sign a document stating that there could be a

conflict of interest and we are aware of that fact. It is beneficial for the attorneys to know more about the SBCA community. The motion was made to ratify the document the President has already signed. Motion was seconded and carried 6/0.

12. PLVC Report – Randy Edwards

- a. At the PLVC Board meeting on 12/7 2023, County Commissioner Greg Brotherton said that the county budget is healthy and the county's staffing is up.
- b. There was much discussion at the 12/7/2023 meeting about the OWSI water rate increase. Despite PLVC's's request for further investigation of OWSI's financial records and accounting practices, at their meeting on 12/7/2023 the WUTC commissioners allowed the June 2023 temporary approval of OWSI's proposed water rate increase to become permanent.

13. Members comments

- a. There were very positive comments from both Gil Skinner and Dave Reinke about the great job Mark Torres is doing for the club. They both expressed their support for his pay raise.
- b. Skinner also asked Facilities Committee what was being done about the back yard project.
- c. Dan Darrow mentioned that at the PLVC meeting he asked Commissioner Brotherton about the aquatic center. Brotherton said no decision has been made on how to proceed.

14. Complaint (wildlife feeding)

a. Complaint Hearing

The Board heard a complaint between neighbors in Timberton Village about the feeding of wildlife. The parties disagreed about whether feeding of wildlife other than birds was continuing. After hearing from the parties, the Board went into closed executive session to consider how to proceed. After the executive session, the Board directed the GM to draft a letter to the parties reaffirming the prohibitions set forth in the Master Declaration and Design Standards regarding nuisances and the feeding of wildlife.

15. Adjourn

Motion to adjourn at 11:28 am. Motion seconded, carried 6/0.

Next SBCA Board Meeting: January 11, 2024 / Next SBCA Board workshop date: TBD