

SOUTH BAY COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
January 11, 2024 9:30am
Draft Minutes

1. Call to Order
Meeting was called to order at 9:31 am.
2. Determination of Quorum
Quorum present to start the meeting with 4 Board members in attendance: Christine Spagle, Mark Schwendener, Randy Edwards, and Peggy Thuotte. David Jurca attended via phone. John Cacho was absent. Five SBCA members (Dave Reineke, Gil Skinner, Michael Stuber, 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 5/0.
4. Approval of meeting minutes for December 14, 2023
Randy Edwards made a motion to approve the December 14, 2023 minutes, Mark Schwendener seconded. Motion carried 5/0.
5. President's remarks - Christine Spagle
 - a. January 17th at 10:00 Ted Ross will be presenting a talk about the Naval Undersea Museum.
 - b. Jefferson Healthcare will be presenting a program on nutrition and cooking for one January 24th at 1:00 pm. The event will be interactive. Participants will leave the event with goodies.
 - c. Thank you to all those who decorated the club for the holidays. Thanks to those who helped take down the decorations on January 3rd. They were Christine Spagle, Debbie Cacho, and Katie Schwendener.
 - d. Christine Spagle, Debbie Cacho, and Katie Schwendener are working on cleaning the shed and eliminating items that are no longer relevant, then organizing those items that remain.
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. Pancake Breakfast: our first fundraiser for the year had a great turnout. PSO/ Bluebells was the organization receiving the

donation of over \$700 a share of the breakfast proceeds and direct donations.

c. I have been taking some earned time off this month and will continue to do so in February.

d. Due to taking time off the Member's Lounge has been canceled this week but will resume the week of January 17th.

Bay Club equipment/active projects

a. The engineering assessment on the pool area building (without a dehumidification system) will take place today. The conclusions and report should be ready for Committee and Board review next month.

Administrative Projects

a. Now that Association Reserves has completed its update to the SBCA Reserve

Study and we have consulted with our new CPA firm, the budget process has

begun for the next fiscal year, as well as the process of projecting SBCA needs

for the next 3-5 years. With the information we have obtained from

Association Reserves, our Commercial Liability Insurance partner, and CPA firm

we are better prepared to discuss at length how the SBCA should prepare for

the future and (best) protect its standards and services for our members.

b. Quarterly Assessment notices have all been sent out and year end/quarterly

reporting and W2 processing have all been completed.

7. Treasurer's Report - Christine Spagle

a. We have \$269,290 current assets. Our operating account balance is sufficient to

meet our needs.

b. We have a net \$42,000 positive variance half way through the year.

c. The full financial report is available upon request.

8. Board Communications - none

9. Committee Reports

a. ARC - Mark Torres

There were three applications submitted for December. One application was disapproved, the other two applications were approved. Two applications that were submitted in November and approved via email by the Committee were both ratified. No other action or items were addressed in December by ARC Committee.

b. Activities – Christine Spagle reported for the chairperson

- i. The committee is considering presenting a program on Living Trusts.
- ii. The committee is planning on having a garage sale hopefully in conjunction with LMC and other South Bay villages in May.
- iii. The committee is considering making Jefferson Fire and Rescue the recipients of the profit from July Pancake Breakfast. Spagle needs to check with Chief Black to make sure the money would stay in Port Ludlow.
- iv. Ted Ross will be speaking on January 17th concerning the Naval Undersea Museum.
- v. February 23rd will be Chocolate and Wine event with Jonathan Doyle and Casey MacGill playing music. If anyone has any special chocolate ideas let the committee know.
- vi. April 23rd will be the date for the Pasta Event.
- vii. A member requested the committee consider reinstating the Friday member potluck event. This will be discussed at the next meeting.

c. Facilities – Randy Edwards

- i. The committee is waiting for the HVAC report.
- ii. There was discussion about the need to evaluate the status of the building’s plumbing. The condition of the plumbing will need to be addressed before a locker room remodel.
- iii. The committee is going to try using an app to assist with evaluation/inventorying property.

- iv. The committee is working on how to best sustain/finance any improvements made as a result of the back yard project. The project is at least a year out. The committee is working on the project and hopes to present options at next month's meeting.
- d. Finance - Christine Spagle
 - i. Balance sheet is positive year to date.
 - ii. The reserve study recommended an increase in deposits but that won't occur until next year's budget.
 - iii. The new accounting firm has helped clarify the 1120H tax issues.
- e. Health and Fitness - Randy Edwards
 - i. There was noise complaint by people in the hot tub about the volume of the boom box music in the water exercise class. GM Torres adjusted the volume to resolve the issue.
 - ii. The committee is discussing presenting other informative lectures and demonstrations.
- f. HR -No meeting

Motion to approve all committee reports was made and seconded. Carried 5/0.

10. Old Business

There was none.

11. New Business

There was none.

12. PLVC Report - David Jurca

a. There was no quorum for the January 1 PLVC Borad meeting, so no official business could be conducted.

b. Diana Smeland said there has been a further delay in obtaining final plat approval from the county for OT2 Phase 2.

13. Members comments

None

15. Adjourn

Motion to adjourn at 9:54 am. Motion seconded, carried 5/0.

Next SBCA Board Meeting: February 8, 2024 / Next SBCA Board workshop date: TBD