

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

1. Call to Order
Meeting was called to order at 9:30 am.
2. Determination of Quorum
Quorum was 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 and Michael Stuber were absent. Four SBCA members (Gil Skinner, Robert Gilbert, Dan and Soozie Darrow) were in attendance. SBCA's GM Mark Torres was ill.
3. Approval of Agenda
Dave Jurca made a motion to add an item to the agenda. Peggy Thuotte corrected the date of the meeting minutes. Randy Edwards moved to approve the amended agenda and it was seconded by Mark Schwendener. Carried 5/0.
4. Approval of meeting minutes for March 14, 2024
Randy Edwards made a motion to approve the March 14, 2024 minutes. Motion was seconded by Mark Schwendener. Carried 5/0.
5. President's remarks - Christine Spagle
 - a. Thank you to those in the audience for attending this Board meeting.
 - b. Upcoming events
 - i. Pasta Extravaganza on 4/23.
 - ii. Jefferson Healthcare presentation on 4/24 on Supplements/Rx medication.
6. Manager's report - Christine Spagle gave the report for Mark Torres.
Club Operations
 - a. Staffing/HR
 - i. Blaine Johnson, the new staff member, has cleared screening and is working in multiple areas. He is progressing fast and is already a significant support resource.
 - ii. Charlie Fender our event support person is no longer working for SBCA. Mark is searching for a replacement. He has found a potential candidate; however,

the candidate is a minor. Hiring a minor will require an added endorsement to our business license. Operational expectation for hiring and scheduling a minor to work for SBCA will be to follow all L&I/State requirements/restriction. Mark is seeking Board acknowledgement and approval to add this endorsement to the SBCA business license to allow for the opportunity to utilize this population (minors) of staffing resources.

Dave Jurca made a motion to acknowledge and approve adding the endorsement to our business license to allow for the opportunity to utilize this (minors) of staffing resources. Peggy Thuotte seconded. Carried 5/0.

iii. Staffing shortages have stabilized temporarily. Mark is still assessing any foreseeable coverage deficits “gaps”. David Ullman is on scheduled personal leave at the end of the month.

b. Pancake Breakfast: our monthly fundraiser was for Hospice Foundation. Turnout was normal and the organization ended up receiving over \$312 as their share of the proceeds plus direct donations from the event.

c. Starting tomorrow evening the Ludlow Village Players will be performing Nunsense, a musical comedy, for the Port Ludlow Community here at the Bay Club this weekend and next.

Bay Club equipment/active projects

a. The engineering assessment on the pool area building (dehumidification system) took place last month. We have received an invoice for the work.

Payment has yet to be authorized or processed until we receive a response and proposed remedy. Mark has sent 4 emails to the engineers and accounts receivable department to let them know about the “issue” and barriers to processing payment. NO one from the company has responded. Mark

would prefer correspondence be in writing and he asked for the Board's advice on how to proceed. Dave Jurca suggested calling them to get their attention and to ask for a response in writing. Also, follow up the phone call with a written email.

Administrative Projects

- a. Updates/changes to the draft 2024-2025 budget have been made and submitted to Finance Committee.
- b. If the draft budget is approved by the Board, then the next priority will be to work with Finance Committee and the Board to draft the annual meeting packet in time for SBCA Board approval (at next month's SBCA BOD meeting) and allow for a June distribution to SBCA members.
- c. Insurance renewals: all existing coverage/policies have been renewed. Mark is still awaiting a status update on the new policy for liquor liability coverage related to the Lounge amenities/services.
- d. Mark has found a local General Contractor that is willing to bid on our "back yard" drainage repairs. As soon as the contractor reviews the project scope, he will be able to update Mark on the cost and timing providing a firm bid.
- d. Mark intentionally waited until after quarterly assessments were sent out and quarterly payroll reporting was submitted to work with our CPA/QuickBooks support person and our IT service partner to help transition to the new (subscription based) model of QuickBooks.

7. Treasurer's Report - Chris Spagle

- a. We have sufficient funds and dues are coming in. We are in good shape.
- b. Income is under budget but so are expenses. So, we have a positive variance of \$20,197.
- c. We are depositing \$4,750 into the reserve fund.
- d. For further information please see the Treasurer's Report on the Bay Club

website.

8. Board Communications - No communications

9. Committee Reports

a. ARC - Christine Spagle

There were twelve applications submitted for March. Eleven were approved and one was ratified (that had been unanimously approved via email as a "fast track" approval prior to the scheduled ARC meeting). No other actions or

items were addressed in March by the ARC Committee.

b. Activities - Mark Schwendener gave the report for the chairperson

i. The Pasta dinner will be April 23rd. You need to make a reservation as

seating is limited to 90-100 people. No charge for pasta, drinks will

be available for sale.

ii. April 24th Jefferson Healthcare will do a presentation on Supplements

and prescriptions.

iii. The Community Garage Sale will be on June 8th 10:00-2:00. There will

be 14 tables available at the Club each for a \$20 rental fee.

iv. Memorial Day flag setup will be May 25th at 11:00 if you wish to

volunteer to help setting out 100 flags. The ceremony will be May 27th

with Randy Edwards playing the bugle.

v. The May 3rd Pancake Breakfast will benefit Bayside Housing.

c. Facilities - Randy Edwards

i. The committee is waiting for reports on both the humidity situation

in the pool area and the back yard drainage problem.

ii. Updated electrical wiring may be necessary for the woodshop dust

collector and a new fire alarm system.

iii. A recommendation to fund chairs for the card room was sent to

Finance Committee.

d. Finance - Christine Spagle

- explanation other
report. Income is
assessment receipts. One
offset reduced
costs. Professional fees
down.
chairs.
years. The committee
Tacoma to 1) see what
new proposal from the
Spagle made a motion
expenditure not to exceed
room, the replacement
the conference room.
seconded the motion.
quarter, an increase of
the Board to take some
suggestions. Suggestions
Board will be approving the
a Town Hall meeting
- i. There were no large or unusual items requiring
than previously addressed in the Treasurer's
down due to reduced lounge receipts,
additional associate membership has helped
facility rental income.
 - ii. Expenses are up due to increased insurance
and member food and beverage costs are
 - iii. Christine brought up the subject of the card room
Replacement has been deferred for at least 3
recommended Christine Spagle make a trip to
type of chairs are available and 2) Secure a
Board to purchase the 16 chairs. Christine
that the Board approve a Reserve
\$10,000 to replace the chairs in the card
chairs to be used in either the card room or
There was discussion. Peggy Thuotte
Carried 5/0.
 - iv. Draft Budget
outcome - dues will increase to \$300 per
\$40 per quarter. The committee is asking
time to review the budget and make
must be received before April 18. The
budget at the meeting in May. There will be
after that date.
 - e. Health and Fitness - Randy Edwards

- i. 60- and 70-pound dumb bells and a larger exercise ball have been added to fitness area.
 - ii. 67 members (approximately 10%) responded to the membership survey. The survey covered the pool, weight area and cardio area.
 - iii. Some members have suggested more exercise classes, chair yoga, for example.
- f. HR –No meeting

Motion to accept all committee reports was made by Randy Edwards and seconded by Mark Schwendener. Carried 5/0.

10. Old Business

- a. Dave Jurca said that the new legislation governing HOAs and other common interest communities (ESSB 5796) and repealing the existing HOA Act (RCW 64.38) as of 1/1/2028 has been signed by the Governor. There will be other changes before 2028. We don't need to take any action immediately. We can wait for our attorney to update us.

11. New Business

- a. There is an issue in Woodridge about trees being cut in the limited common area. Woodridge Village would like to retain SBCA's attorney Hughes. Hughes needs a waiver from the Board. The vote will be taken via email.

12. PLVC Report – Dave Jurca

- a. SBCA, LMC and PLVC have formed an ad hoc committee concerning PLA's request for a 5-year extension on the development agreement with the county that expires in May of 2025. The next ad hoc meeting is April 22 at 1:00.

Ad Hoc SBCA

members are Christine Spagle, John Cacho, and Michael Stuber. PLVC is represented by Jason Wright, Dave Jurca and Dave McDearmid. LMC is represented by two Board members and Allan Kiesler.

13. Members comments

a. Both Soozie and Dan Darrow commented on the card room chairs.

14. Adjourn

Motion to adjourn by was made Randy Edwards at 10:21. Seconded by Mark

Schwendener. Motion carried 5/0.

Next SBCA Board Meeting: May 9, 2024 / Next SBCA Board workshop TBD