

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

1. Call to Order  
Meeting was called to order at 9:38 am.
  
2. Determination of Quorum  
Quorum was present to start the meeting with 6 Board members in attendance: Christine Spagle, Mark Schwendener, Randy Edwards, David Jurca, Michael Stuber, and Peggy Thuotte. John Cacho arrived shortly after the meeting started. Three SBCA members (Robert Gilbert, Dan and Soozie Darrow) were in attendance along with SBCA's GM Mark Torres.
  
3. Approval of Agenda  
Dave Jurca made a motion to approve the agenda it was seconded by Randy Edwards. Carried 6/0.
  
4. Approval of meeting minutes for April 11, 2024  
Dave Jurca made a motion to approve the April 11, 2024 minutes. Motion was seconded by Randy Edwards. Carried 6/0.
  
5. President's remarks - Christine Spagle
  - a. Thank you to those in the audience for attending this Board meeting.
  - b. Upcoming events
    - i. May 27<sup>th</sup> at 10:00 the Memorial Day remembrance will be held. We will have a bugler and bag piper as a part of the program.
    - ii. April 18th there was a village presidents meeting. There was a Firewise presentation by Bob Gilbert, a HOA legislation presentation by Dave Jurca, and discussion about ARC interaction. The various presidents agreed to meet quarterly. The next meeting is scheduled for July 23.
  
6. Manager's report – Mark Torres.  
Club Operations
  - a. Staffing/HR
    - i. Unfortunately, Blaine Johnson has terminated his employment. There is no known reason. After two weeks of training/employment he became ill. The illness turned into covid. On his expected return date, he did not report for work and Mark has been unable to contact him.
    - ii. Staffing challenges this last month are worse due to illness; both David Ulmann and Rebecah Rogers have covid. They remain off duty until their health status allows them to work without posing a risk of contaminating others. Alex Jackson accelerated her maternity leave date to May 4<sup>th</sup>.

- iii. Last month the Board approved adding an addition to our business license endorsement to allow for the hiring of minors. When applying for the endorsement, the state now requires detailed information on Board members and their spouses. Board members would need to provide social security numbers, addresses, telephone numbers, email and DOB. Mark asked does the Board want to reconsider or provide the information and continue to apply for the endorsement? After discussion, the Board agreed to proceed with the application for the additional endorsement to our license.
- iv. Staffing shortages are a serious concern. Mark will be working with the Board and HR to review recruitment and hiring plans currently and in the future. The Member's Lounge has been cancelled several times due to staffing shortages. Members/volunteers have helped to cover the Front Desk. Rebeckah Rogers is due to start her maternity leave at the end of the month.
- b. Pancake Breakfast: our monthly fundraiser was for Bayside Housing and Services. We had a larger than normal turnout, and the organization will end up receiving over \$500 as their share of the proceeds and direct donations from the event.

#### Bay Club equipment/active projects

- a. RE: the engineering assessment on the pool area (dehumidification system) that took place in March. The firm had one of the top executives reach out to resolve the problem. Mark used a monitoring device to collect data on moisture readings in the pool area for a week. The moisture data will be sent to the firm so that they can incorporate the information with other data in order to deliver better guidance on how to proceed with addressing dehumidification. Hopefully the report we be available by the end of the month.
- b. A faulty security system sensor in the pool room (exterior door) pump was replaced.
- c. Swift Plumbing worked on an issue with an exterior hose bib and two sinks in the women's bathroom. Mark is waiting for a resolution to both issues.
- d. Bid(s) for "back yard drainage" project are still being worked out with the one local contractor. He will act as the general contractor for the job.
- e. Bird electric will be out to add a dedicated circuit to our fire panel. The circuit is needed for the dust collection system in the woodshop.

#### Administrative Projects

- a. Final updates/changes to the draft 2024-2025 budget have been made and submitted to the Finance Committee. The Finance Committee will expand on their review and subsequent recommendations for next year's budget during the Committee Reports later on the agenda.
- b. If the draft budget is approved by the Board, then the next priority will be to work with the Finance Committee and the Board to draft the annual meeting packet no later than June 6<sup>th</sup> to allow us to meet our distribution deadline (June 14).

- c. The transition from QuickBooks desktop to QuickBooks Online has been extremely slow, frustrating, and difficult. Mark has found a local CPA who is very familiar with QuickBooks Online. Mark and Melinie are scheduled to meet with her next week to fast track our ability to navigate in the completely new and unfamiliar world of QuickBooks Online. Hopefully, we can resume our basic accounting recurring tasks easily and efficiently once again. Mark will meet with the Board President and Treasurer to instruct them how to do basic tasks.
7. Treasurer's Report – John Cacho
- a. We are in the 10<sup>th</sup> month of the fiscal year. We are in good shape.
  - b. Income and expenses are under budget so we have a \$51,333 surplus.
  - c. We are depositing \$4,750 into the reserve fund monthly.
  - d. The surplus is due to lower salaries, lower supplies expenses (lounge), maintenance and legal fees are down. The surplus will be included in next fiscal year budget.
  - d. For further information please see the Treasurer's Report on the Bay Club website.
8. Board Communications
- a. A member wrote a letter complimenting the Pasta Extravaganza and suggested we have more similar events.
9. Committee Reports
- a. ARC – Mark Torres

There were eight applications submitted for April. All were approved. There was one extension request, and it was approved. "Advisory Opinions" (information to be given to realtors concerning HOA information) were discussed. A proposed amendment to SBCA ARC Design Standards will be presented to the ARC Committee to review at the next scheduled meeting. There was also discussion/recommendation that ARC forms on the SBCA website be converted to fillable PDF documents. The ARC committee is working on this modification and convenience for members. No other items were covered. There are no action items for the Board.
  - b. Activities Mark Schwendener gave the report for the chairperson
    - i. The Pasta dinner was well received.
    - ii. Michael Stuber's waffles at the pancake breakfast this month were a hit and will remain a part of future breakfasts. There was some problem with members wanting to use credit cards for payment. Further clarification needs to be sent to the membership.
    - iii. Memorial Day remembrance will be at 10:00am May 27<sup>th</sup>.
    - iv. June 8<sup>th</sup> from 10:00-2:00 The Community Garage Sale will be held. The committee will be putting some unneeded items that are in storage up for sale.
    - v. June 21<sup>st</sup> brats will be served from 5:00-7:00 for \$20.

- vi. The next pancake breakfast is June 7.
- vii. The committee is working on updating a volunteer list.
- viii. Michael Stuber brought up the issue of the calendar. You can search by location and category. There is only one category. Melinie is looking into the work involved in adding more categories in order to make the calendar more user friendly.
- c. Facilities – Randy Edwards
  - i. Mark has already discussed the dehumidification, the back yard, and the woodshop.
  - ii. The committee also discussed replacing a tread mill and a recumbent bike. They passed their recommendation on to Finance.
  - iii. They also discussed the importance of keeping the woodshop clean.
- d. Finance – John Cacho
  - i. Two issues needing money were addressed by the committee. \$9,000 for two pieces of equipment in the fitness area and \$4,000 to refurbish the tile in the locker room. There was discussion about the proposed budget. John Cacho made a motion that the Board adopt the proposed Operating Budget and increase next year's reserve expenditure by \$13,000 to cover the replacement exercise equipment (\$9,000) and some tile upgrades (\$4,000) in Change Area. Dave Jurca seconded. Motion carried 7/0.
- e. Health and Fitness – Randy Edwards
  - i. The new class on resistance bands has been very popular.
  - ii. Other classes being considered are chair yoga exercises and self-defense.
  - iii. The committee is looking at the useful life of equipment and the needs to budget for those expenses.
- f. HR – no meeting

Motion to accept all committee reports was made by Christine Spagle and seconded by Dave Jurca. Carried 7/0.

10. Old Business – none

11. New Business

- a. Mark Schwendener brought up the fact that construction is beginning Tuesday on the roundabouts on Highway 104. There is a video available and traffic will be delayed.

12. PLVC Report – Randy Edwards

- a. PUD is planning on building new substations.
- b. Diana Smeland gave no presentation at the meeting.

13. Members comments - There were no additional comments.

14. Adjourn

Motion to adjourn was made by Dave Jurca at 10:44. Seconded by Randy Edwards

Motion carried 7/0.

Next SBCA Board Meeting: June 13, 2024

Next SBCA Board workshop TBD