

SOUTH BAY COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
June 13, 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 6 Board members in attendance: Christine Spagle, Mark Schwendener, Randy Edwards, Michael Stuber, and Peggy Thuotte. Dave Jurca attended via phone. John Cacho was absent. Five SBCA members (Robert Gilbert, Gil Skinner, Bert Loomis, Ronald Cox and Ray Newson) were in attendance along with SBCA's GM Mark Torres.
3. Approval of Agenda
Randy Edwards made a motion to approve the agenda it was seconded by Michael Stuber. Carried 6/0.
4. Approval of meeting minutes for May 9, 2024, and Spcl. Mt. May 28, 2024
Michael Stuber made a motion to approve the May 9, 2024 minutes. Motion was seconded by Mark Schwendener. Carried 6/0. Motion to approve the May 28, 2024 Special Meeting minutes was made by Randy Edwards and seconded by Mark Schwendener. Carried 6/0,
5. President's remarks - Christine Spagle
 - a. Thank you to those in the audience for attending this Board meeting.
 - b. The July 17th Annual Meeting packets are going out this week. We have four candidates willing to serve as Board members. The ballot draft question #4 has been deleted from the ballot.
6. Manager's report – Mark Torres
Club Operations
 - a. Staffing/HR
 - i. Mark has hired three new staff members. Debie Reandean is a SBCA member with HR experience. She will be working the front desk. Ian Eisenman is the young man that required the minor endorsement on our business license. He is helping with event set up/breakdown and general labor. Olivia Schmitt will be helping with events. Mark is still looking for a bartender.
 - ii. Marie Brown may need to take a leave of absence sometime in July for an undetermined period of time. Mark is working on a plan to cover facilities duties in her absence.

- b. Pancake Breakfast: our monthly fundraiser for June was for PLVC Trails Committee. We had a larger than normal turnout, and the organization will end up receiving over \$500 in share of proceeds and direct donations from the event.

Bay Club equipment/active projects

- a. RE: The engineering assessment on the pool area (dehumidification system). Mark still has not received an amended report.
- b. Swift Plumbing replaced two motion sensors in the sinks in the women's bathroom (under warranty).
- c. Bid(s) for the "back yard drainage" project was being worked on through a local contractor. The local contractor has dropped out. At this time, no contractors are interested in bidding on the project unless the SBCA acts as the Owner/General Contractor.
- d. Bird electric came out and completed electrical work for the dust collection system in the woodshop and added a dedicated circuit for our fire panel.
- e. The member's Lounge is continuing, albeit on Wednesday only. Staffing challenges and limited attendance on Thursdays led to the decision to cut Thursday. Mark is using Walter Santschi for food preparation on Wednesday, so that Mark can bartend until a staff member can be found to perform that role.

Administrative Projects

- a. The annual Meeting Packet was the focus of this month's administrative efforts. The Packet has been completed and submitted to the Printery in Port Townsend for production and mail-out to SBCA lot owners. Packets are due to be mailed out on Saturday, June 15th.

7. Treasurer's Report – Christine Spagle

- a. There was no meeting.
- b. Christine Spagle reported some highlights. Cash year to date is \$323,700. Our Operational Account has \$95,000. Our Reserve Accounts have \$140,000, Capital Improvement Fund has \$27,000. We are \$70,000 net positive and doing okay financially.

8. Board Communications

- a. Bayview Village Complaint
The complaint involves the location/noise regarding a generator. After discussion, the Board determined a separate meeting will be set up to hear the complaint.

9. Committee Reports

- a. ARC
 - i. There were eight applications submitted for May. Five were approved, two were conditionally approved, and one application was

tabled until the missing information was submitted. The missing information was submitted soon after the meeting and then there was a request to “fast track” the approval ahead of the next scheduled ARC meeting in June. The ARC committee agreed to review again and subsequently approved via email unanimously and the application approval action will be ratified at the June 21 meeting of ARC. There was one extension request, it was approved.

- ii.. “Advisory Opinions” were discussed. The result of discussion was a proposal to amend the ABCA Design Standards. Two motions were made as follows: **Motion:** The SBCA ARC recommends that the SBCA Board approve the proposed amendment to the SBCA Design Standards 7.3, section 3. RESPONSIBILITES. The amendment is applicable to 3.2 RE: Village-ACR Responsibilities. and **Approved 5/0 by the Committee.**
Motion: The SBC ARC recommends that the SBCA Board approve the proposed amendment to the SBCA Design Standards 7.3 section 3. RESPONSIBILITES. The amendment would add a new item, 3.4. and be applicable to Inquiries from realtors, prospective buyers or other persons who are not lot owner and **Approved 5/0 by the Committee.**
Dave Jurca moved we approve both ARC motions. Randy Edwards seconded. Motion carried 6/0.

b. Activities – Mark Schwendener

- i. 62 people attended the June 7th Pancake Breakfast for the Trails Committee.
- ii. Debbie Cacho, Katie Schwendener and Chris Spagle sold or donated items from the storage area at the June 8th garage sale.
- iii. June 21st is the Brat’s, Beer and More member event. Attendance will be limited to 100 guests. The cost is \$20.
- iv. Proceeds from the July 5th Pancake Breakfast will benefit Jefferson Search and Rescue.
- v. Mark and Katie Schwendener have developed a list of 20 people willing to volunteer at various events.
- vi. July 17th is the Annual Meeting.
- vii. July 23rd there will be a Village Presidents Meeting.
- viii. July 18th Jefferson Healthcare will be making a presentation on preventing and treating osteoporosis.

- c. Facilities – no meeting
- d. Finance – no meeting
- e. Health and Fitness – no meeting
- f. Human Resources – no meeting

Motion to accept all committee reports was made by Randy Edwards and seconded by Michael Stuber. Carried 6/0.

10. Old Business

- a. Ratification for action to modify Annual Meeting Packet: removal of ballot item #4 Master Declaration amendment. The Board voted via email to remove the Master Declaration amendment from the Annual Meeting Packet. Dave Jurca made a motion to ratify the vote. Randy Edwards seconded. Carried 6/0

11. New Business – None

12. PLVC Report – No meeting

13. Members comments

- a. Bert Loomis gave Board members a handout outlining his concerns regarding the wildfire hazard that the abandoned golf course poses to Edgewood in particular and the SBCA community as a whole. He would like the Board to send a letter to the County Commissioners requesting PLA to mow and a portion of the 83 -acre area in the summer to minimize the possibility of a wildfire.
- b. Dave Jurca suggested Bert work with Shelia Twohey who has a lot of experience working with the county on fire issues. Also working with the Edgewood Board would strengthen Bert's position.
- c. Bob Gilbert also suggested that working with the Edgewood Village would help.

14. Adjourn

Motion to adjourn was made by Randy Edwards at 10:07. Seconded by Michael Stuber
Motion carried 6/0.

Next SBCA Board Meeting: July 11, 2024

Next SBCA Board workshop TBD