

South Bay Community Association (SBCA)  
Board of Directors Meeting  
January 9, 2025

Minutes - Final

1. Call to Order 9:30 am
2. Determination of Quorum
  - Board of Directors Present
    - Bob Gilbert
    - Randy Edwards
    - Carolyn O’Keeffe
    - Mark Schwendener
    - Howard Weiner
  - General Manager
    - Mark Torres - Present
  
  - Board of Directors NOT Present
    - John Cacho
    - Michael Stuber
3. Approval of Agenda
  - ➔Approved by voice vote
4. Approval of Prior Meeting Minutes for December 12, 2024
  - ➔Approved by voice vote
5. President’s Remarks
  - Thoughts for Bert’s family in Palisades and all impacted with CA fires
  - Updates
    - PLVC; upcoming all-day retreat on Friday, January 10, 2025
    - Master Plan (CCRs): continuing planning for potential vote on amending
  - Staffing is a continuing challenge
    - There is both scheduled and unscheduled (sick) time off December
  - Web site task force continues its work
6. Manager’s Report (Mark Torres; written report attached)
  - Debbie R. resigned to resume role in HR;
  - Looking for additional staff to replace Debbie; need support in various areas: custodial, events, front desk, moving between 4 – 5 areas as needed.
    - Pancake Breakfast a success: donations approximately \$500 to the PSO Bluebills
    - Faucets in Men’s Locker room changed out
    - New kiln has not arrived yet
    - Members’ Lounge will resume next week
    - 2 hazardous trees issue resolved

- Beginning budget building – next year plus a 3 – 5 year look
- Updating Facilities Reserve Component spreadsheet

## 7. Treasurers Report

- Thru December 31<sup>st</sup> (Third month of Second Quarter):
  - \$66K used from 2<sup>nd</sup> quarter dues; 3<sup>rd</sup> quarter dues coming in now
  - \$11K sent to Reserve Funds
- Facilities committee has been tasked with determining which items should be on the reserve expenditure list for the 25/26 fiscal year

## 8. Board communication

- There is a Timberton Village complaint related to a past complaint that the Board has resolved once. This complaint is not formal yet; it is regarding feeding animals (squirrels); the complaining party is a renter.

## 9. Committee Reports

### A. ARC - See Manager's Report (attached)

### B. Activities

- Bob G. will take role of Activities Chair temporarily
- Holiday Decorations
  - Thanks to the 15 volunteers who decorated the Bay Club and the 11 volunteers who took down and packed up the decorations.
- Working on an Activities Proposal form
- 1/9 Member Social Recognize Kare S. and Gail for volunteering to run Trivia
- Pancake Breakfast 71 attendees (PSO Bluebills) at the January breakfast
  - 2/7 Center Valley Animal Rescue
- 2/14 Members Social will be Valentine-themed
- 3/14 Members Social will be St. Patrick Day themed
- 5/26 Memorial Day Event
- Different happy hour themes throughout the year; maybe a Taste and Toast event

### C. Communication

- Big area of focus is not only when and how to communicate, but also to move forward with consistency and purpose

### D. Facilities

- Woodshop has new dust collector installed; ducting needs to be installed next. Tools are walking off; email to Woodshop group needs to go out.
  - Pool Dehumidification: GM received report from Desert Air. They verified we have a humidity issue and need dehumidification. Committee is reviewing costs and impacts of humidity to rest of Bay Club infrastructure. Will report back to Board next month
- The Committee continues to review Reserve List of Components to validate life expectancy of each and replacement costs.

- Activities Committee sent in request for a retractable awning for patio area outside of Great Room to expand use of patio through fall and winter. Area would need propane heaters and side 'curtains' to provide protection against elements. Facilities Committee recommended to SBCA Board for approval to review request and determine cost and feasibility. Board gave approval to review and research Retractable Awning request.

#### E. Finance

- Capital Improvement funds stagnant
- Rainy Day Fund is flat
- No invoice yet for audit
- 6 delinquencies: 2 quarters past due; all are receiving letters; 1 member was \$10K delinquent – doing payments and has \$7K outstanding now
- Budgeting for 25/26 has started
- Richmond American Homes purchased 37 lots in OT2 Phase 2; GM wants to clarify pace of construction vs. closing; wants to gain a realistic outlook on conversion to closing

#### F. Health and Fitness

- Active Life demonstrated the equipment last Friday; 15 +/- attendees
- Members on committee plan to additional demonstration sessions

#### G. Human Resources

- There is an HR complaint in review: reviewed and resolved during Executive Session. Motion to approve actions as recommended by HR Committee regarding complaint. Motion approved by voice vote.
- Motion to approve the hiring of Max Torres for temporary part-time employment not to extend beyond June 2025 with direct reporting to Melinie and/or Marie. Motion approved by voice vote.
- 37 lots in OT2 Phase 2 sold to Richmond American Homes. Title transfer not received at this time. Question on term, conveyance – what does this mean for SBCA? Motion to approve hiring of an attorney specific to land use as identified by GM to determine SBCA's standing and position on the Capital Contribution and annexation agreement. Motion approved by voice vote.

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#### H. Strategic Planning (SP)

- Howard and Michael have met with individual committee chair people to request they investigate items that may be considered for upgrades or downgrades, including John, Randy, Carolyn and Facilities member, Ted Ross and Chair Emeritus
  - The Chairman will assign to their committees and then return data to SP
  - It is assumed many of the items will have cross committee content
- After initial review, SP will reconvene to prepare a more robust report and set assignments if needed
- After more consideration, SP will invite wider community input

➔Reports Accepted by voice vote

10. Old Business

- Amend CCR Campaign: biggest challenge is to get members to vote; 75% needed
  - Bob will begin a 3-part series (Feb/March/April) to 1) Educate residents what SBCA is (purpose, and direction); 2) Engage with Village Presidents; 3) Begin a door to door campaign with Village Presidents' support
  - A stand-alone special meeting will need to be scheduled for voting

11. New Business

- None

12. PLVC Report

- New Board of 11 members
- The Board will have an offsite retreat on January 10, 2025
- Solidify strategy and mission/vision of PLVC

13. Member Comments

- Questions:
  - Who's in charge of Bay Club Library? Books are out of alpha order. Susie and Gil will work on getting books organized again.
  - Trap Restaurant signs are attached to utility poles – illegal; should SBCA notify PUD or restaurant?
  - Minutes of meetings online? If so, when? Could/Should we videotape SBCA Board meetings?

14. Adjourn

- ➔Motion to Adjourn approved by voice vote

Next SBCA Board Meeting: February 13, 2025

## Operations Report – 1/9/2025

Mark Torres, SBCA General Manager

### Active Projects:

1. Club operations:
  - a. Staffing/HR:
    - i. Debbie Reandeu resigned her position in order to resume a role in HR.
    - ii. David has returned from medical leave.
    - iii. Edie (Member's Lounge) has completed basic front desk training and is helping to resolve shift coverages due to Debbie's absence.
    - iv. I will be searching for additional support for the front desk, custodial/maintenance and events. It is my preference to find one person that can do all.
  - b. Pancake Breakfast: We started out 2025 with PSO-Bluebills. Great turnout. The group will receive nearly \$500 in proceeds share and direct donations.
2. Bay Club equipment/active projects.
  - a. We have replaced faucets in the men's locker rooms with traditional single stem on off levers. The "touchless faucets" installed during covid period have proven to be cost prohibitive to replace. As the touchless faucets fail, we will be doing the same in the areas that require repair.
  - b. The new kiln is due in the next 2-3 weeks, however, do not have an exact date for delivery yet.
  - c. The Member's Lounge service will resume next week on the 16<sup>th</sup>.
  - d. The two large hazard trees that I addressed last month have been resolved.
3. Administrative Projects.
  - a. The CPA firm, Newman Certified Public Accountants, is completing the SBC audit today. I should receive the draft report next week.

ARC Committee Report (December meeting): There were four applications submitted for December. Three were approved (one was for the SBCA's hazard trees), the other was acknowledged (involved Village limited common area and outside the jurisdiction of the SBCA ARC). One of the applications approved was for a unique project, new home construction. Richmond American Homes is a builder that has purchased 37 lots in OT II, P2 and will begin building homes on them (instead of PLA) starting next month. No other items were addressed, no action items for the Board.