

South Bay Community Association (SBCA)  
Board of Directors Meeting  
February 27, 2025  
Minutes - Final

1. Call to Order 1:00pm
2. Determination of Quorum
  - Board of Directors Present
    - John Cacho
    - Carolyn O’Keeffe
    - Mark Schwendener
    - Michael Stuber
    - Howard Weiner
  - General Manager
    - Mark Torres - Present
  - Board of Directors, NOT Present
    - Robert Gilbert, resigned
    - Randy Edwards, resigned
3. Approval of Agenda
  - ➔ **Approved by voice vote**
4. Review correspondence and resignations
  - Email received from Randy Edwards
    - Resignation effective immediately for personal reasons
  - Email received from Robert Gilbert -
    - Resignation effective immediately for personal reasons
  - ➔ **Motion of the Board to accept resignations**
    - ➔ **Motion by John Cacho, Second by Howard Weiner, Approved by Voice Vote**
  - Reorganization of Remaining Board
    - The Board discussed the absence of a Board President and Board Vice President
    - ➔ **Elected Carolyn O’Keeffe as the new Board President**
    - Vice president to remain unfilled for now
    - Review of Board Terms
      - John Cacho - term ends 06/2025
      - Mark Schwendener - term ends 06/2025
      - Michael Stuber - term ends 06/2025
      - Carolyn O’Keeffe - term ends 06/2026
      - Howard Weiner - term ends 06/2026
  - The Board directed Mark Torres to announce to the membership
    - Composition of the New Board

- There are two empty positions - plus description of responsibilities
  - (side note - not in announcement)
    - Terms for these two positions ends 06/2026
    - Potential term of 16 months

5. Reorganization of Signing Authority for Bank Accounts

➔ **Motion of the Board to change signing authority for all South Bay Community Association (SBCA) bank accounts as follows:**

- **Remove from signing authority:**
  - **Robert Gilbert**
  - **Randy Edwards**
- **Add to signing authority:**
  - **Carolyn O' Keeffe**
- **Remain as signers:**
  - **John Cacho**
  - **Michael Stuber**

➔ **Motion by John Cacho, Second by Howard Weiner, Approved by Voice Vote**

6. Discussion about remaining tasks for the fiscal Year through June 2025

- Cancel March 4, 2025 Board Workshop
- Board Workshop on April 1, 2025 to remain on calendar for now
- Recruit board members
  - Review of recent board member elections
  - Review of volunteers for the past two fiscal years
- Prepare 2025/26 Budget
  - Almost complete
- Prepare 5 year budget plan
  - Almost complete
- Amendment to the CC&Rs to expand quarterly membership payments to lot designation
  - To be discussed at next Board Meeting
- Implement amended Facility use policy - firm up details
- Continue quarterly village presidents meeting
- Determine Web Site re-structuring
- Explore feasibility of SBCA monthly newsletter

7. Meeting adjourned at 1:55 pm

➔ **Motion to Adjourn approved by voice vote**

Next SBCA Board Meeting: March 13, 2025, 9:30 am