

**SOUTH BAY COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS MEETING  
May 10, 2018  
9:30 a.m.**

**APPROVED**

1. Call to Order:  
President Skinner called the meeting to order at 9:37 a.m.
  
2. Determination of Quorum:  
A quorum was declared by Secretary Lemieux with five members present. Directors Jurca and Quail were absent. GM Mark Torres was also present.
  
3. Approval of Agenda:  
A motion to approve today's meeting agenda was made by Dir. Spagle, seconded by Dir. Twohey, and carried 5/0.
  
4. Approval of Meeting Minutes:  
A motion to approve the Minutes of the Board Meeting held on April 13, 2018, was made by Dir. Derrenberger, seconded by Dir. Spagle, and carried 5/0.
  
5. President's Remarks:  
Pres. Skinner noted that evidence of Spring is all around us and is certainly welcome. He also reported that several Clubhouse repairs as well as the interior improvement project are proceeding in a satisfactory manner.
  
6. Manager's Report:  
GM Torres presented the operations report including an update on various Club projects in progress or completed. A copy of this report can be obtained by members upon request. Five new members were added to the SBCA roster in April.
  
7. Treasurer's Report:  
The Treasurer's report was made by GM Torres indicating the SBCA's financial condition as of April 30, 2018. A copy of this report can be obtained by members upon request.

8. Board Communications:

Pres. Skinner reported that several e-mails have been received questioning the need to increase the facilities usage fees. Also, a copy of a letter has been received from PLA to the County requesting an additional one-year extension of the preliminary plat approval for Olympic Terrace Division II, Phase 2. A motion was made by Dir. Twohey to send a letter to the County supporting the request for extension. The motion was seconded by Dir. Spagle, and carried 5/0.

9. Committee Reports:

a. ARC:

Chair Vicki Derrenberger reported that last month the ARC reviewed and approved several exterior painting projects, multiple tree removals and a roof replacement. Also, a complaint was heard by a homeowner regarding plantings along a property line. A letter will be sent to the other homeowner requesting a response.

b. Activities & Amenities:

Pres. Skinner announced that "Music on the Green" featuring live music will be held at the Bay Club on Saturday, June 2. Tickets will be available soon for \$15. Butcher & Baker will be providing Wine and Dine food boxes at a cost of \$15/box.

c. Facilities:

Dir. Spagle reported that the Committee has accepted the interior remodel design and recommended the Board fund the improvements as presented.

A discussion regarding a piece of equipment for the fitness area which is mainly used for physical therapy was tabled.

Pres. Skinner announced that the PLPA has \$4,000 to contribute to a new sound system in the auditorium, but needs an additional \$4,000 to move forward with the project.

d. Finance:

GM Torres reported that the Draft Budget for FY2019 has been completed. A motion to approve the draft budget was made by Dir. Spagle, seconded by Dir. Twohey, and carried 5/0.

Dir. Spagle also made a motion to approve an expenditure of \$12,355.75 as a down payment on the new furniture for the Club's Great Room with the total cost not to exceed \$34,000. The motion was seconded by Dir. Twohey, and carried 5/0.

Another motion was made by Dir. Spagle to approve an expenditure of \$400 to paint higher up on the walls than previously discussed, with the total cost of

painting not to exceed \$10,000. The motion was seconded by Dir. Twohey, and carried 5/0.

e. HR:

Pres. Skinner reported a revised contract for GM Mark Torres has been recommended for approval. A motion to approve the revised contract was made by Dir. Spagle, seconded by Dir. Twohey, and carried 5/0.

GM Torres reported that salary increases for the staff have been recommended by the HR Committee including a 2% lump sum increase for existing staff who are already maxed out. A motion to approve these staff salary increases was made by Dir. Spagle, seconded by Dir. Twohey, and carried 5/0.

Pres. Skinner stated that the salary increases for both GM Torres and the staff should take place on July 1, 2018. So moved by Dir. Spagle, seconded by Dir. Twohey, and carried 5/0.

f. Communications:

Chair Sheila Twohey reported that the new website still needs some fine-tuning and that the Committee is in need of volunteers.

A motion to accept all Committee Reports was made by Dir. Derrenberger, seconded by Dir. Spagle, and carried 5/0.

10. Old Business:

Pres. Skinner reported there was no old business at this time.

11. New Business:

Pres. Skinner reported there was no new business at this time.

12. PLVC Report:

Pres. Skinner reported on the following:

- a. Seven houses are for sale in Ludlow Cove;
- b. The Utilities Committee is discussing protection of the geoduck population;
- c. The Dog Park issue has been tabled for the time being;
- d. Tomorrow is the monthly Friday Night Social; and
- e. Mother's Day carnations will be available for the ladies tomorrow night.

13. Member Comments:

Brian Belmont, GM for LMC, requested a status report on SBCA's Financial Reserve Study. Sue Oemichen reported that the Study will soon be forthcoming but in general appeared to be in good shape. GM Torres stated the SBCA funding strategy is to adopt a baseline funding model; where baseline is not \$0, but is \$100,000 (minimum balance). The current reserve funds balance "% funded" is approximately 20%.

Pres. Skinner stated he has received many questions regarding the Facilities Usage Fees, especially as to when they will be implemented. He responded that implementation could be as early as July 1, 2018.

Bill Dean recommended that the Facilities Usage Fees issue be given more time and discussion. He also reported that portions of the Jefferson Healthcare Clinic have been repainted and that awnings are forthcoming.

14. Adjournment:

A motion to adjourn was made by Dir. Spagle, seconded by Dir. Twohey, and carried 5/0 at 11:00 a.m.

Respectfully submitted: Steve Lemieux, Secretary