

**SOUTH BAY COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS MEETING  
June 8, 2018  
9:30 a.m.**

APPROVED

1. Call to Order:  
President Skinner called the meeting to order at 9:30 a.m.
  
2. Determination of Quorum:  
A quorum was declared by Secretary Lemieux with all members present. GM Mark Torres was also present.
  
3. Approval of Agenda:  
A motion to approve today's agenda was made by Dir. Spagle, seconded by Dir. Derrenberger, and carried 7/0.
  
4. Approval of Meeting Minutes:  
A motion to approve the Minutes of the Board Meeting held on May 10, 2018 was made by Dir. Quail, seconded by Dir. Spagle, and carried 7/0.
  
5. President's Remarks:  
Pres. Skinner made the following announcements:
  - a. Candidates for local public offices are visiting homes and handing out fliers;
  - b. The monthly Friday night Social is tonight;
  - c. Be on alert for bears and dogs in our neighborhoods;
  - d. New carpet is currently being installed in the Great Room;
  - e. "Music on the Green" was a very successful event;
  - f. SBCA needs one more candidate to run for office as a Board member; and
  - g. The Beach Club will celebrate its 50th Anniversary on June 30th. All SBCA members are invited to attend the party. Timing to be announced.

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. Six new members of SBCA were added to the roster in May.
7. **Treasurer's Report:**  
Finance Committee Chair Dan Quail presented the treasurer's report indicating the SBCA's financial condition as of May 31, 2018. A copy of this report can be obtained by members upon request.
8. **Board Communications:**  
Pres. Skinner indicated there was no communication with the Board during the past month.

9. **Committee Reports:**

a. **ARC:**

Chair Vicki Derrenberger reported that a variety of permit applications were reviewed and approved by the Committee last month. In addition, Vicki announced that after much discussion with members, the Committee has recommended several changes to Revision 5 of the Design Standards and presented the following motions to the Board for approval:

**Motion 1:** to change SBCA DS 3.3 (5) **from:** "Exterior construction will occur only between the hours of 7:00 am and 6:00 pm Monday through Saturday" **to:** "Exterior construction will occur only between the hours of 7:00 am and 6:00 pm Monday through Saturday and 10:00 am to 6:00 pm on Sunday";

**Motion 2:** to change SBCA DS 4.6 (2) **from:** "SBCA-ARC meets with Owner within 15 days of receipt of grievance letter to discuss Owner's contentions" **to:** "the SBCA-ARC will attempt to contact the Owner within 15 days of receipt of the grievance letter to discuss the Owner's contentions";

**Motion 3:** to change SBCA DS 4.6 (3) **from:** "The SBCA-ARC shall render a written decision within 15 days of the meeting with the Owner" **to:** "The SBCA-ARC will use its best efforts to render a decision promptly";

**Motion 4:** to change SBCA DS 4.7 (1) **from:** "Within 15 days after receiving the **ARC appeal decision**, a party who wishes to appeal the ARC decision to the SBCA Board (the appellant) must submit the appeal in writing to the

Board

and must provide copies to all other parties who were directly involved in the matter" **to:** "Within 15 days after receiving the **ARC decision**, a party who

wishes to appeal the ARC decision to the SBCA Board (the appellant) must submit the appeal in writing to the Board and must provide copies to all other parties who were directly involved in the matter”; and

**Motion 5:** “to change SBCA DS 5.1.17 **from:** “No provision for the care, housing, or confinement of any pet shall be constructed so as to be visible from neighboring property. Homeowners are prohibited from feeding or otherwise attracting vermin or other unwanted wildlife to their lot as this may cause a health, safety or nuisance concern (e.g. bird feeders which drop seeds on the ground would likely attract vermin and have been known to attract bears)” **to:** “No provision for the care, housing, or confinement of any pet shall be constructed so as to be visible from neighboring property. Homeowners must refrain from feeding or attracting wild animals or birds (including waterfowl) in such a manner that creates an unreasonable disturbance or accumulation of droppings on their lot or surrounding properties as this may cause a health, safety or nuisance concern. Bird feeders should be used with care, as they may also attract nuisance animals and vermin”.

All five motions were collectively seconded by Dir. Jurca, and carried 7/0.

b. Activities & Amenities:

GM Torres thanked the members and staff who worked the bar and other activities associated with “Music on the Green”. He stated that attendance at this event could be improved with more advertising. The annual Pancake Breakfast will be held in August. The annual SBCA Meeting will be held on July 18.

c. Facilities:

Dir. Spagle reported that the Committee met on June 5 and the following issues were discussed:

- i. The existing pictures in the Great Room and in the Hallways need to be disposed of - perhaps by auction. Suggestions are requested;
- ii. A new location for the TV is necessary;
- iii. The trail to the Gazebo needs to be widened;
- iv. The new furniture should arrive on July 12, if everything goes according to schedule; and
- v. Next meeting will be on July 10.

d. Finance:

Chair Dan Quail reported that total income for FY2018 appears to be ahead of projections. Also, total expenses appear to be below budget, so there

may be a surplus of funds at the end of FY2018. Expenses have been checked by Dir. Spagle and member Ed Knodle and found to be in order. Dir. Spagle reported that the final Audit Report should be available by the Annual Meeting in July.

After some discussion, Dir. Quail moved to appropriate \$4,000 to be added to the \$4,000 made available from PLPA, for the purchase and installation of a new sound system for the auditorium, with the understanding that who will maintain the system be identified. The motion was seconded by Dir. Jurca, and carried 7/0.

e. HR:

Pres. Skinner stated there was no report at this time.

f. Communications:

Chair Sheila Twohey reported that the Committee is continuing its work on changes to the new website.

A motion to accept all Committee Reports was made by Dir. Derrenberger, seconded by Dir. Spagle, and carried 7/0.

10. Old Business:

a. SBCA Bay Club Policies and Procedures:

After much discussion between the Board and Members in the audience, Dir. Sheila Twohey made the following motion: "to amend South Bay Community Association Bay Club Policies and Procedures, Policy B.1, as submitted and include Exhibit A, which modifies the rate structure for facility use fees and Exhibit B, which defines which groups belong to a user class known as "Port Ludlow Community Groups". This amendment to be effective July 1, 2018." The motion was seconded by Dir. Quail, and carried 7/0.

Copies of amended Policy B.1, Exhibit A, and Exhibit B can be obtained upon request to GM Mark Torres.

11. New Business:

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

12. Chimacum Schools:

Superintendent Rick Thompson addressed the Board and thanked them and all the members of SBCA for their generous contributions to school projects not funded under their regular budget. A progress report was made available for review.

13. PLVC Report:  
Pres. Skinner reported on the various activities currently being undertaken by the Council. Bill Dean reported that PLVC has been successful in reducing the planned increase in sewer charges by JeffCo PUD.

14. Member Comments:  
Pres. Skinner answered several questions from members on Club facilities improvements and costs.

Dir. Jurca answered questions about the provision in SBCA's articles of incorporation about the requirements for a sale or other transfer of real property by SBCA, and about the purpose of the ballot measure to amend that provision relating to a transfer of ownership of SBCA real property other than the parcel where the Bay Club and gazebo are located.

Dir. Derrenberger made a motion to approve the Annual Meeting Agenda Packet. The motion was seconded by Dir. Quail, and carried 7/0.

15. Executive Session:  
A motion to enter into executive session was made at 10:47 a.m. by Dir. Quail, seconded by Dir. Spagle, and carried 7/0. The purpose of the ES was to discuss communications with legal counsel.

16. Regular Session:  
At 11:49 a.m., a motion to resume regular session was made by Dir. Jurca, seconded by Dir. Spagle, and carried 7/0. Dir. Jurca further moved that a letter be sent to legal counsel requesting assistance as discussed in executive session. The motion was seconded by Dir. Spagle, and carried 7/0.

A separate motion was made by Dir. Spagle to accept the most recent draft audit report and the "Management and Client Representation Letter" with the understanding that an addendum be attached to the Letter correcting or clarifying certain of the statements contained within the Letter. The motion was seconded by Dir. Jurca, and carried 7/0.

17. Adjournment:  
A motion to adjourn was made by Dir. Jurca, seconded by Dir. Twohey, and carried 7/0 at 12:08 p.m.

Respectfully submitted: Steve Lemieux, Secretary