

**SOUTH BAY COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
September 14, 2018
9:30 am**

DRAFT MINUTES UNAPPROVED

1. Call to Order

President Skinner called meeting to order at 9:30 am.

2. Determination of Quorum

Secretary Walkowski established quorum with all Directors present. Approximately 10 additional SBCA members in attendance.

3. Approval of Agenda

Motion for approval by Dir. Jurca, 2nd by Dir. Spagle: Motion carried 7/0.

4. Approval of meeting minutes – August 10, Board Meeting

Motion for approval of minutes by Dir. Jurca, 2nd by Dir. Shadrack: Motion carried 7/0.

5. President's remarks

- a. *President Skinner announced the evening's Chowder Fest Social Night;*
- b. *TV monitor was inadvertently broken during the refinishing of the Auditorium floor and will be repaired;*
- c. *Overgrown trees on Spinnaker are in the process of being pruned; and*
- d. *We need to keep our East Coast neighbors in our thoughts.*

6. Manager's Report

GM Mark Torres presented the Operations report and thanked everyone who helped with the End of Summer Games and Outdoor Concert – the event was a great success. He also mentioned the Port Ludlow Associates promotional video of the refurbished Bay Club to be used to support home sales in the South Bay. The video can be seen on one of the new digital monitors/TVs (electronic bulletin board) in the Great Room. Updates on Club projects in progress or completed was also given. A copy of this report can be obtained upon request.

7. Treasurer's Report

Treasurer Spagle presented the Treasurer's report as of August 31, 2018. A copy of the report can be obtained upon request.

8. Board Communication

President Skinner reported the following communication received by the Board:

- *An email from Dan and Esther Darrow regarding The Bay Club Usage Fee Policy. President Skinner read the proposed Board response to SBCA members present. Motion for President Skinner to send response was made by Dir. Derrenberger, 2nd by Dir. Spagle: Motion carried 7/0.*
- *A letter from Shane Seaman (attorney for Brian and Jeanie Killmer) regarding trees and vegetation on the property formerly owned by Roy and Gwen Shepherd. Director Jurca read the proposed response to SBCA members present. Motion for President Skinner to send the response was made by Dir. Jurca, 2nd by Dir. Spagle: Motion carried 7/0.*
- *Note: copies of both responses are available upon request.*

9. Committee Reports, Assignments, and Confirmations

a. ARC

Dir. Derrenberger (Chair) reported that 18 applications were reviewed at the August ARC meeting. One of the applications was referred to the Ludlow Cove II Association given it falls under their jurisdiction. Next ARC meeting will be Friday 9/21.

b. Activities and Amenities

Committee Chair Barb Burke commented on upcoming events: For September - the evening's Chowder Fest Social Night and upcoming movie night featuring The Greatest Showman. For October – a Halloween themed Costume Party and movie night featuring La La Land are planned. Planning is also under way for the Holiday Gala to be held on December 8. Chair Burke also mentioned future events: another pancake breakfast, a Thanksgiving Dinner event at the Old Alcohol Plant, a Mardi Gras event in March, and a 4th of July Picnic featuring a Navy Band. The next meeting will be held Tuesday 9/25.

c. Facilities

Chair John Sweet covered a number of items that were covered at the Committees' recent semi-annual walk-through:

- Entry Trees – four alders to be removed and identification of trees to be pruned;*
- Potter's Wheel – Wood Shop was approved for location;*
- Carpet Issues discussed/cost-prohibitive;*
- Purchase of new inexpensive chandelier for Great Room area;*
- New ceiling fans in the Auditorium;*
- Cleaning for rafter/beam dust accumulation in Auditorium; and*
- Request for clock in the Great Room – may use electronic bulletin board.*

d. Finance

Dir. Spagle (Chair) reported on items that were covered at the last Finance meeting held on Tuesday 9/11.

- Income appears to be ahead of projections and total expenses appear to be below budget;*
- Two outstanding delinquencies:*

1. One property with \$4000 delinquency should be resolved with upcoming sale of property;
 2. Remaining delinquency is a Special Assessment delinquency and is about to be resolved.
- iii. Discussion about tennis court expenses was tabled for further discussion at next Board workshop.
- iv. There will be spot checks on Finances every couple of months;
- v. Motion to close the Benevolence Account with a balance of \$30.33 and place the funds in the Capital Improvement Account was made by Dir. Spagle, 2nd by Dir. Jurca: Motion carried 7/0; and
- i. Dir. Spagle reported that following the PUD energy audit, an incentive payment of \$27,066.17 may be due SBCA. Motion by Dir. Spagle to take the rebate (when received) from BPA and combine with funds in the Special Assessment Account and Capital Improvement Account and pay off the Sound Bank Loan, with further special assessment payments to be deposited into the Reserve Account. After discussion, Dir. Spagle withdrew the motion for further discussion at the next Finance meeting.

e. HR

President Skinner stated no report for August.

f. Communications

Dir. Derrenberger covered items that were covered at the at the last Communications meeting on Tuesday 8/28:

- i. Website is currently being reviewed for accuracy, inconsistencies and missing content;
- ii. More pictures with members of the Association will be added to the website;
- iii. Improvements continue to be made to the electronic bulletin board in the Great Room;
- iv. Materials to be posted to the electronic bulletin board should go to GM Mark Torres;
- v. Communications Committee creating a template for Committee Meeting minutes and agendas to provide consistency across all Association Committees; and
- vi. Next Communications meeting will be Tuesday 9/25.

10. Old Business

Compliance Policy – proposed changes to compliance policy will be reviewed at the next Board Workshop prior to submission to SBCA members for comments and feedback.

11. New Business

- a. *Board Orientation for HOA – SBCA received a proposal from Barker Martin in Seattle for a HOA Board Orientation. In the proposal, SBCA Board would travel to Seattle for the orientation at a cost of \$1250.00. Motion to accept the proposal as received was made by President Skinner, 2nd by Dir. Derrenberger. Substantial discussion ensued, including the making and withdrawal of motions to amend the motion, and discussion about asking what it would cost to provide such an orientation to all village HOA boards next year. After such discussion, the original motion was approved 7/0.*

12. PLVC Report

President Skinner reported on discussion and reports at the monthly PLVC meeting. Elections are coming up and wine and cheese will be served at the October meeting.

13. Additional Member comments

Additional discussion took place regarding Usage Fees, the zoning for the Gazebo property, and continued ownership and maintenance of the Tennis Courts.

14. Adjourn

At approximately 11:19 am, Motion to adjourn was made by Dir. Jurca, 2nd by Dir. Shadrick: Motion carried 7/0.

Next SBCA Board Meeting: Friday, October 12, 2018

Next SBCA Board workshop date: TBD