

**SOUTH BAY COMMUNITY ASSOCIATION**  
**BOARD OF DIRECTORS MEETING**  
**March 8, 2019**  
**9:30 am**

**DRAFT MINUTES UNAPPROVED**

**1. Call to Order**

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

**2. Determination of Quorum**

*Directors Sheldon and Jurca were absent; Secretary Walkowski established quorum with all other Directors present. Approximately 25 additional SBCA members were in attendance.*

**3. Approval of Agenda**

*President Skinner announced a change to the Agenda and moved the Activities and Amenities Committee report up in the order to follow Greg Brotherton. Motion for approval of amended Agenda by Dir. Derrenberger, 2<sup>nd</sup> by Dir. Spagle: Motion carried 5/0.*

**4. Approval of Meeting Minutes – February 8, 2019**

*Motion for approval of meeting minutes by Dir. Derrenberger, 2<sup>nd</sup> by Dir. Spagle: Motion carried 5/0.*

**5. Greg Brotherton**

*Greg Brotherton gave an overview of his first two months in office. His main focus includes making building easier in Jefferson County and code reform. Projects in the works include the Critical Area Ordinance, balance between environmental protection and development, and the implementation of a Citizen Advisory Committee for code reform. Member comments for Greg included the roundabout at Route 104 and Paradise Bay Rd., clear-cutting practices/land management, EPA guidelines on products like Round-Up, and options for increased retail sales tax in Jefferson County.*

**6. President's Remarks**

*President Skinner announced the evening's Member Social and Chili Cook-off and encouraged all to attend. He also mentioned that the pictures and art in the Bay Club front area and hallway will be rotating every couple of months.*

**7. Manager's Report**

*GM Mark Torres also acknowledged the Ludlow Village Players and SBCA member volunteers that helped with the 3/1 pancake breakfast to support the Ludlow Village Players. We had the largest turnout to-date and served 114 people. GM Torres also reported on the following projects in progress. All of the HOA's ARC documents from 1992 to the present are in the process of being digitalized – over 42,000 documents. Other items reported were resolution of issues*

*related to recent power outages and brown outs, new Club Management software, and work on next year's budget forecasts. A copy of this report can be obtained upon request.*

**8. Treasurer's Report**

*Treasurer Spagle presented the Treasurer's report as of 2/28/19. A copy of the report can be obtained upon request.*

**9. Board Communication**

*Some thank you notes were received related to the pancake breakfasts. There was no further member communication to the Board.*

**10. Committee Reports, Assignments, and Confirmations**

**a. ARC**

*Dir. Derrenberger (Chair) reported that the ARC Committee approved applications in February for a new deck, a deck replacement with composite material, the removal of several trees on homeowner lots, and a small propane fire pit. The next ARC meeting will be held Friday 3/15.*

**b. Activities and Amenities**

*Barb Skinner gave the AAC report and reviewed February events as well as upcoming events. The Valentine's Day Wine, Chocolate, and Jazz event was enjoyed by all who attended. The February Member Social and Chili cook-off was cancelled due to weather and rescheduled for March 8. Chair Skinner also reported that the March pancake breakfast was the best attended to-date. The LVP assisted with the breakfast and will receive over \$800 in cash and usage fee assistance. The next pancake breakfast will be held 4/5 and will benefit the Dove House - we will ask members to bring items needed by the Dove House to the pancake breakfast. Future Member Socials will be held the 2<sup>nd</sup> Friday in June, September, and December. These events focus on bringing in new residents in the HOA to meet other SBCA members with drinks offered at no cost to members. There will be Happy Hour events held the 2<sup>nd</sup> Friday of the month for each of the remaining months. There will be a Crime Prevention and Senior Fraud Program on 4/18 from 1:00 pm – 3:00 pm. Other future events are the Summer "Music on the Green" events (Saturdays) on 6/29 and 8/17, a July 4<sup>th</sup> event, and the Holiday Gala will be on 12/8. The AAC is in need of more members and the next meeting will be held Monday, 4/8 from 1:00 pm – 3:00 pm.*

**c. Facilities**

*Chair Sweet was not present at the meeting so Dir. Spagle gave the Facilities report. The committee is in the process of prioritizing expenditure items for Reserves and a workshop is scheduled for next week. Other items discussed at last Facilities meeting were the Club Management Software and Shed renovation (to be discussed later).*

**d. Finance**

*Dir. Spagle (Chair) reported on items that were covered at the last Finance meeting. Club Management software has been in discussion, researched, and budgeted for this fiscal year. Motion to approve the GM to contract with Easy Facility for subscription for Club Management Software for the current year was made by Dir. Spagle, 2<sup>nd</sup> by Dir. Shadrick: Motion carried 5/0. Other items reported included delinquent accounts – GM Torres has successfully collected \$13,000 in delinquent accounts with approximately \$16,000 still outstanding. Electric costs remain high even with steps taken to reduce costs so GM Torres is working further with PUD. Facilities is working to prioritize FY 2020 reserve items and will have their recommendations to Finance by the next meeting date. Facilities provided background and options for the Shed renovation to the Committee and the Finance Committee voted to recommend the Board to expend funds for architect fees. Motion for the Board to approve expenditure not to exceed \$4500 for an architect to prepare plans of sufficient specificity for a contractor to bid the job was made by Dir. Spagle, 2<sup>nd</sup> by Dir. Shadrick: Motion carried 5/0. Other items discussed were a new Sound Bank CD with higher interest was opened and the old one closed. 2020 Budget Assignments have been made and will begin in earnest in April.*

**e. HR**

*President Skinner reported there was no HR meeting last month.*

**f. Communications**

*Dir. Derrenberger (Chair) reported on items discussed at the last Communications meeting held on 3/4. Corrections were made to the website regarding Committee member names and meeting dates. Topics for future Voice articles were discussed as well as the new Voice guidelines, which now require shorter articles. The Communications Committee is still looking for additional members and the next meeting will be held Monday 4/15 at 9:30 am.*

*President Skinner requested motion to accept GM, Treasurer, and all Committee reports. Motion for approval by Dir. Spagle, 2<sup>nd</sup> by Dir. Derrenberger: Motion carried 5/0.*

**11. Old Business**

**a. Enforcement Policy**

*There have been numerous Community Meetings and Board Workshops to discuss the proposed Enforcement Policy and to receive member input for potential revisions have taken place the past several weeks. Motion to approve the revisions and corrections made to the Enforcement Policy that was approved at the 2/8 meeting (to be effective 4/2/19); and also to authorize the GM to send the Enforcement Policy out to all members and post on the website was made by Dir. Derrenberger, 2<sup>nd</sup> by Dir. Spagle: Motion carried 5/0.*

**b. Update on Shed**

- i. *As noted during Finance Report, the Board has approved funds for an architect to provide plans needed for a contractor to bid the work.*

**12. New Business**

**a. OWSI Issue**

*There was a meeting held on 3/7 at the Beach Club to discuss the proposed OWSI surcharge of \$5/month for the next 20 years. Diana Smeland with OWSI was also in attendance at today's Board meeting and gave another explanation of the project and surcharge. There is a UTC meeting in Olympia on 4/11 that members can attend if they want to give feedback to the UTC or members can find out how to contact the UTC from the PLVC website.*

**13. PLVC Report**

*President Skinner reported on discussion and reports at the monthly PLVC meeting. There was discussion on roadway safety including a proposed four-way stop at the Beach Club, a speed reduction from Timberton to Walker, blinking lights at stop signs, pedestrian crosswalks, and the proposed roundabout at Route 104. The surcharge from OWSI was also discussed as well as the relationship between PLVC and PLA (to be discussed at the next PLVC workshop).*

**14. Additional Member comments**

*Additional discussion took place on the timetable for the speed reduction between Timberton and Walker and other proposed safety measures. It was also reported the Chamber will be hosting a Coffee Café at Sound Bank on Friday 3/22 from 10:00 am – 12:00 pm. The new Mexican restaurant in Port Ludlow in the Commercial Center is still moving forward and is in the process of getting needed licenses.*

**15. Adjourn**

*At approximately 10:48 am, Motion to adjourn was made by Dir. Spagle, 2<sup>nd</sup> by Dir. Derrenberger: Motion carried 5/0.*

Next SBCA Board Meeting: Friday, April 12, 2019

Next SBCA Board workshop date: TBD