

**SOUTH BAY COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
July 12, 2019
9:30 am**

MINUTES APPROVED

1. Call to Order

President Derrenberger called meeting to order at 9:29 am.

2. Determination of Quorum

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

3. Approval of Agenda

Motion for approval of Agenda by Dir. Spaqle, 2nd by Dir. Sheldon: Motion carried 6/0.

4. Approval of Board Meeting Minutes from June 14

Motion for approval of meeting minutes by Dir. Spaqle, 2nd by Dir. Jurca: Motion carried 6/0.

5. President's Remarks

President Derrenberger thanked everyone for attending and reminded members that there was no member Happy Hour this evening due to the Annual Meeting and Reception to be held Wednesday July 17.

6. Manager's Report

GM Mark Torres also reminded members about the upcoming Annual Meeting and requested all those unable to attend to get proxy forms returned to ensure a member quorum. There will be a Reception after the meeting with Mo'Chili BBQ catering the hot food. There will be another music event in August with Kirk & Kompany Jazz band performing on Saturday August 17th at 1:00 pm. Members will be given first opportunity to purchase tickets at the Club and then the event will be promoted throughout the community and beyond. This event will sell out so members are encouraged to get their tickets early. Open staff positions have now been filled and GM Torres thanked the Board and volunteers for helping with the recent concert and 4th of July picnic. Both were very successful events. GM Torres also reported that security cameras are being installed and the new check in system is in the testing phase. The annual cleaning of the Club windows (inside and out) has been completed. A copy of this report can be obtained upon request.

7. Treasurer's Report

Treasurer Spagle presented the Treasurer's report as of 6/30/19. A copy of the report can be obtained upon request.

8. Board Communication

Two complaints were received by the Board – one has already been forwarded to ARC for review. The second complaint received is a complaint related to the height and length of a hedge. Motion for the complaint to be forwarded to the ARC Committee for recommendation was made by Dir. Spagle, 2nd by Dir. Jurca: Motion carried 6/0.

9. Committee Reports, Assignments, and Confirmations

a. ARC

Dir. Derrenberger (Chair) gave the report from the June ARC meeting. She reported that the Committee reviewed six applications and approvals were given for a landscape modification, tree removal and tree planting, addition of a window box, a deck, and wooden step replacement. Another application was approved with conditions (height of trees). There was also discussion about a complaint received about an unapproved five-foot wall. The Committee recommends the Board pursue the complaint given it represents a valid and verified conflict with the Design Standards and Master Declaration. The next ARC meeting will be held Friday 7/19 at 9:30 am.

b. Activities and Amenities

Dir. Sheldon (Chair) gave the AAC report and a review of past events. The 4th of July picnic was very well attended. There have been requests that for family friendly events the regular pool schedule be superseded so that children can swim during the hours of the event. Dir. Sheldon also reported that the Committee will be moving to a rolling 12-month plan for event planning and this view will be integrated into our website so that members can review planned events for the upcoming year. This approach also allows the Committee to plan well in advance of the event. The Committee has also been discussing future event ideas – storytelling, wine tasting, trivia nights, and a possible cooking lecture by a local chef. Barb Burke has expressed an interest to join the AAC Committee again. Motion to appoint Barb Burke to the Activities and Amenities Committee meeting was made by Dir. Sheldon, 2nd by Dir. Jurca: Motion carried 6/0.

c. Facilities

Dir. Shadrick (temporary Chair) gave the Facilities report. The committee is reviewing/working on the following:

- (a) There was a request that the Club donate two CPR mannequins to the Red Cross – however we were informed that the Red Cross is unable to accept the donation. We will keep the mannequins on site and these can be loaned out to instructors teaching CPR classes.*
- (b) GM Torres is still working to secure bids for the Shed renovation and has interest from three companies. We expect to get bids in the next few weeks.*

- (c) *Water element behind building – GM Torres is seeking options for low maintenance, low/no cost solutions and will take suggestions to the Committee.*
- (d) *Fan cleaning in the exercise room has been completed.*
- (e) *Mat for the NuStep machine has been completed.*
- (f) *Camera installation on the front of the building has been completed.*
- (g) *All input of Club Member names into the new check-in software has been completed. GM Torres will order a new iPad for members to sign in.*
- (h) *GM Torres was contacted by a representative from HearingLoop NW regarding installation of a wireless device in the auditorium that would connect to members hearing aids.*
- (i) *Dir. Spagle has agreed to continue to work with the Artist League regarding the art work in the main room.*

The next meeting will be held 8/6 at 9:30 am.

d. Finance

Dir. Spagle (Chair) reported on items that were covered at the last Finance meeting and reported that the loan from Sound Bank is now paid off. GM Torres continues to work on delinquent accounts and has secured payment or payment plans for two of the oldest accounts. For income, surplus is over plan – due largely to increased facility rental fees and the one-time check from BPA for energy conservation. Expenses are running slightly behind plan, due largely to high electricity expenses. GM Torres continues to work on this issue with regard to the demand charge to determine how we can positively impact this cost. GM Torres is also researching using QuickBooks for Excise Tax collection/payments and FMLA. Motion recommending the Board approve initial expenditure of not more than \$750 for services from CPA Pete Hallock to create custom reports from QuikBooks to address account for delinquent assessments, rental income, excise tax, and any other specialized need was made by Dir. Spagle, 2nd by Dir. Jurca: Motion carried 6/0. The next meeting is 8/16 at 1:00 pm and will be chaired by Dir. Shadrick.

e. HR

There was a HR meeting in June to discuss the General Manager Contract renewal. Both GM Torres and President Derrenberger have signed.

f. Communications

There was no Communications meeting in July. The next meeting is 8/5 at 1:00 pm.

President Derrenberger requested motion to accept GM, Treasurer, and all Committee reports. Motion for approval was made by Dir. Jurca, 2nd by Dir. Sheldon: Motion carried 6/0.

10. Old Business

There was discussion on a proposed Trails Maintenance Agreement between PLVC and SBCA. Dir. Jurca gave members background and explanation for the proposed Agreement. SBCA authorizes PLVC and the Trails Committee to do trails maintenance but there is currently not a formal agreement in place. In the proposed agreement, PLVC is naming SBCA as an additional insured. Motion that the President be authorized to sign a Trails Agreement with PLVC substantially in accordance with the draft Agreement that was discussed at the Board Workshop on 7/10 was made by Dir. Jurca, 2nd by Dir. Shadrick: Motion carried 5/0.

11. New Business

None

12. PLVC Report

President Derrenberger reported on discussion and reports at the monthly PLVC meeting. The Chimacum School Superintendent spoke about the ways the Port Ludlow community can help. They need committed volunteers and we can support the school by attending school activities. Donations can be made directly to a sport or activity. The local Post Office will now be called Port Ludlow Mail Services. A credit/debit function will be available for 50 cents per transaction. PLVC will be holding a Newcomers Welcome Event on 7/24 from 4:00 – 6:00 at the Bay Club. Other topics discussed were an update on the Village Center, the End of Life Seminar held at the Beach Club, a water treatment update, and Greg Brotherton's report that another informational meeting on the SR 104 and Hwy 19 roundabouts will be held late summer or early fall.

13. Additional Member comments

There was some discussion about the continued noise issue with the Club heat pump and some options to mitigate this noise are being discussed.

14. Adjourn

At approximately 10:29 am, Motion to adjourn was made by Dir. Spagle, 2nd by Dir. Sheldon: Motion carried 6/0.

Next SBCA Board Meeting: Friday, August 9, 2019

Next SBCA Board workshop date: TBD