

**South Bay Community Association
Board of Directors Special Meeting
March 23, 2020**

**9:30: AM
Draft Minutes**

1. Call to order 9:35 AM
2. Determination of quorum
5 of 7 directors present
3. Approval of agenda
Moved: Dir. Jurca
Seconded : Dir. Shadrick
Motion carried 5-0
4. Approval of Minutes of Special Board Meeting on March 19, 2020
Moved: Dir. Sprandel
Seconded: Dir. Shadrick
Motion carried 5-0
5. Manager's Report
 - Marie is disinfecting room by room and steam cleaning the carpets which are not being replaced. Should be done end of this week.
 - Thermostats have been turned down; the pool temperature has been dropped; the spa will be drained this week.
 - The carpet project begins on April 2nd when fitness equipment moved out and rooms being worked on emptied as well.
 - Calls have been received asking to remove quilting and other items...accommodated. when possible.
 - Calls have been received asking to borrow equipment...denied, as against policy to do so.
 - Renewal of D & O with current carrier done. Check being cut today.
 - Medical insurance placed with new carrier.
 - Remaining commercial coverages being wrapped up after underwriter reviews renewal application.
 - Board comments/ questions:
 - i. Dir. Jurca suggested sending recent status report prepared by the GM out to members by e-blast. Will also be included in the quarterly billings being prepared this week.
 - ii. Dir. Shadrick asked if filing and other special projects are being put into place for staff. The GM responded that 'must do' projects will continue through this week. Other projects, and whether to bring staff in to work on them, will be discussed at the special board meeting next Monday, March 30th.
6. Old Business
 - The need for weekly special board meetings will be re-evaluated periodically. It was agreed that the next meeting will begin at 9:40 to get away from main traffic times on the conferencing web site.

- The draft decision document relating to the Watson/ Otness complaint was approved and will be sent to each party.
- The letter to Lewis will be sent with a copy to the complainant.

7. New Business

- It was agreed that all communications to the board through the SBCA web portal will be responded to through the offices of the GM.
- A member's request that his availability to take shop for food for those who are sheltering in place will be responded to by advising him that the PLVC is expected to have a formal program in place shortly and that Nextdoor has an area helping resource available as well.

8. Adjourn

Moved Dir. Jurca

Seconded: Dir. Sprandel

Motion carried 5-0