

**SOUTH BAY COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
May 08, 2020
9:30 AM Remote Call In
DRAFT MINUTES**

- 1. Call to order, 9:30 a.m.**
- 2. Determination of Quorum**
7 of 7 Directors present
- 3. Approval of Agenda**
Moved: Shadrick
Second: Dir. Birch

DIRECTOR	PRESENT	YES	NO	ABSTAIN
Birch	X	X		
Clark – Sec.	X	X		
Jurca	X	X		
Shadrick – VPres.	X	X		
Sheldon – Pres.	X	X		
Sprandel	X	X		
Walkowski – Treas.	X	X		

- 4. Approval of Board of Directors Special Meeting Minutes From April 20, 2020 Meeting**
Moved: Dir. Jurca
Second: VP Shadrick
Approved without objection
- 5. President’s Remarks**

President Sheldon made some overview comments prior to the detailed budget presentation by GM Torres. In these comments, Pres. Sheldon pointed out the expected reduction in outside income; he highlighted the expense side as only increasing by around 1% with a year-long focus expected to be on reductions to be found through utility and other efficiencies. He emphasized that the first-time budget deficit, although it can likely be offset from surplus, should be a 'red flag' to the membership, as, the surplus won't always be there, and, without annual assessment increases beyond those which the membership is used to, the answer needs to be the current and future Boards' focus on sources of outside income.
- 6. Manager’s Report – see synopsis of GM report in Word file embedded below**
Shed project now fully completed

Flooring project has resumed and is ongoing. Removal of old carpet and excess glue required special equipment. All flooring projects should conclude by Wednesday of next week.

Marie will be coming for a few days next week to clean and sanitize

Electrical work in locker rooms and classroom in progress.

Administrative work continues.

Tennis court will have the padlock changed. It has been noted that members and non-members have ignored the “closed” sign and have used their keys to access and use this closed facility

7. Board Communications

Some emails received regarding why assessments should be paid while the Bay Club is closed. Our justification and communications are appropriate and positive.

8. Treasurer’s Report – see embedded files below. Report is current as of April 30, 2020



PL.pdf



APR_PL.pdf



BAL (1).pdf

9. Committee Reports – see files embedded below each subheading.

a. ARC – Bill Dennis – See summary of remarks embedded below



2020_05-08_ARC_Report_for_April_2020.c

b. Activities and Amenities – No report

c. Communications –

Two issues were addressed.

* The Bay Club *Courier* has been launched successfully; GM Torres notes having received several positive comments, none negative.

* Categories for regular eBlasts have been developed. These categories will be used to tailor what sort of information members prefer to receive by opting into the categories they prefer.

d. Facilities – No meeting, no report.

e. Finance, Treas. Walkowski – see files embedded below – see also comments by Pres. Sheldon above in President’s Remarks



Budget Narrative
2020.docx



Board_Budget.pdf

i. Motion to Approve next year's budget as presented to be presented as the proposed budget to the members in the Annual Meeting Packet

Moved: Dir. Jurca
Second: VP Shadrick

DIRECTOR	PRESENT	YES	NO	ABSTAIN
Birch	X	X		
Clark – Sec.	X	X		
Jurca	X	X		
Shadrick – VPRES.	X	X		
Sheldon – Pres.	X	X		
Sprandel	X	X		
Walkowski – Treas.	X	X		

f. Health and Fitness

There has been some discussion regarding what will be involved in re-opening when conditions permit.

g. HR – No meeting

Motion to approve Committee Reports

Moved: Dir. Jurca
Second: VP Shadrick
Approved without objection

10. Old Business -- None

11. New Business

a. Monday Special Board Meetings – will not continue regularly; the President can call for a Special meeting as needed

b. Preparations for Re-Opening

*Working on mask and glove supplies

*Disinfecting products under review

*Point and shoot thermometers are on backorder

*Other elements as potential parts of a re-opening process are being considered but no purchases yet; don't want to purchase items that may not be necessary.

c. Payroll Tax Credit ... a \$12,000 to \$20,000 rebate may be obtained in the future

d. Letter from DNR on Logging

More information has been requested from the author of the DNR letter.

e. Preparation and Communications for Annual Meeting

In a physical meeting, the number of attendees would have to be severely limited. In all likelihood, the meeting will take place via electronic means. How to handle remote voting was discussed. Vote by mail is not allowed but can be accomplished via the proxy process. Gov. Inslee has issued a proclamation intended to allow HOA voting by mail due to the COVID-19 situation. This proclamation will expire on May 17, 2020 but the state legislature can extend that deadline. Our preparation should incorporate the proxy process nonetheless. As for those members who want to vote “at the meeting” we would have to use an awkward process wherein the meeting is suspended for an hour so these members can drive down to the Bay Club and place their ballot in a collection box. Packets must be mailed out by June 12, 2020. A draft packet will be constructed by May 22, 2020 for proofing prior to printing and assembly. GM Torres has the process well in hand.

- 12. PLVC Report** – Report delivered by Pres. Sheldon. A synopsis of Pres. Sheldon’s remarks is below. Further, a Word document of the PLVC Meeting Minutes is embedded Pres. Sheldon’s summary.

Pres. Sheldon mentioned that the two items among the several agenda topics came from Jefferson County Commissioner Greg Brotherton’s talk wherein he mentioned that: (1) food banks had already used all their federal funds for the whole calendar year and (2) that, while the Port Townsend hospital was at 98% operating capacity, they had only received 50% of the revenue needed to support it. Pres Sheldon also mentioned that there was some damage to the interpretive trail near the PLA offices.



Draft minutes of
5-7-20 PLVC Board n

- 13. Member Comments**

None.

- 14. Adjournment 11:17 a.m.**

Motion: Dir. Jurca
Second: VP Shadrick
Carried without objection

Next Special Board of Directors Meeting, Tuesday May 19, 2020 at 1:00 p.m.

Next Board of Directors Meeting, Friday June 12, 2020 at 9:30 a.m.