

SOUTH BAY COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS SPECIAL MEETING  
July 31, 2020  
1:00 PM via remote call-in

1. Call to order, 1:00 p.m.
2. Determination of Quorum  
7 of 7 Directors present

DIRECTOR	PRESENT
Bruce Birch – Sec.	X
Bart Clark – Pres.	X
Dave Jurca	X
Gil Skinner	X
Chris Spagle – Treas.	X
Tom Sprandel – VP	X
Bill Wight	X

3. Approval of Agenda  
Moved: VP Sprandel  
Second: Treas. Spagle  
  
Carried w/o Objection

4. Discussion of items presented to previous Board by a Board Priorities Working Group. These items were not approved by a vote by the previous Board and are on the Agenda for the July 31<sup>st</sup> Special Meeting as potential initiatives for the Board’s consideration.

- a. Re-opening the Bay Club & compliance with Washington Safe Start Plan

The following are discussions, comments and concerns from the Directors and GM:

- The Bay Club should remain closed at this time (note that there was a recent Covid-19 positive test in the PL town village area).
- We should develop a plan to open safely while balancing the risks and costs. The plan should include How, When, Cost and Safety Guidelines.
- What should we do about the employees; Full-time and Part-time? Should we continue paying for the remaining staff or consider furlough?
- Need to consider potential quarterly dues reduction.
- This issue should be given to the Facilities Committee for disposition and recommendation to the Board. Facilities to include input from the Finance, HR and Activities Committee. Also consider getting input from the general membership.
- The plan should come from the GM who is familiar with the state guidelines and Bay Club operations. The plan should be reviewed by all committees and presented to the Board for approval. Plan should include a review of insurance coverage and possible waivers of liability from members.

The following Motion was made:

Motion (VP Sprandel) – Give this item to the Facilities Committee to develop a step-by-step plan for reopening. Consult with Finance, HR and Activities Committees then submit to BOD for approval.

Second – Dir. Jurca

Voting

DIRECTOR	YES	NO	ABSTAIN
Birch – Sec.	X		
Clark – Pres.	X		
Jurca	X		
Skinner	X		
Spagle – Treas.	X		
Sprandel – VP	X		
Wight		X	

b. Resourcing new sustainable non-member revenue streams

The Board discussed this item and considers it a very important issue.

c. Energy Conservation Measures

The following are discussions, comments and concerns from the Directors and GM:

- This item is a means to provide for the future and is not intended to be for conservation of electrical use only.
- There is a cost to make this happen.
- Will need Finance and Facilities to make recommendations to the Board for some capital expenditures.

The Board discussed this item and considers it a very important issue for the BOD in the future.

d. Establish an Elections or Nominations Committee

The following are discussion items, comments and concerns from the Directors and GM:

- There were complaints by various members that there was inadequate notification/communication regarding the recent elections.
- This committee would address issues for notification and communication of elections.
- This is a communication issue and needs a plan developed for timely notification of election process and openings.
- There needs to be a recruiting aspect to the plan.

The following Motion was made:

Motion (VP Sprandel) – Give this item to the Communication Committee to develop a plan of how best to improve the election process.

Second – Sec. Birch  
Carried without Objection

e. Review/Update of SBCA Policies and Procedures

The Board recommends the following Directors and GM perform the initial review of the applicable documents:

Pres. Clark and Dir. Jurca

GM Torres

f. Create updated Document Management Policy

The Communications Committee will develop the initial draft of the Document Management Policy and report back to the Board with recommendations.

g. Redesign the SBCA Website

The Communications Committee will perform the initial review for the redesign and report back to the Board.

h. Review facility use concept for outside organizations

The following are discussion items, comments and concerns from the Directors and GM:

- There is no coordinated sales effort or outside marketing to date by the Bay Club staff or by SBCA for the use of the facilities by outside entities.

Treas. Spagle and Dir. Skinner to work together on developing a concept and report back to the Board.

i. Consider a tiered dues strategy.

The following are discussion items, comments and concerns from the Directors and GM:

- This item needs to be rephrased as “user fee” instead of “dues”.

This item will be reviewed again by the Board at a later date.

j. Consider tennis court lease and use options.

The following are discussions, comments and concerns from the Directors and GM:

- The tennis courts are currently on a lease from PLA with the contractual agreement that we maintain them.

The following Motion was made:

Motion (Dir. Jurca) – Create an ad hoc committee to review the court usage and lease position and provide recommendation to the Board as to what to do with the tennis courts in the future.

Second – Dir. Skinner

Comment to the Motion: The committee will include Dir. Skinner as the Chair along with Treas. Spagle, SBCA member Bert Loomis, and one or two other SBCA members with a mix of advocates and objectors to the tennis court.

Carried without objection

k. Re-establish direct relationship with Jefferson County Commissioners

The following are discussions, comments and concerns from the Directors and GM:

- We need to have a meet-and-greet with the County Commissioner for District 3 - Greg Brotherton, to develop a relationship so that we have a venue to voice the concerns and desires of SBCA to the County as applicable. This will open a dialog for support with issues of health, regulations, repairs, etc.
- We need to have a plan as to what we present to the commissioner and how we document our concerns so that the issues can be carried to successor commissioner for disposition.

The following Motion was made:

Motion (Jurca) – Dir. Skinner to arrange an initial meet-and-greet with Mr. Brotherton and Pres. Clark.

Second – VP Sprandel

Voting

<b>DIRECTOR</b>	<b>YES</b>	<b>NO</b>	<b>ABSTAIN</b>
Birch – Sec.		X	
Clark – Pres.		X	
Jurca	X		
Skinner	X		
Spagle – Treas.	X		
Sprandel – VP	X		
Wight	X		

l. Work with Developer to help influence resuming sales/development of the potential nearly 200 undeveloped lots within SBCA boundaries (not currently contributing \$'s to annual assessments revenue pool)

The following are discussions, comments and concerns from the Directors and GM:

- We need to have a discussion with Developer to discuss future plans for the undeveloped lots.

The following Motion was made:

Motion (Sec. Birch) – Have Pres. Clark invite Diane Smeland, President of PLA, to our BOD meeting to meet the new Board and to discuss future plans of the undeveloped parcels, and what we can expect from PLA and how it fits into our future development plans.

Correction to the Motion is to phrase it as an “invitation to meet the Board”.

Second – Dir. Skinner

Voting

Carried without Objection

m. Digitizing remaining SBCA (paper) archived records

GM Torres already addressed this item under another topic.

n. Expand capabilities of Property Management Software

GM Torres already addressed this item under another topic.

5. Other Comment(s), Concern(s) and Question(s):

The Board members should review the proposed revisions to the Design Standards recommended by the SBCA-ARC.

SBCA is in effect a “parent” organization and should coordinate and work more closely with the village HOAs.

It makes little sense for SBCA to own LPV1 Tracts A, B and C. What should we do about those tracts?

There should be a joint LMC and SBCA discussion on the possibility of somehow coordinating or combining their respective assets or activities for the benefit of the overall Port Ludlow community.

Do we have title reports on LPV1 Tracts A, B and C?

6. Adjournment 3:19 p.m.

Motion: Dir. Jurca

Second: VP Sprandel

Carried without Objection

Next Regular Meeting of the SBCA Board, 9:30 a.m. Friday August 14, 2020 via the same remote participation options above.

*Submitted by Bruce Birch, SBCA Secretary*