

**SOUTH BAY COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS MEETING  
Aug 14, 2020  
9:30am**

**MINUTES**

**1. Call to Order at 9:30 a.m.**

**2. Determination of Quorum**

7 of 7 Directors present by remote video or phone conference.

**3. Approval of Agenda**

**Moved:** Treas. Spagle

**Second:** Sec. Birch

Carried w/o Objection

**4. Approval of Meeting Minutes:**

**A. July 10, 2020 BOD Meeting**

Moved: Dir. Jurca

Second: Tres. Spagle

DIRECTOR	YES	NO	ABSTAIN
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		

**B. July 23 and 31, 2020 Special Meetings**

**Moved:** Dir. Jurca

**Second:** Tres. Spagle

Approved without objection

**5. President’s remarks**

President Clark welcomed our guest, Diana Smeland from Port Ludlow Associates and thanked her for visiting with the Board. Further, Clark reported that he had a productive telephone conversation with Jefferson County Commissioner, Greg Bretherton who will be our guest at the Sept. 11, 2020 Board meeting. Commissioner Bretherton indicated in this conversation that he is willing to maintain regular contact with the SBCA Board and will attend Board meetings (via remote call-in) when his Jefferson County duties allow. President Clark noted that he soon will be reaching out to the LMC President to establish a line of communication between the Associations. Next, President Clark provided an update on some recent research and statistics concerning the Covid-19 pandemic. He noted that for the U.S. in the first 13 days of August there have been 686,204 new Covid cases and 13,757 deaths due to the virus. Also of interest was his referencing a report concerning a recent scientific study of aerosolization of Covid.

Clark read the following passage from the article as an FYI regarding the danger of Covid:

*The team used two samplers, one about seven feet from the patients and the other about 16 feet from them. The scientists were able to collect virus at both distances and then to show that the virus they had plucked from the air could infect cells in a lab dish.*

*The genome sequence of the isolated virus was identical to that from a swab of a newly admitted symptomatic patient in the room. The room had six air changes per hour and was fitted with efficient filters, ultraviolet irradiation and other safety measures to inactivate the virus before the air was reintroduced into the room. ('A Smoking Gun': Infectious Coronavirus Retrieved From Hospital Air - The New York Times - By Apoorva Mandavilli, Aug. 11, 2020)*

## **6. Special Guest: Diana Smeland, President of PLA –**

- PLA Overview – PLA owns the marina, golf course, Inn, Village Center, various local buildings, and Olympic Water and Sewer.
- Current employment is 40 heads lower that same time last year.
- Real Estate – Seeing trend of movement to the area from the local metropolitan areas
  - 20 resales recent
  - 1 move-in recent
  - 5-10 calls per week for inquiries for remodels and custom builds
- Working to the WA State Covid-19 guidelines
- Chlorination Project – Received approval from Dept of Natural Resources to proceed with bidding. 5 potential bidders reviewing work scope.
- Fireside restaurant currently open for outdoor seating and take-out
- Golf course open. Planning for Mitch Black tournament to support Chimacum High School Scholarship.
- New Home Sales – Working on presales
  - 15-20 calls per week on the high side
  - No new presales completions expected until 2021 due to lengthy permitting and construction scheduling
  - Working on largest presale area in Olympic Terrace
  - Equivalent or better interest in presales than last year
- Questions for Diana
  - Any SBCA Bylaws/Rules that are hindering the acceptance of contracts by potential buyers? A: Not at this time
  - Status on the lease of the marina from the state? A: Currently in good standing with state for 30 year lease
- The Board suggested that Diana return as a special guest on a quarterly basis to provide update on PLA activities

## **7. General Manager's report –**

- Down to limited staff working on:
  - quarterly assessment activities
  - close-out of July yearly meeting activities
  - deferred seasonal tasks
  - annual cleaning of windows
  - pressure washing of patios
  - installation of new large capacity mailbox near entry for package and billing drop-off
  - general maintenance and painting
  - cleaning and sorting of cabinets in all rooms
  - fine-tuning of budget/finances

- contact of Villages to get update on Village Reps and other changes
- GM working with Inner Harbor Village on beaver and catch basin issues
- Cash flow and other expenditures are being documented to better understand actuals. Current estimate during closure for July-Sept 30<sup>th</sup> is ~\$30K. Finance to watch for excess.
- County is currently on hold for Phase 3 Safe Opening; we are still in Phase 2. Due to the current hold, we do not have a valid permit for the pool. County has said they will expeditiously approve permit without the need for inspection once the County moves to Phase 3.

**8. Treasurer's report.** Treasurer Spagle gave the Treasurer's Report. A copy is available upon request and will be posted on the SBCA website. For period ending July 30, 2020.

**9. Board Communications**

Two letters received - Both from same member regarding obtaining title report/insurance for 3 parcels located in LPV1 and providing offer for the purchase on 2 of the 3 parcels.

Anonymous Complaint – Complaint was for excessive bright lights at night from one lot in Teal Lake Village

**10. Committee Reports**

- a. Activities and Amenities - no report
- b. Architectural Review (ARC) –

The meeting minutes were approved for both the June 19, 2020 regular meeting and the July 1, 2020 special meeting.

The Committee considered 3 new homeowner SBCA-ARC applications, and 1 extension request.

The Committee unconditionally approved all 3 applications, and granted a 90 day extension on the extension request.

Old business: The Committee performed its final review of the changes to the SBCA Design Standards and related forms, and unanimously passed a motion to approve and submit to the SBCA Board for consideration/approval to adopt all amendments to the SBCA Design Standards and application forms as recommended by SBCA-ARC.

After the Meeting was Adjourned, the Design Standards and related forms were emailed to all SBCA Board members, with tracked changes for their convenience.

The SBCA-ARC also held a Special Meeting on July 31, 2020 via a web-based conference call to consider a tree removal application due to concern the tree might be a hazard to persons or property.

After a Quorum was established, and the meeting agenda approved, the application was considered and the Committee unconditionally approved the application.

**Motion:** Call for special meeting/workshop to review the proposed changes to the SCBA Design Standards/ARC Forms.

**Moved:** Dir. Jurca

**Seconded:** Dir. Sprandel

Carried w/o Objection

BOD agreed to schedule meeting for Thursday Aug 20<sup>th</sup> at 9:30 am.

**c.** Communications –

**Motion:** The GM is authorized to communicate board actions regarding complaints directly to the parties involved. In general board minutes of actions on complaints will serve as the only means of communication to the general membership; the board may make additional communications at its discretion.

**Moved:** Dir. Sprandel

**Seconded:** Dir. Jurca

Carried w/o Objection

**Motion (original):** The SBCA will post drafts of committee and board minutes on the website within 14 days of meetings. If changes are made during the approval process, the drafts will be replaced with revised versions.

**Motion (as modified):** The SBCA will endeavor to post drafts of committee and board minutes on the website within 14 days of meetings.

**Moved:** Dir. Sprandel

**Seconded:** Dir. Jurca

Carried w/o Objection

**Motion:** Set April 30<sup>th</sup> 2021 as the deadline for members to declare their intent to run for the next board.

**Moved:** Dir. Sprandel

**Seconded:** Dir. Jurca

Carried w/o Objection

Dir. Sprandel noted that to allow more time to coordinate with the Voice, the Communication Committee meetings will be moved to Monday at 1:00 PM in the week before the board meeting.

Dir. Sprandel recommends to return the activity of contacting the Villages back to the Board.

**d.** Facilities –

As Facilities was tasked to look at reopening Dir. Skinner suggested bifurcation of the issue. A small group was then appointed to look at issues for Health and Fitness reopening and also issues for the larger Club and meeting spaces. This will be an ongoing process until reopening.

The Committee also reviewed the Reserve recommendations and based on ongoing Club closure suggested moving pool resurfacing up and to delay some other Reserve items. This will amount to an approximate \$6,800 variance to Reserve Spending.

Finally the issue of the tennis courts is being addressed as we are waiting for recommendations on tennis court surfaces and cost issues.

**e.** Finance –

Random spot check being performed by Bill Dennis and Ed Knodle.

Delinquencies in good standings with only one past 30 days.

**Motion:** Rescind the temporary motion passed by the Board on 3/16/20 allowing for one Board officer to sign checks on behalf of SBCA. Effective immediately 2 officers will be needed to sign checks on behalf of SBCA.

**Moved:** Dir. Spagle

**Seconded:** Dir. Jurca

Carried w/o Objection

**Motion:** Approve expenditure of \$4,250 for reserve study by Association Reserves to occur late summer or early fall.

**Moved:** Dir. Spagle

**Seconded:** Dir. Jurca

Carried w/o Objection

Comment(s):

- The Association needs to develop other sources of income to augment member dues.
- Committee members to submit ideas to Tres. Spagle for discussion at September Finance meeting.

**f.** Health & Fitness – No report

**g.** Human Resources – No report

**11. Old Business – No report**

**12. New Business – No report**

**13. Member Comments - None**

**14. Convene Executive Session to discuss communications with legal counsel at 10:53 AM**

**15. Resume Open Session at 12:08 pm**

Ask council to draft letter addressing both letters from member regarding LPV1 parcels. The intent will be to decline requests outlined in both letters

Find appropriate way to send communication to LPV1 residents regarding the potential offering to purchase Tract A and B.; ask LPV1 residents if they have any desire to acquire custodial ownership of Tracts A, B and C.

**Motion:** Ratify the motion set forth in Executive Session to decline in effect the two letters.

**Moved:** Dir. Jurca

**Seconded:** Dir. Spagle

Carried w/o Objection

**16. Adjourn. Meeting was adjourned at 12:11 PM**

**Next SBCA Board Meeting: Friday, Sept 11, 2020**

**Via remote access** at <https://www.freeconferencecall.com/wall/bayclubgm> (preferred)  
or by calling the dial-in number: (339) 209-6193

**Submitted by Bruce Birch, Board Secretary**