

**SOUTH BAY COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS MEETING  
Sep 11, 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**

Agenda amended to include discussion with special guest, Greg Brotherton, Jefferson County Commissioner.

**Moved:** Dir. Jurca

**Second:** VP Sprandel

Carried w/o Objection

**4. Approval of Meeting Minutes from Aug 20 and 24**

**Moved:** Dir. Jurca

**Second:** VP Sprandel

Carried w/o Objection

**5. Special Guest: Greg Brotherton, Jefferson County Commissioner –**

The following comments were collected during the open discussion. Details can be found on the Jefferson County, WA website.

- The County has enjoyed a very low COVID-19 case rate due to compliance with social distancing and robust contact tracing
- County is relying on the Cares Act funding to support health care and business needs. FEMA money is available, but the agency has requested Jefferson County to consider FEMA as a last resort for funding.
- There is a surplus in the COVID-19 response money due to adequate funding and disbursement
- The census response has better than expected with a 10% increase over reporting from 10 years ago
- The roundabout project is continuing as planned for the entrance of the Hood Canal Bridge (Shine Rd) and the intersection of Hwy 104 and Beaver Rd. The County is reviewing the need for signaling at both location to control traffic flows.
- County is working with local industry to adopt a Community Forestry Park. The concept is to utilize “thinning practices” for logging as opposed to clearcutting to protect more the understory of the surrounding forest.
- County is working on plans with PUD for a fiber broadband infrastructure with WiFi hotspots in the Port Ludlow area. Greg encourages local homeowners to visit the website, [commerce.wa.gov](http://commerce.wa.gov), to complete a broadband survey to show higher utilization and need for increased infrastructure.

**6. President’s Remarks**

Due to the lengthy agenda and to allow time for our discussion with Greg Brotherton, Pres. Clark decided to forgo his President's Remarks for this meeting.

## **7. General Manager's Report**

General News & Announcements:

Incident occurred on site on 9/3 (last Thursday); Inner Harbor residents (couple) both fell in parking area near Fitness Area of the Club; 911 was called. First responders treated and brought both residents to Jefferson County Hospital. Female injured hip/back and male may have escaped any serious injury. Female recovering from hip surgery. Male did not suffer any significant injury.

Completed Projects:

Pool & Spa Decks, 2nd coat of paint.

Pool emptied. Pool area HVAC and fans, water heat pumps all shut off.

Active Projects:

Asphalt project – Bay Club parking area, Spinnaker roadway, and curb repair.

Admin:

Energy savings: Total Utilities Expense down by approximately 75%, primarily due to electricity savings that is down 85% for first 2 months (\$4500 elec./\$6100, ttl. utility).

Working with Finance committee on reforecasting full fiscal year (new budget expectation). Q1 forecast ending September 30th, appears favorable and may yield a surplus in excess of \$30K+. Finance Committee is working on recommendation for the Board for the October 9th (next) Board meeting regarding Board's consideration for a member "dues" reduction. Finance Committee to report.

Note: accruing legal fees associated with the TLV complaint and now LPV-1 Tracts A, B, & C matter, are complicating the forecasting process. Legal fees will exceed annual amount budgeted by over 20% by the end of this quarter.

There have been no changes in regard to County's Safe Start status; the County remains in Phase II. Unless any area is being considered to reopen is "staffed", then nothing in the Club or outside of it (like tennis) is allowed to reopen in JC's current phase. Staffing requirement is expected to be applicable to Phase 3 requirements, and insurance issue likely to remain unresolved when Phase 3 is approved for our County. Facilities Committee to report.

Marie continues to work 4 days per week; current big project is to work on restroom floors as (a bridge) since the floors have been deferred as a reserve project until next year. Marie has been supportive to helping with traffic flows and roadway barriers during asphalt project. Melinie working about 60% of normal time, as admin support to GM and servicing member calls/inquiries.

## **8. Treasurer's Report**

Treas. Spagle gave the Treasurer's Report. A copy is available upon request and will be posted on the SBCA website. For period ending Aug 31 2020.

## **9. Board Communications**

The Board will be discussing the recent communication from Mr. Loomis in the Executive Session. A communication to the membership is planned soon after.

A letter was sent to the homeowners of LPV-1 in regard to the recent Loomis communication. The Board will be discussing this item in the Executive Session.

## 10. Committee Reports

### a. Activities and Amenities –

The committee is developing a contingency plan for a “Phase 3 & 4 Reopening party”. They will present the plan to the Board for consideration.

### b. Architectural Review (ARC) –

The SBCA-ARC Regular Meeting was held on August 21, 2020 via a web-based conference call.

- A Quorum was established and the meeting agenda approved.
- The meeting minutes were approved for both the July 17, 2020 regular meeting and the July 31, 2020 special meeting.
- The Committee considered 7 new homeowner SBCA-ARC applications.
- The Committee unconditionally approved 6 applications, and conditionally approved 1 application.
- The Committee also received 1 application from a non-owner. The property was apparently in escrow, but closing had not yet occurred. This application was tabled due to lack of an authorized applicant. The Lot owner must be a party to the application.
- The Committee acknowledged the approval letter for the application approved at the July 31, 2020 special meeting had been sent to applicant.
- The Committee discussed the status of the SBCA Board review of the SBCA Design Standards and related forms.
- The Committee briefly discussed changing the date of SBCA-ARC meetings from 3rd Friday of the month to 3rd Thursday of the month, but tabled the discussion to give more thought to the potential impact on SBCA, Villages and Lot owners.
- After the meeting adjourned, and after considering the potential impact on SBCA, Villages and Lot owners, we decided to not pursue this item. SBCA-ARC meeting dates will not change, and will continue to be on the 3rd Friday of the month. 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.

### c. Communications –

- Possibility of a dues rebate: at end of quarter needs to be discussed. (eblast not Voice)
- Website Redesign:

UN: sbca workingitout sbca.club sbca.io

- <https://www.sbca.io> - They can be linked from any webpage.
- Bay Club page – Jenise will work with Mark for facilities

- Committee page – member names up to date
- Villages page: get village officers and contact info
- Village Websites may be affected by moving or replacing plsbca.org:
  - <https://www.plsbca.org/ihvca/index.php>,
  - <https://www.plsbca.org/woodridge/index.php>,
  - <https://www.plsbca.org/edgewood/index.php>,
  - <https://fairwoodvillageportludlow.com/>,
  - <https://www.olympicterraceone.com/>,
  - <https://www.timberton.org/>
- Port Ludlow Village Council has asked us to share Constant Contact opening rates. Mark felt it was okay, but we agreed to alert the board first. 65%

d. Facilities –

There have been several comments sent to the SBCA website communication portal regarding the plan for reopening of the tennis courts and any future proposal for maintenance and lease agreements. Dir. Skinner asked for members to attend the next meeting of the Facilities Committee to discuss their concerns.

e. Finance –

A. Old Business

1. Other income Sources:

- a. Discussions will continue – any and all ideas welcome.

2. Spot Check Reviews

- b. The first review by Dennis and Knodle is in process – will continue on a regular basis.

B. New Business

1. August Treasurer's Report was reviewed.

2. Financials:

- a. 1 more PLA home sale – YTD=2

b. Effects of Club closure

- Reduced outside income (zero YTD)
- Reduced expense
  - Legal fees will exceed budget in Sept.
- YTD surplus = \$29,905

- c. Surplus Funds: document to be prepared addressing these funds and potential uses and effect on financial health of the Association.

- c. Pool Resurfacing: committee recommends the Board approve expenditure for pool resurfacing.

**Motion:** Recommend the Board approve expenditure to resurface the pool in an amount not to exceed \$24,000

**Moved:** Treas. Spagle

**Seconded:** Dir. Jurca

Carried w/o Objection

- d. Parking Lot asphalt paving, sealing and striping: previously approved vendor cannot meet Association timeframes to complete and suggested a delay to next calendar year. A bid was obtained from vendor StripeRite who can start the job Sep 9. The committee members were in agreement that a recommendation should be made to the Board to approve (a) alternative vendor and (b) increased dollar amount. The cost is within the allocated Reserves for this component.

**Motion:** The SBCA Board ratify Finance Committee recommendation implemented by President Clark to confirm the contract with new vendor StripeRite to pave with asphalt, seal, and stripe the Bay Club parking lot at an increased dollar amount so that the work can be completed this fiscal year.

**Moved:** Treas. Spagle

**Seconded:** Dir. Jurca

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

Motion passes 6 to 1

- e. Increase the number of Finance Committee members to 7: bringing on an additional member will add a new/differing perspective. If an additional member is identified a motion will be made to the Board for approval.
- f. Touchless Faucets: Facilities has not yet addressed. GM Torres has secured a bid to replace the faucets in the men’s and women’s restrooms and lockers. Item tabled pending Facilities action.

C. GM August Report and Delinquencies

1. Delinquencies:
  - a. One significant delinquency where we have already filed a lien – delinquency continues to grow, GM Torres has tried to contact homeowner without success.
  - b. One other delinquent account approaching \$2,000 where GM Torres is working to resolve, but again, homeowner is not responding.
  
2. Association Reserves will be here 9/21 for on-site visit and will update our study. Treasurer Spagle gave the Treasurer's Report. A copy is available upon request and will be posted on the SBCA website. For period ending Aug 31, 2020.

- f. Health & Fitness – No report
- g. Human Resources – No report

## 11. Old Business

Approval of proposed revisions to South Bay Design Standards and related application forms and guidelines

**Motion:** Recommend approval of the revised Design Standards as drafted

**Moved:** Dir. Jurca

**Seconded:** VP Sprandel

Comments:

Treas. Spagle expressed a concern that the process is still too burdensome

Sec. Birch stated that based on recent issues with neighbor notification that the process is absolutely necessary for affected members objections and concerns to be recorded.

Dir. Jurca stated that the data collected on the application was necessary to allow the SBCA-ARC to make an objective decision based on membership input.

**Motion Amended:** Recommend review and approval of the revised Design Standards be tabled until the Oct 2020 BOD meeting

Carried w/o Objection

Lewis Complaint – Discovery and Interrogatories are being addressed regarding the Lewis lawsuit

DeDonato Complaint – The Board received follow on complaints regarding Bluto the Cat. The previous agreement between the cat's owner and the Board was thought to have resolved the issue. It is reported that the cat continues to be allowed to roam free, defecating and spraying on neighboring lots.

**Motion:** The Board authorizes the GM to send a letter to the offending homeowner regarding restraint of the cat while outside.

**Moved:** Dir. Jurca  
**Seconded:** VP Sprandel  
Carried w/o Objection

Light Level Complaint – VP Sprandel reported a measurement of the light intensity from the street and neighboring lots was recorded as well below the threshold established in the Design Standards, thus no action is necessary at this time

## 12. New Business

PLVC has requested access to the “Radio Room” at the Bay Club for The Great Shakeout, a state-sponsored test of the emergency system. The use is considered essential for the safety of the community.

**Motion:** To allow PLVC to access and test the radio communication capabilities on Sept 16 and Oct 15 as requested.

**Moved:** Dir. Jurca  
**Seconded:** Dir. Sprandel  
Carried w/o Objection

Mailing Requests – The Board discussed the definition of record release of members’ mailing information by the HOA to the membership only including guidelines for components of the data (name, address, email, phone, etc.)

**Motion:** SBCA to only release name and street address of the membership when requested by a current member in good standing.

**Moved:** Dir. Skinner  
**Seconded:** Dir. Jurca  
Carried w/o Objection

There was an informal discussion by three Board members of the Board with a few LPV-1 homeowners regarding current status and future planning for Tract A, B and C. No notes were recorded.

## 13. Member Comments

The following comments were recorded from the general membership and the online chat:

- The Board needs to consider getting a Performance Bond for contractors
- The Board has no input from the tennis community. We need to invite more input and subsequent discussion with the tennis court users to find and agreeable solution for maintenance and ownership issues. The Board needs to have a serious discussion regarding the planned opening of the tennis courts. There is a strong feeling from the membership that these discussions are in a vacuum with no input from the users
- The tennis court issues needs to be addressed in 2 separate topics; maintenance of the court vs the access to the courts
- Regarding the Communications efforts to rebuild the website, Woodridge expressed a desire to maintain the current hosting of their site on the SBCA server

**14. Convene Executive Session to discuss communications with legal counsel at 11:35 AM**

**15. Resume Open Session at 1:14 pm**

**Motion:** Ratify the motion set forth in Executive Session for our legal counsel to obtain Title report for Tracts A, B, and C at a total cost not to exceed \$800.

**Moved:** Dir. Jurca

**Seconded:** Dir. Skinner

Carried w/o Objection

**Motion:** Ratify the motion set forth in Executive Session to draft response to Mr. Loomis regarding his two recent letters.

**Moved:** Dir. Jurca

**Seconded:** Dir. Skinner

Carried w/o Objection

**16. Adjourn. Meeting was adjourned at 1:16 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**