

**SOUTH BAY COMMUNITY ASSOCIATION
BOARD OF DIRECTORS SPECIAL MEETING
Thursday June 24, 2021
9:30 a.m.**

MINUTES

1. Call to Order at 9:31 a.m.

2. Determination of Quorum

Director Birch having resigned, all six of the current Directors were present by remote video or phone conference, and a quorum was present.

DIRECTOR	PRESENT	ABSENT
Bart Clark - Pres.	X	
Dick Grieves	X	
Dave Jurca	X	
Chris Spagle - Treas.	X	
Tom Sprandel - VP	X	
Bill Wight	X	

3. Approval of Agenda

Moved and Carried Unanimously

4. Approval of Minutes

a. 06-10-2021 Board Meeting: Moved: Dir. Jurca, **Second:** VP. Sprandel,
Carried Unanimously

5. President's Welcome and Comments

President Clark reported to the Board that he received a letter from Bruce Birch on 6/22/2021 resigning from the SBCA Board, effective immediately. President Clark passed on his message of thanks to Secretary Birch for his past service to the SBCA.

President Clark also mentioned the recent e-report from the PLVC ([COVID-19 WEEKLY UPDATE](#)) as an item to consider in thinking about broadening the scope of Bay Club operations.

President Clark also referred to a recent announcement by the LMC about adding the fitness area to the allowable amenities for use by LMC members (in addition to the outdoor/indoor pools), however limiting access to all areas to members only, and not to members' guests.

6. Discussion of Bay Club:

a. Current status of operations since reopening: The Bay Club General Manager reported on operations at the Club since re-opening. Overall use of the Club has been without incident and limited. Approximately 26% of available reservations for activity periods were utilized in week 1. Into 2nd week of reopening, the level of activity was similar to week 1.

b. Criteria for possible expansion (effective July 1, 2021): There was discussion about an updated mask policy. The Board's consensus was to

maintain the current mask policy (masks are required at all times for all persons entering or in the Bay Club, except in the pool while swimming), except to exempt from the masking requirement persons who provide satisfactory evidence (such as a CDC Covid-19 Vaccination Record Card) of full vaccination, to the extent such exemption is consistent with federal, state and county regulations and guidelines.

i. Activities & Amenities available to Members.

1. After discussion, there was a consensus to allow SBCA members and their accompanied guests access to all areas of the Club, to the extent consistent with federal, state and county regulations and guidelines. Non-members and unaccompanied guests will not be allowed to use the Bay Club until the Board adopts a policy for non-member use.

ii. Hours of Operation

1. Motion: For the current period, through June 30th, 2021, current limitations and hours of Bay Club operations will remain the same, with no changes. **Moved: Carried Unanimously**
2. Beginning July 1, hours of operations will be expanded to the extent staffing is available to accommodate expanded hours (see discussion below).
3. The Board directed the General Manager to draft an outline of proposed changes to facility use policy in regard to non-member group use of the Bay Club, including a waiver applicable to use of the facility while the Covid-19 pandemic is on-going.

iii. Staffing needs for increase in activities/hours of operation.

1. The SBCA General manager summarized staffing status and various conditions that would be easy to accommodate, and others that may pose a challenge until additional staff members are acquired. The General Manager committed to being staffed sufficiently to open to full hours of operation beginning July 12th, 2021. The General Manager will further report on staffing status at the July 8th SBCA Board meeting.

Motion: Effective July 1, 2021, the Bay Club areas of access will be expanded to include all areas of the Bay Club, consistent with federal, state and county regulations and guidelines regarding masking and occupancy limits, however, use of the Club is limited to SBCA members and their accompanied guests (for non-group/meeting activities) and SBCA members only for (group/meeting activities).

Moved: Carried Unanimously

7. Brief update on status of preparation for Annual Meeting of SBCA members.

The Bay Club General manager reported that the Board-approved meeting packet materials were given to *The Printery* in Port Townsend for production and mailing. Printing and mailing is expected to be completed on time, with the packet to be sent out on or before June 28th via the US Postal Service. As described in the annual meeting packet, the meeting will be held virtually, using the FreeConferenceCall.com platform.

8. Old Business

- a. **Tennis.** The General Manager reviewed status of (unresolved) issues that were continuing as a barrier to reopening the SBCA tennis courts. The Board discussed all items of concern. Motion: Locks of the tennis court entry points are to be changed and new keys re-issued by the General Manager (by appointment) to SBCA members, only. The Board also authorizes the General Manager to cut down (remove) all overgrowth in blackberry brambles along (golf course side) tennis court entry, to provide for safe use/access by SBCA tennis players. The Board also authorizes the General Manager to make necessary modification to the tennis court entry stairway to bring it into compliance with Jefferson County Building Code, preferably by using SBCA maintenance staff and paid for by regular wages and bonus. **Moved:** Dir. Jurca, **Second:** VP. Sprandel, **Carried Unanimously**
- b. **Bay Club rules.** Motion: The SBCA Bay Club Rules shall be amended to state that SCBA tennis courts can only be used by SBCA members and their accompanied guests. **Carried Unanimously**

9. New Business

- a. **Member Assessment payment terms.** Treasurer Spagle asked the Board to consider rescinding the pandemic-based SBCA policy allowing for members to pay quarterly assessment obligations in monthly installments, now that the Governor is expected to rescind Washington's COVID-19 state of emergency on July 1st. Motion: Effective July 1st, the SBCA will revert to member quarterly assessment obligations to be paid in full on the 1st day of each quarter. **Carried Unanimously**

10. Member Comments

- a. An SBCA member in attendance inquired about the availability of the Bay Club for a wedding event scheduled for September 2021. There was discussion to the effect that at this point it seemed likely but was not a certainty that the Club would be available for that purpose by that date.

11. Adjourn

Motion: Move to adjourn.

Motion: Dir. Jurca

Second: VP. Sprandel

Carried without objection.

Meeting was adjourned at 11:33 a.m.

Next SBCA Board Meeting: Thursday July 8, 2021, 2021 at 9:30 a.m.

Via remote access at <https://www.freeconferencecall.com/wall/bayclubgm>
(preferred)

or by calling the dial-in number: (339) 209-6193

Submitted by Mark Torres, SBCA General Manager

Drafted: 6/24/2021

Revised: 6/25/2021 dj [Rev 1]