

**SOUTH BAY COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS MEETING**

*Thursday, September 9, 2021*

9:30 AM

***Meeting Minutes***

**1. Call to order**

1. President Skinner called to order the regular meeting of the SBCA Board at 9:30 AM on Thursday, September 9, 2021 at the Bay Club. All Board Members were present, either in person or via Zoom, determining a quorum. Present: Gil Skinner, Christine Spagle, Dave Jurca, Bert Loomis, Janet DeDonato, Bill Wight and Joe Guillien.

**2. Approval of Agenda**

1. Agenda was modified to include 1) the scheduling of a Board Workshop and 2) discussion of a proposed letter expressing support for Clallam and Jefferson County Health Officer Dr. Allison Berry and for first responders. Revised agenda was approved unanimously.

**3. Approval of Meeting Minutes**

1. August 12, 2021 Board Meeting Minutes: Moved and approved unanimously

**4. President's Remarks**

1. President Skinner welcomed everyone, encouraged everyone to stay focused on safety and try to stay positive despite the current COVID surge, and turned the meeting over to Mark Torres for the Manager's Report.

**5. Manager's Report**

1. Manager's report included a review of various maintenance projects underway or completed, including heat pumps for pool water and spa, back flow valve, bathroom retiling scheduled for October, and landscape review, among others. A new ice machine has been ordered to replace the failed one. The oven in the kitchen has failed and will need replacement. Mark requested and received clarification on the public health order as it pertains to the Bay Club. Club was

advised to follow all directives as they pertain to people eating or drinking inside the Club, even if technically the order is not applicable.

## **6. Treasurer's Report**

1. Christine Spagle reviewed the YTD financials which were corrected to reflect 2 payments each to Reserves and Capital Improvement Fund. PLA Capital Contribution includes approximately \$1100 additional capital contribution, in addition to regular capital contribution of approximately \$2400. Variance in member assessments is due to prepayments. Payroll variance reflected not being fully open and staffed during August.

## **7. Board Communications**

Nothing to discuss.

## **8. Committee Reports**

### **1. ARC Committee**

1. SBCA-ARC held its regular monthly meeting on Friday, August 20, 2021. A quorum was established. The meeting agenda was approved. The July 16, 2021 meeting minutes were approved. Four items of correspondence from villages were discussed and acknowledged (see committee meeting minutes for topics discussed). The committee reviewed and approved 7 new SBCA-ARC applications, and tabled 1 previously submitted application pending the village advising SBCA-ARC of the village's decision regarding a possible amendment to the village Supplemental Declaration that might impact the tabled SBCA-ARC application. The committee tabled, for the time being, further discussion regarding DS 5.1.14 Exterior Lighting requirements. The committee discussed the Design Standard treatment of certain tree branch limbing that might be considered "routine" tree maintenance and concluded no change is needed at this time.
2. The committee approved a motion to amend, subject to submission to and approval by the SBCA Board, the last sentence of SBCA Design Standard 5.1.6 by deleting the word "setbacks" and inserting into its place the phrase "setback provisions". The new last sentence of DS 5.1.6, after this amendment, if further adopted by the SBCA Board, would read as follows: "In addition, structural setback provisions contained in any Supplemental Declaration, or on any subdivision plat map, shall control.

3. A motion was made for the Board to approve the amendment of Design Standard 5.1.6 as recommended by ARC, and the motion passed unanimously.

## 2. Activities and Amenities Committee

1. Chair Vicki Norris was not in attendance. Gil Skinner, attending ex-officio, reported on Activities and Amenities committee meeting. The committee discussed ideas for the new member orientation sessions, dates TBD depending upon COVID guidelines. No indoor group activities are planned in the near term for Club members, but the committee discussed various ideas for future activities once it is safe to gather again.

## 3. Communications Committee

1. Janet DeDonato reported on the August Communications Committee meeting, including discussion of the Voice article, weekly e-blasts and website updates. A mask mandate reminder and a reminder to refresh your browser when accessing the Event Calendar on the Club website will be included in next week's e-blast.

## 4. Facilities Committee

1. Christine Spagle gave a recap of the Facilities Committee meeting, including upcoming bid from landscaper for clearing of the brush, Reserve expenditure for the final payment on the HVAC system and installation of window in the main hall doors of the fitness area. Discussion of Facilities charter was tabled for further discussion at the Board Workshop. No report on the Wood Shop or from Health and Fitness.

## 5. Finance Committee

1. Christine Spagle gave an update on the Finance Committee meeting. Discussions included a review of the Financial by GM Torres, the need to identify a Committee member to perform financial spot checks and continuing search for a local CPA to perform quarterly and annual reviews. An ad hoc group of SBCA Board members met to discuss potential alternative sources of income, and decided a more

firm idea of what the Association will look like in 5-10 years is needed before appropriate income sources can be identified.

## 6. HR Committee

1. Gil Skinner reported no recent HR committee meeting, but said the committee will need to address soon certain staff pay disparities.

## 7. Health and Fitness

1. No report as the Committee did not meet

## 9. Old Business

1. New waiver notice has been posted to the front door of the Club.
2. Motion to add proposed new Rule 1.17 to the South Bay Rules. Moved by Dave Jurca, seconded by Joe Guillien, passed unanimously.
3. In light of the response of our insurer to the inquiry regarding the Red Cross emergency center usage, stating that insurer would not renew our liability policy if we agreed to serve as a Red Cross emergency center, a motion to rescind prior approval of Red Cross emergency center usage was made by Christine Spagle, seconded by Janet DeDonato, and passed unanimously.
4. In keeping with advice from County Health Officer, a motion was made to add a new Rule 1.18 to the South Bay Rules stating only persons willing and able to show proof of Covid-19 vaccination are allowed to eat or drink in the Club, and that outside groups using the Bay Club for group functions must confirm that persons attending their function will comply with that requirement. Moved by Dave Jurca, seconded by Bert Loomis, passed with six votes in favor, one opposed (Guillien).

## 10. New Business

1. Discussion of potentially sending a letter of support for County Health Officer Dr. Allison Berry and for first responders; questions were raised about whether that was a proper subject for the Board to address. No motion was brought forward.
2. Dennis Mc Lerran reported that discussions were going forward among LPV1 residents about disposition of LPV1 Tracts A, B and C, currently owned by

SBCA. He reported that LPV1 residents wanted the present usage of those tracts to be maintained, but that no firm consensus has been reached yet about who should own the tracts or how they should be managed. Discussions will be ongoing..

## **11. PLVC Report**

1. PLVC meeting did not have a quorum this month.

## **12. Member Comments**

1. An SBCA member who was present at the meeting thanked the Board for producing the weekly e-blasts.

## **13. Adjournment**

1. Motion to adjourn was made, seconded, and carried unanimously. Meeting was adjourned at 10:43 AM.

**Next regular SBCA Board Meeting is scheduled for Thursday, October 14, 2021 at 9:30 AM.**

**Submitted by Janet DeDonato, Board Secretary**

Drafted: September 10, 2021

Revised: September 10, 2021

Revised: September 12, 2021

Revised: September 13, 2021