

**South Bay Community Association  
Facilities Committee Minutes  
Tuesday, October 2, 2018**

1. Call to Order at 9:30a by John Sweet.
2. Members present: Sweet, Kent, Dean, Rosenthal, Shadrick and Spagle. Others: Marci Melvin.
3. Agenda approved by consensus.
4. September meeting minutes approved by consensus.
5. The committee's charter was reviewed mostly for the purpose of orienting the committee to its purpose and responsibilities. During the review there was discussion about how new and existing members get oriented about facility use.

It was moved by Rosenthal and seconded by Kent to recommend that a section be added to the charter to establish a process for members to be oriented on use of woodshop, fitness equipment and kiln. Passed.

The committee also reviewed the South Bay Rules and made several recommendations.

It was moved by Dean and seconded by Shadrick to recommend a policy be established on how to deal with donations (financial and material) to SBCA. Passed.

It was moved by Dean and seconded by Rosenthal that the fitness etiquette be posted in the fitness center. Passed.

6. The committee reviewed the minutes of the last meeting in order to follow up on a number of items that were discussed on September 6.

Information on lighting in the stretching area was provided by Rosenthal and Kent. Information on sconce lighting to replace existing at a cost of \$105 was reviewed and replacing the one existing high pressure sodium light with an LED (\$400). Some additional information is needed regarding electrical costs associated with this is needed.

What to do with the display case and request by Hands on Clay for a display area was discussed with no action taken.

An example of an inexpensive chandelier was presented. Still looking for one that is simple and easy to clean and maintain.

Still looking for a colorful center piece that is appropriate for the great room entry table.

Looking for a way to display wall hung art on a rotating basis near the book cases.

Still looking for the right software to account for members at sign in.

It was moved by Kent and seconded by Spagle to recommend that the fireplaces be activated and updated at a cost of \$3410 plus tax. This includes a remote control starter and new logs. Passed.

The request for a clock/weather station for the great room is still being considered as a part of one of the

television monitors.

7. The committee reviewed a ready-made 8' x 16' auxiliary shed that would be placed adjacent to the existing shed to alleviate storage problems for lawn equipment and supplies, such as gas cans. Olympic Steel at 10631 Rhody Drive, Port Hadlock deals with these kinds of sheds. The cost estimate is \$3,000 which includes moving it to the site. Color could be matched closely to existing exterior colors for \$100. Questions remain about locating near phone pedestal and transformer, which Bob Kent will explore. John Sweet will check into need for a foundation. [In a phone call to Olympic Steel after the meeting they said these sheds are typically put on pavers.] There would be no electrical power to this shed.
8. John Sweet reviewed a past proposal for flooring between the locker rooms and pool for future reference.
9. It was moved by Shadrick and seconded by Dean to approve the purchase and installation of a 11" x 16" heart rate poster for \$19.95 and stickers @\$\$.50 to be placed on equipment reminding people to wipe them off after use. Passed.
10. It was moved by Dean and seconded by Shadrick to approve the installation of a hangar for stretch bands in the stretching area and a barbell collar rack in the weight room. Passed.
11. It was moved by Shadrick and seconded by Dean to recommend that Marci Melvin be appointed to the committee (bio attached).
12. Manager's report:
  - Spa refinish is completed.
  - Limbing up of trees will start on Oct 15.
  - Waiver of liability form is being explored to protect the club from damage that might occur to art displays and other items.
  - During the auditorium floor refinishing there was some damage to televisions owned by the Port Ludlow Players Association for which the contractor reimbursed PLPA.
  - Ceiling fans would work well with the HVAC system.
  - A history of the lease of the tennis courts from Port Ludlow Associates was reviewed and a clarification regarding an email from the Port Ludlow Racket Club was given. SBCA is responsible for maintenance and upkeep.
13. Next meeting November 6.
14. Adjourned at 12:08p.