

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

**April 12, 2019**

**9:30 am**

**APPROVED**

**1. Call to Order**

*President Skinner called meeting to order at 9:32 am.*

**2. Determination of Quorum**

*Director Derrenberger was absent; Secretary Walkowski established quorum with all other Directors present. Approximately 20 additional SBCA members were in attendance.*

**3. Approval of Agenda**

*Motion for approval of Agenda by Dir. Spaqle, 2<sup>nd</sup> by Dir. Sheldon: Motion carried 6/0.*

**4. Approval of Meeting Minutes – March 8, 2019**

*Motion for approval of meeting minutes by Dir. Spaqle, 2<sup>nd</sup> by Dir. Shadrick: Motion carried 6/0.*

**5. Jefferson County Sherriff's Office**

*Sherriff Joe Nole and Deputy Ryan Menday were present to discuss recent vandalism occurrences in the Inner Harbor area. Given there are only three deputies to patrol the entire eastern part of Jefferson County, the focus of the discussion was on the importance of community support and partnership to deter future activity. Suggestions for affordable technology including cameras and monitoring systems were discussed as well as the benefits of a Neighborhood Watch Program. The SBCA will be hosting a Crime Prevention and Fraud Workshop with the Sherriff's office on Thursday 4/18.*

**6. President's Remarks**

*President Skinner reminded everyone that Monday is Tax Day and announced the evening's Happy Hour/BBQ and encouraged all to attend. He mentioned that planning is underway for the Annual Meeting in July and that there will be three positions up for election. President Skinner also mentioned that he will not be running for another term.*

**7. Manager's Report**

*GM Mark Torres also reminded members about the evening's Happy Hour and BBQ. He thanked the SBCA Woodworkers and SBCA member volunteers that helped with last Friday's pancake breakfast to support the Dove House. We had another large turnout and served over 100 people. GM Torres also reported on the following projects in progress. All of the HOA's ARC documents (1992-Present) are being scanned and the project is now nearly complete. The completed documents will be loaded onto the server for Board/member access by the end of this month. Repairs have also been made to the Pool and Spa heat pumps due to snow and ice damage as*

well as the Pool area furnace, and associated main electrical panel breaker due to power issues (brown outs). Our phone system was also impacted from power related outages and brown outs and was replaced. New Club Management software is currently being configured and the new check-in system is expected to be live the 1st or 2<sup>nd</sup> week of May. Facility/Rental Use remains strong - our current facility rental income is nearly double forecast. A copy of this report can be obtained upon request.

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

Treasurer Spagle presented the Treasurer's report as of 3/31/19. A copy of the report can be obtained upon request.

#### **9. Board Communication**

There was no member communication to the Board.

#### **10. Committee Reports, Assignments, and Confirmations**

##### **a. ARC**

Dir. Derrenberger (Chair) was not present at the meeting so Dir. Jurca gave a brief update on the last ARC meeting. He reported that the ARC Committee reviewed and approved a small number of applications in March. One application was a fast-tracked approval for paving a pathway between two homes. The committee discussed design standards for video cameras – specifically 5.1.26 - regarding security camera placement. The committee determined that Design Standard 5.1.26 should be amended to include verbiage that video doorbells do not require ARC approval. In addition, it was suggested that DS 4.2.2 and Appendix A also be updated to include video doorbell/cameras in the list of items that do not require ARC approval. Further, Appendix A.2 should be updated to add “other than video doorbell” after the item “Add security camera” in the list of items that do require ARC approval. Motion to update Design Standards 5.1.26 and 4.2.2 (and appendices) with regard to video doorbell cameras was made by Dir. Jurca; 2<sup>nd</sup> by Dir Sheldon: Motion carried 6/0. The next ARC meeting will be held Friday 4/19.

##### **b. Activities and Amenities**

Barb Skinner gave the AAC report and reviewed April and May events. The Committee is working to schedule an event or entertainment for each of the Friday Happy Hours – suggestions include music performances, storytelling, food events and a casino night. Chair Skinner also reported that the April pancake breakfast was very well attended. The Bay Club Woodworkers assisted with the breakfast and will receive almost \$400 for their needs/wants in the wood shop as well as rental fee assistance. The Dove House was the chosen charity for the April breakfast. They will receive almost \$400 from the proceeds of the breakfast as well as \$200 in cash from additional donations. Members also brought additional items needed by the Dove House. Future beneficiaries for upcoming pancake breakfasts are the Martha Dawson Music Education Fund and the Tri-Area Food Bank. Other future events are the Summer “Music on the Green” events (Saturdays) on 6/29 and 8/17; as well as a Garden and Nursery Expo on June 12<sup>th</sup> hosted by the Port Ludlow Garden Club from 10:00 am to 2:00 pm. There will be gardening

classes and drawing for gift baskets and services. Local nurseries will also be on hand to sell goods. The AAC is still in need of more members and the next meeting will be held Monday, 5/6 from 1:00 pm – 3:00 pm.

**c. Facilities**

Chair Sweet was not present at the meeting so Dir. Spagle gave the Facilities report. The committee took a field trip to McCrorie's Flooring to look at flooring options for the Craft Room, Kitchen, and Exercise Room. Plans for the shed renovation are still with the architect and will then go out to bid. The committee voted to have ceiling fans installed in the Auditorium to facilitate air circulation and will forward request to the Finance Committee. The next meeting will be held 5/7.

**d. Finance**

Dir. Spagle (Chair) reported on items that were covered at the last Finance meeting and mentioned that the status of the shed, ceiling fan request, and increased revenue from facility use and rental fees outlined in GM Torres' report had already been discussed. The committee has discussed and researched options for security cameras in the front of the Bay Club. GM Torres got a bid for four security cameras – one on each end of the building and two in the center which will permit coverage from end to end of the front of the building as well as the parking lot. These cameras will not capture Spinnaker. The committee continues to research best options for coverage of the back of the club. Motion to approve expenditure of \$3,256 for security/surveillance cameras for the front of the Bay Club AND an amount not to exceed \$1,500 for security/surveillance cameras focusing on the back of the Club building (with approval of ARC) was made by Dir. Spagle, 2<sup>nd</sup> by Dir. Shadrick: Motion carried 6/0. Other items reported included delinquent accounts – GM Torres continues to work to resolve these accounts. Electric costs remain high even with steps taken to reduce costs. The PUD has a “demand charge”, which ensures that power will always be available at the highest level of usage. The PUD measures club usage of electricity over a 24-hour period, captures the highest level of usage, and then charges at that highest rate of consumption even when demand levels are lower. GM Torres is working with PUD to resolve this issue. The Facilities committee has provided a list of FY 2020 Reserve items to Finance. The Finance committee is reviewing and will send to the Board for approval at the Annual Meeting

**e. HR**

President Skinner reported that there will be a HR meeting to discuss personnel issues in the next couple of weeks.

**f. Communications**

Dir. Derrenberger (Chair) was not present at the meeting and there was no Communications report.

President Skinner requested motion to accept GM, Treasurer, and all Committee reports. Motion for approval by Dir. Spagle, 2<sup>nd</sup> by Dir. Sheldon: Motion carried 6/0.

## **11. Old Business**

- a. **Update on Shed** – previously discussed.

## **12. New Business**

- a. **Annual Meeting Prep**

*Preparation for the July Annual Meeting is in process. GM Torres reminded everyone to make sure their contact information is up to date to ensure annual meeting packets are received.*

- b. **Revision of Bay Club rule 1.3 (incorrect Rule # on Agenda)**

*Dir. Jurca reviewed the verbiage of the current Bay Club rule 1.3 and a motion was made by Dir. Jurca to add the following verbiage to Bay Club Rule 1.3 with regard to guests: Prior to using the Bay Club pool, spa, woodshop, or exercise facilities, all guests (or, in the case of a minor, their parent or guardian acting on the minor's behalf) must sign and have on file with the Bay Club Manager a "release of liability" agreement, in a form approved by the SBCA Board. It is the member's responsibility to make sure that his or her guests have signed and filed such a "release of liability" agreement. If such an agreement has not been signed and filed by or on behalf of a guest, then the member must indemnify and hold harmless the Association and its officers, directors, agents, servants and employees from and against any claim by the guest that would have been subject to such a "release of liability" agreement had one been signed and filed. 2<sup>nd</sup> by Dir. Shadrick: Motion carried 6/0.*

- c. **Revision of ARC Rules** – previously discussed.

- d. **Medical Insurance Renewal**

*Medical Insurance for Bay Club employees was renewed and effective on 4/1/19. The Adopting Resolution for the approval of this coverage was read by Dir. Spagle. Motion to ratify the Resolution was made by Dir. Shadrick; 2<sup>nd</sup> by Dir. Spagle: Motion carried 6/0.*

- e. **Security Cameras** – previously discussed.

## **13. PLVC Report**

*President Skinner reported on discussion and reports at the monthly PLVC meeting. There were numerous topics of discussion – some of which were: the new Mexican restaurant, Post Office Postmaster, food trucks, code enforcement, trails, and the Scotch Broom pull scheduled for 5/18. President Skinner also reported that Steve Hammond resigned from the Committee.*

## **14. Additional Member comments**

*Additional discussion took place on the Annual Meeting and some activities members would like to have considered (i.e. croquet).*

**15. Adjourn**

*At approximately 10:59 am, Motion to adjourn was made by Dir. Spagle, 2<sup>nd</sup> by Dir. Shadrick: Motion carried 6/0.*

Next SBCA Board Meeting: Friday, May 10, 2019

Next SBCA Board workshop date: TBD