

**SOUTH BAY COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
January 10, 2020
9:30 am**

DRAFT MINUTES UNAPPROVED

1. Call to Order

President Sheldon called meeting to order at 9:30 a.m.

2. Determination of Quorum

Secretary Clark established quorum with 6 out of 6 total Directors present.
Approximately 12 additional SBCA members in attendance.

3. Approval of Agenda

M – Sec. Clark
S – Dir. Sprandel
Carried – 6 – 0.

4. Approval of: Meeting Minutes – Dec. 13, 2019.

M – Sec. Clark
S – Dir. Sprandel
Carried 6 – 0

5. President's Remarks

- a. Recommendation to not have a February Board meeting.
Decision to have Feb Meeting as scheduled.

6. Manager's Report

- February will be a busy project month leading into March
 - Shed repair/modification
 - Painting, floor repair and ceiling fans for auditorium
 - Fitness area work as well

7. Treasurer's Report

Treasurer Walkowski presented the Treasurer's report as of Dec. 2019. A copy of the report can be obtained upon request.

8. Board Communication

- a. Members' (3) notifications of interest in open director seat.

9. Committee Reports

- a. ARC --

Groundwater problem communicated to BOD/ARC due to tree removal across the street from Teal Lake in a Woodridge common area.

- i. Recommendation to approve new ARC Chair.
- ii. Motion to approve Bill Dennis as new chair

M: Jurca
S: Sprandel
C- 6-0

b. Activities and Amenities : No report

c. Facilities

Audio system for hearing-aid communication in auditorium is still under review.

Hall lighting will remain as is; it adequate for the art displays.

A copy of the full report is available upon request.

i. Recommendation to approve Woodworker sub-Committee charter.

Motion to approve

M: Sec. Clark

S: VP Shadrick

C: 6-0

d. Finance

i. Recommendation to approve new Committee Member.

Motion to approve ____ Bill Dennis as new member

M: Jurca

S: Shadrick

C; 6-0

e. Health & Fitness

Dean Rosenthal provided a report; copy available upon request

f. HR – No report

g. Communications: Chair Sprandel noted that the committee is working on defining its schedule for the rest of the year

First Saturday for Pancake breakfast will be in February 8, 2020.

Reviewed upcoming articles for The Voice; The February deadline for articles in Feb. 3rd

Brainstorming for future committee activities continues.

Motion to approve all committee reports

M – Dir. Clark

S – Sec. Jurca

Carried: 6-0

10. Old Business

BMI licensing was dealt with in December 2019

11. New Business

a. PLVC evaluation of feasibility of one-day 'Port Ludlow Festival'.

i. Recommendation to solicit 1-2 volunteers to participate.

Motion to solicit 1-2 volunteers

M: Jurca

S: Walkowski

C: 6-0

b. Recommendation to change South Bay Rules to prohibit illegal use of cannabis or its derivatives.

A discussion on possible changes to South Bay governing documents to respond to recent exclusion of cannabis-related activities on SBCA Umbrella Liability policy. Director Jurca provided some suggested wording which the Board will consider and which will be communicated to the SBCA membership when finalized.

A member question regarding what possible filter-down effect for villages may exist. The answer is that this rule covers activities that will not be allowed on the Bay Club parcel.

12. PLVC report

A report was provided by Jim Moffit. See below

Summary for SBCA January 2020 Board Meeting

Port Ludlow Village Council (PLVC) Board Meeting January 2nd, 2020

PLA:

- Port Ludlow Associates President, Diana Smeland, reported on the housing market in the MPR for 2019.
 - 110 units had been sold in 2019 versus 105/107 in the previous years and that the resale market remained solid.
 - West Harbor Homes was continuing construction of new homes and was also available for remodel projects.
- In order to promote use of facilities during the winter months, the golf course had held a winter series which had attracted 40 players.
- The Inn was offering Wednesday night prix fixe theme dinners and Niblicks was offering takeout meals on Monday, Wednesday and Friday.
 - The menu for these meals is available on Facebook and was posted at the Inn and Marina.
- Ms. Smeland then reported on progress with the Olympic Water and Sewer Inc. (OWSI) water treatment project and securing the Department of Health (DOH) State Drinking Water Revolving Fund Loan (SDWRF loan).
 - She said that a written update on the project as of December 17, 2019 had been provided to residents with their recent bill.
 - Questions asked: did those on paperless billing receive the notification?
 - As required by the State, a notice of intent to release funds had been published on December 18 in the Port Townsend Leader which would run for 30 days. It was hoped that the DOH would sign the loan documents in 1st quarter of 2020.
- Unrelated to the loan process, OWSI was continuing with the design process including the design and construction of an 800 sq. ft. building.
 - The intent was to apply for a building permit in 1st quarter 2020 and go out for bids in the 2nd quarter.

Holiday Lights:

- Dave McDermid, Holiday Lights Chair, ***(the good news)*** reported that lights in the median have been far less troublesome this year due to the replacement program whereby some new lights will be added each year and older strings retired.
- ***(The bad news)*** The PUD has advised that electric consumption has not been charged for the median lights in the past but will be this year. ***(street lights not metered – contracted fee-based cost to the county)***
 - It is estimated this charge will be in the \$100-150 range for the three months the lights are utilized.

Jefferson County Update:

- Greg Brotherton, County commissioner District 3, was unable to attend the board meeting
- Mr. Dan Toepper, PUD Commissioner – District 3, said that the PUD Board of Commissioners operated on a rotation basis and that he had recently been appointed as President of the Board.
- As it relates to the cost of electricity for the holiday lights, he said that the Board was reviewing policies and procedures to ensure efficient use of public funds.
- Mr. Toepper continued that PUD had experienced considerable turnover in the past 5 years and was expanding its hiring in 2020 to improve the organization’s stability and structure.
- He said that the Board had approved a ‘meter opt out policy’ and that residents would be permitted to select the type of one-way meter they wanted. The PUD Board had not yet decided on the optional use of a two-way ‘smart meter’.

PLVC:

- The Village Council Board then continued the review of its Committee Members for 2020 and approved the appointment of Nancy Corbridge as Co-Chair of the Welcome Event Committee.
 - approved the previously distributed list of Committee Members for all committees.
- Mike Towner, Chair of the Communications Committee, said the Council needed to review and improve how it communicated with residents.
 - Continuation of eblasts, the website and archive will be recommended and an objective for 2020 will be to co-ordinate with the homeowners’ associations to avoid scheduling of various events on the same day in order to remove repetition and encourage participation.
 - This strategy would be focused on producing a Community Calendar available to all event planners and residents.
- The Board discussed the pluses and minuses of Movie Night and concluded it was a valuable event, but not necessarily a fundraising event.
 - Because there was concerns raised about the “dead time” between food and movie, discussion considered expanding the event’s offering such as combining with the Welcome Event or music to fill the gap.
- It was approved to investigate how that might be done on a community-wide basis jointly with PLA, LMC and SBCA.
 - Rita Garcia, chair of the Welcome Event, agreed to be the point person for this evaluation and representatives of the other organizations will be asked to participate.

13. Member comments

Concerns regarding overgrowth of Scotch Broom weeds on PLA empty lots in OT2

Concerns about signs posted at the entry to Teal Lake Village

Concerns about signs for Sunrise Home Repair sprouting up throughout the South Bay. Ans:

SBCA does not have jurisdiction over the location where the signs are posted. These signs may be in violation of County rules and/or PLVC and/or Village CC&Rs.

14. Executive Session - to discuss personnel matters and matters involving possible violations of the governing documents of the Association.

Motion to enter into Executive Session, 10:33 a.m.

M: Sec. Clark

S: Dir. Jurca

C: 6-0

15. Resume Open Session, 11:14 a.m.

Motion to approve the appointment of Bruce Birch to the SBCA Board to serve the remainder of former Director Steve Hammond's term (ending July 2021).

M: Sprandel

S: Clark

C: 6-0

Motion of gratitude to all three highly qualified candidates for their willingness to serve on the SBCA Board.

M: Sprandel

S: Clark

C: 6-0

Motion to approve a letter to Mr. Watson regarding partial completion of landscaping changes as had been agreed by all parties at a special meeting with the Board on October 14, 2019.

M: Jurca

S: Shadrick

C: 6-0

Motion to approve a letter of response to Mr. Hicks regarding the grotto wall

M: Jurca

S: Sprandel

C: 6-0

Motion to approve a letter from GM Torres regarding the alleged feeding of racoons and birds

M: Jurca

S: Sprandel

C: 6-0

Motion to send a letter Mr. & Mrs. Krall regarding their groundwater issue

M: Jurca

S: Shadrick

C: 6-0

16. Adjourn

Motion to adjourn

M – Sec. Clark

S – Dir. Sprandel

Carried: 6-0

Next SBCA Board Meeting: Friday, February 14, 2020