

SOUTH BAY COMMUNITY ASSOCIATION

BOARD OF DIRECTORS MEETING

Thursday, October 14, 2021 9:30 AM

Meeting Minutes

1. Call to Order

1. President Skinner called to order the regular meeting of the SBCA Board at 9:31 AM. All Board Members were present, constituting 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 approved unanimously.

3. Approval of Meeting Minutes

1. September 9, 2021 Board Meeting Minutes: Approved unanimously

4. President's Remarks

1. President Skinner welcomed everyone, and asked the Board to assist the Bay Club staff in ensuring mask compliance while using the Bay Club.

5. Manager's Report

1. Manager discussed the retirement of Heather Ullman at the end of the month, including a discussion of the roles she has filled that will need replacement. She has had oversight of the title transfer process since 1999. South Bay typically has 10-12% annual turnover of homes. He also requested that the Board approve funds to cover a retirement gift.
2. *Motion to approve the amount of up to \$350 to cover a retirement gift. Moved by Dave Jurca, seconded by Bert Loomis, passed unanimously.*
3. Manager reviewed the status of completed and pending facilities projects. We are still working on obtaining replacement estimates for the failing pool heat pumps, bathroom tiling is completed, ice machine is on order (delayed due to supply chain issues), a landscaper has been retained for cleanup and maintenance of the entry and gardens.
4. Due to the recent lightning storm, there was a major disruption of wifi and computer network functions at the Bay Club last week. Wifi and network have been restored, but repair and replacement of damaged computers is ongoing.
5. Installation of windows in the interior doors is proceeding.
6. Discussion of whether or not to upgrade Heather's open position to that of an Assistant Manager was referred to HR Committee.

6. Treasurer's Report

1. Christine Spagle gave the monthly Treasurer's Report of current bank balances in Checking, Savings, Reserve and Capital accounts. A copy of the financials is available upon request, and will be posted to the SBCA website for the period ending September 30, 2021.
2. The Financials/Variance Report was given by the GM. Discussion of delinquencies and collection procedures noted the need for to review recent RCW amendments and SBCA procedures for compliance.
3. The September spot review was conducted by Spagle with no discrepancies noted. The search for an outside CPA continues.

7. Board Communications

1. Discussion of HUD complaint from homeowner about masking requirement. HUD referred the complaint to the State for further action; so far we have received no communication from the State. Discussion of whether to notify our insurer of the potential claim.
2. *Motion to notify insurer of the potential claim. Moved by Dave Jurca, seconded by Bert Loomis, passed unanimously.*

8. Committee Reports

1. ARC Committee

1. SBCA-ARC held its regular monthly meeting on Friday, September 17, 2021. A quorum was established. The meeting agenda and the August 20, 2021 meeting minutes were approved. One item of correspondence was discussed and acknowledged regarding volunteering for committee assignment, noting the committee currently has its limit of five members. The committee reviewed 4 new SBCA-ARC applications (3 approved without condition and 1 conditionally approved), 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 received 2 extension requests, acknowledging an automatic extension and conditionally approving an extension request for a project whose second extension had expired. The committee tabled, for the time being, further discussion regarding DS 5.1.14 Exterior Lighting requirements. The committee briefly discussed treatment of LPV1 applications and the impact of the LPV1 Supplemental Declaration, considering LPV1 does not have a village HOA, tabling further discussion until all committee members are present for discussion.

2. Activities and Amenities Committee

1. Janet DeDonato gave the Activities Committee Report. The committee met on October 11, 2021 at 1:00 PM. Vickie Norris, Janet DeDonato, Bob Kent and Susan Shardrick were in attendance constituting a quorum, with Gil Skinner attending ex officio. We discussed that the Flat Walkers had ceased for the winter, to start up again in the spring. Discussed that the Octoberfest party was cancelled due to COVID.
2. Discussion of holiday decor for the Bay Club resulted in the recommendation that we focus mainly on the Lobby area, as there are very few events planned this season. Decorating team will convene at 10AM on December 1 to get all the decorations out of storage and into the Auditorium, then reconvene at 9 AM December 2 to decorate the Lobby.
3. Discussion of the new member orientation sessions, included a list of potential items needed for the sessions, and tentative schedule of 6 sessions in January, on January 18, 19 and 20, at 10 AM and 2 PM each day.
4. *Motion to appoint Bob Kent to the Activities Committee, moved by Gil Skinner, seconded by Bill Wight, approved unanimously.*

2. Communications Committee

1. The Communications Committee met on October 4, 2021 with all committee members present, achieving a quorum. We discussed the Voice article for October, the weekly e-blasts and small edits to the website.
2. We reviewed the revised membership survey and made one addition to the Educational Activities. In addition, we reviewed and approved the standing committee schedules.
3. Dave Jurca suggested some reorganization of the Governance page of the website to correct the hierarchy of some of the documents. Tom Sprandel will work through these edits and let the Committee know when it's ready for review.

3. Facilities Committee

1. The Facilities Committee held its regularly scheduled meeting with all members present, constituting a quorum, with Gil Skinner attending ex officio.
2. Landscaping bid to clean up area behind Bay Club is in process.
3. Mirror in back hall – Health and Fitness Request Discussion addressing increase in price (double previously approved amount) and suggestion to use portable mirror at no cost. Motion to purchase a mirror

that would be affixed to the wall was defeated 2 in favor, 5 opposed.
The portable mirror remains available for those who wish to use it.

4. Discussion of purchase of a swing panel display for the Fitness area.
5. *Motion to approve purchase of wall mounted flip charts for the fitness area NTE \$500. Moved by Chris Spagle, seconded by Bill Wight, defeated, 2 in favor, 5 against.*
6. Bert Loomis gave a presentation on MERUs – what they are and how they impact SBCA.
7. Access to Bay Club by the PLVC Emergency Preparedness Committee (EPC) was discussed. Susan Shadrick will address the issue with EPC Chair Pat Lohrey and report findings at the next Facilities meeting.
8. Current stove oven door is falling off and the oven has to be lit manually, creating a safety hazard. GM identified a refurbished Wolf 6 burners, 2 oven commercial stove for \$3,500 and no delivery fees.
9. Wood Shop Report was given by Joe Guillien who is updating the user list, obtaining releases, training new users and has replaced an air compressor. Mike Porter has resigned from the Wood Shop Committee as well as the Facilities Committee.

4. Finance Committee

1. The Finance Committee held its regularly scheduled meeting with all committee members present, comprising a quorum.
2. The Finance Committee unanimously recommended not purchasing the swing panel display. The Committee unanimously recommended purchase of the oven, at a total price not to exceed \$4000.
3. *Motion to approve a reserved expenditure NTE \$4000 for the purchase of a commercial oven to replace the failed oven in the Bay Club kitchen. Moved by Chris Spagle, seconded by Bert Loomis, passed unanimously.*

5. HR Committee

1. A meeting has been scheduled for October 25, 2021.
2. *Motion to add Susan Shadrick and Alice Oliver to the HR Committee, moved by Gil Skinner, seconded by Dave Jurca, passed unanimously.*

6. Health and Fitness

1. The committee's regular meeting was scheduled for October 7, 2021 with Bill Wight, Dean Rosenthal and Maureen Black in attendance. Meeting lacked a quorum so the meeting was adjourned.
2. Dean Rosenthal has resigned as Chair, Mike Porter has resigned from the committee and Mac McCullough has moved away. A new Chair is to be recruited, as well as additional committee members.

9. Old Business

1. Discussion of the revised Membership Survey created by Dean Rosenthal and Janet DeDonato with input from the Board.
 2. Motion to approve the Membership Survey and prepare to send it out via Survey Monkey on November 12. Moved by Janet DeDonato, seconded by Bill Wight, approved unanimously.
10. **New Business**
 1. Nothing to discuss.
11. **PLVC Report**
 1. PLVC had its annual meeting and election of the following officers: Jim Moffat, President; Tam Mc Dearnid, VP and secretary; Pat Hinton, Treasurer; Mike Towner, Carol Riley, Jane Holmes and Jane Hopkins, Directors; Gil Skinner, President, SBCA; Allan Kiesler, President, LMC.
12. **Member Comments**
 1. David Schwartz brought up a concern regarding unmasked people in the Bay Club. Staff and Board members continue to remind members and guests of the need to monitor compliance.
13. **Adjournment**
 1. Motion to adjourn was made, seconded, and carried unanimously. Meeting was adjourned at 11:08 AM.

Next regular SBCA Board Meeting is scheduled for Thursday, November 11, 2021 at 9:30 AM.

Submitted by Janet DeDonato, Board Secretary

Drafted: October 16, 2021