

**SOUTH BAY COMMUNITY ASSOCIATION**

**BOARD OF DIRECTORS MEETING**

*Thursday, November 11, 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.
2. All Board Members were present, constituting a quorum. Present: Gil Skinner, Christine Spagle, Dave Jurca, Bert Loomis, Janet DeDonato, Bill Wight and Joe Guillien. Also present: Mark Torres, Bill Dennis and Vickie Norris, Dan and Suzy Darrow and Ed Knodle.

**2. Approval of Agenda**

1. Agenda was approved unanimously.

**3. Approval of Meeting Minutes**

1. October 14, 2021 Board Meeting Minutes: Approved unanimously

**4. President's Remarks**

1. President Skinner welcomed everyone, and led the Board in the Pledge of Allegiance in honor of Veteran's Day. President Skinner went on to discuss the suicide crisis among veterans and made an appeal to remember that not all wounds are visible, and to support all efforts to ensure all veteran's are made whole.

**5. Manager's Report**

1. Mark Torres gave the Manager's report, including mentioning that overall activity at the Club remains significantly lower due to lack of events and COVID restrictions. PLPA will be having a concert at the Bay Club December 5, with approximately 150 attendees.
2. The door project is ongoing, but nearing completion. Heat pump research remains ongoing; Airflo is submitting a new proposal.
3. Discussion of virtual versus in person committee meetings with the decision being to leave it up to the committee chairs.
4. Still researching technology options to improve hybrid meetings.

**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 October 31, 2021. Normal allotments to Reserve and Capital

accounts were made for October. Revenue and expenses were both down resulting in a net positive of \$15K.

2. There are three severely delinquent HOA accounts that will that we will continue to monitor until such time as the Board decides legal action is necessary.

## **7. Board Communications**

1. The Board has received mainly positive and some negative comments regarding the new dining options, along with questions requiring clarification.

## **8. Committee Reports**

### **1. ARC Committee**

1. SBCA-ARC held 3 meetings during October 2021, one regular meeting and two special meetings. The regular monthly meeting was held on Friday, October 15, 2021. A quorum was established. The meeting agenda and the September 17, 2021 meeting minutes were approved. Four items of correspondence were discussed and acknowledged, the details of which are noted in the meeting minutes. One item of correspondence resulted in SBCA-ARC directing a village resident to complete and submit to SBCA a complaint form. The committee reviewed 12 new SBCA-ARC applications (7 approved without condition, 3 conditionally approved and 2 tabled). There were two followup items, the first, a previously submitted application was tabled 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 and the second was an acknowledgement that the condition of a previously submitted extension request had been satisfied. The committee discussed and tabled, for the time being, further discussion regarding DS 5.1.14 Exterior Lighting requirements, pending the committee reviewing draft language amending DS 5.1.14. The committee tabled discussion regarding 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. Both special meetings were to discuss an application in Bayview regarding installation of a stormwater drainage system that impacts village residents Lots and village Limited Common Area.
3. The first special meeting was held on Thursday October 21, 2021. A quorum was established and meeting agenda approved. After extensive discussion, including testimony from certain Bayview village

HOA officers, applicants and several neighbors (both objecting and in support of the application). Applicants, Bayview village HOA representatives and objecting neighbors agreed there was no urgency to receiving a decision from SBCA-ARC on the application at this time, since in any event it would be preferable to have the work done in dry weather months next spring or summer, and that in the intervening months it would make sense for the parties to further evaluate the situation and attempt to reach an agreed solution of the matter. The committee decided to table the matter and reconvene in executive session to determine what if any action to take on the application.

4. The second special meeting was held the next day, on Friday, October 22, 2021. A quorum was established and both the meeting agenda and minutes for the October 21, 2021 special meeting were approved. After further discussion, the committee approved a motion to decline to opine at this time on a potential jurisdictional issue and to decline approve the application as presently submitted and invite applicants to submit later a new or revised application after further evaluation and good faith efforts have been pursued by village HOA representatives, applicants and objecting neighbors.
5. The committee also drafted and sent a letter to applicants, village HOA representatives and objecting neighbors summarizing the committee's decision regarding the above approved motion.
6. *Motion: To request SBCA-ARC to make a determination under MD 4.2.5 of whether the Davis property is in violation. Moved, Dave Jurca, seconded, Bert Loomis, passed unanimously.*

## **2. Activities and Amenities Committee**

1. Vickie Norris gave the AAC committee report. The committee met Monday, November 8 with Bob Kent, Janet DeDonato, Susan Shadrick, Vickie Norris, Janet DeDonato and Kathy Robertson, along with Gil Skinner, Bill Wight and Mark Torres.
2. Discussion of AAC helping with the decor of the upcoming Bay Club bistro dining events.
3. *Motion to authorize purchase of flowers for the tables not to exceed \$50. Moved by Dave Jurca, seconded by Janet DeDonato, passed unanimously.*
4. Discussion of the December 2 holiday decorating in the Bay Club lobby area. More volunteers are needed and an e-blast will be sent out to that effect.

5. *Motion to authorize pizza and beverages for the volunteers, not to exceed \$100. Moved by Dave Jurca, seconded by Janet DeDonato, passed unanimously.*
6. *Motion to appoint Kathy Roberson to the Activities Committee, moved by Janet DeDonato, seconded by Bill Wight, approved unanimously.*
7. *Motion to approve the plan for Dusty Green Cafe to cater meals in the Bay Club on a limited number of specified dates for SBCA members and their guests, on an “experimental” basis, to determine whether a similar ongoing relationship with Dusty Green would be appropriate . Moved by Dave Jurca, seconded by Christine Spagle, passed unanimously.*

## **2. Communications Committee**

1. The Communications Committee met Monday, November 1 with all committee members present, along with Bill Dennis, Gil Skinner and Mark Torres.
2. The committee discussed upcoming e-blasts for the new dining options, the membership survey and the general Monday updates. Gil Skinner reviewed his topics for the Voice article for the December issue.
3. Committee discussed timing and promotion of the member survey.
4. Bill Dennis walked through some of the edits needed for the ARC section of the website. He and Tom Sprandel will do a more thorough review of the documents and Tom will update as necessary.

## **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. Committee discussed the ongoing landscaping project, the need for updated MERU information from the County, and the delay on the delivery of the new stove.
3. PLVC emergency preparedness committee has requested a key to the Bay Club in case of an emergency. Christine Spagle will schedule a meeting with them to discuss.
4. Joe Guillien reported on activity in the Wood Shop no new training during October and Joe continues to work with the Wood Shop team to address needs.

## **4. Finance Committee**

1. The Finance Committee met on November 11 and discussed at length the handling of overly delinquent accounts that included a request by

an Associate Member to back date his resignation to allow for the forgiveness of his delinquent account.

2. *Motion to reject the request by associate member to back date his resignation from the Bay Club to avoid paying his outstanding delinquent balance. Moved by Christine Spagle, seconded by Bert Loomis, passed unanimously.*
3. Finance also discussed assertion of an administrative fee on new members, allowed for in Master Declaration 7.10. The fee may be a reasonable amount to cover costs incurred by the Association.
4. *Motion by Spagle for the Board to approve an administrative fee on new members of \$50 plus \$25 per badge, seconded by Dave Jurca, passed unanimously.*

## **5. HR Committee**

1. The HR Committee met Monday, November 8 to discuss the issue of pay equity for the staff, new salary schedules and the creation of a new position of Operations Supervisor to assist the GM.
2. The Board discussed at length the need for the new position, the cost impact and how it could be accommodated within the existing approved budget which did not have funds allocated for a new staff position. It was generally agreed that the need outweighed the expense and that there were funds unspent elsewhere in the existing budget that would help to defray the new expense.
3. *Motion to approve the proposed salary schedules. Moved by Gil Skinner, seconded by Dave Jurca, passed unanimously.*
4. *Motion to approve creation of a full time Operations Supervisor position with a salary range of \$50-\$70K. Moved by Gil Skinner, seconded by Bert Loomis, passed 6 in favor, 1 opposed.*
5. *Motion to authorize GM to seek applicants for the approved new position of Operations Supervisor. Moved Gil Skinner, seconded by Dave Jurca, passed unanimously.*

## **6. Health and Fitness**

1. Bill Wight gave a report on the Health and Fitness Committee.
2. *Motion to approve Bill Wight as the Chair of Health and Fitness. Moved by Gil Skinner, seconded by Bert Loomis, passed unanimously.*
3. *Motion to add Dean Rosenthal and Barbara Phillips to the Health and Fitness Committee. Moved by Bill Wight, seconded by Janet DeDonato, passed unanimously.*

4. *Motion to remove from the table the August 12, 2021 discussion regarding the proposed agreement between Michael Haberpointer, and unless the Board has fully reviewed said proposal and is prepared to vote on it today, that a vote be conducted at the December Board Meeting. Moved by Bill Wight, seconded by Janet DeDonato, passed unanimously.*
5. The Committee reported they would like to develop a Health and Fitness monthly communication. Health and Fitness will work with the Communication Committee to implement. Dave Jurca requested that the Board have an opportunity to review it prior to publication.
9. *Motion to accept all committee reports. Moved by Gil Skinner, seconded by Bert Loomis, passed unanimously.*
10. **Old Business**
  1. Mark Torres reported on the results of the Bylaw Amendment voting, there was discussion of the need to update our mask policy to allow for on stage performers to go maskless.
  2. *Motion to update existing mask policy to state that at any Bay Club events where food and beverages will be served that proof of vaccination must be shown to gain admittance. Moved by Dave Jurca, seconded by Janet DeDonato, passed unanimously.*
  3. *Motion to make an exception for performers on stage at PLPA events to be able to go maskless as long as they have been vaccinated and are more than six feet from the audience. Moved by Dave Jurca, seconded by Joe Guillien, passed unanimously.*
  4. *Motion to form an ad hoc committee to work on long term planning made by Bert Loomis, seconded by Dave Jurca, passed by 6 in favor, 1 abstention.*
11. **PLVC Report**
  1. PLVC met and Jefferson County Commissioner Greg Brotherton gave a report on county related issues. PLA President Diana Smeland reported on PLA development progress. The Committee also discussed the success of the emergency preparedness exercise.
12. **Member Comments**
  1. Suzy Darrow had a few questions regarding the new dining options that the Board answered.
13. **Adjournment**
  1. Motion to adjourn was made, seconded, and carried unanimously. Meeting was adjourned at 11:55 AM.

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

Submitted by Janet DeDonato, Board Secretary

Drafted: November 14, 2021

Revised November 15, 2021

Revised November 17, 2021