

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

Thursday, January 13, 2022

9:30 AM

Meeting Minutes

1. Call to order

1. Meeting was called to order at 9:30 AM

2. Determination of a Quorum and Roll Call

1. Quorum: Gil Skinner, Dave Jurca, Christine Spagle, Joe Guillien, Bill Wight, Janet DeDonato, GM Mark Torres
2. Soosie and Dan Darrow, Ann Louise Maynard and Bill Dennis also attended, with Dianne Ridgley attending via phone.

3. Approval of Agenda

1. Agenda was approved with 5 in favor, 1 opposed.

4. Approval of Meeting Minutes

1. 12.09.21 meeting minutes were approved unanimously.

5. President's Remarks

1. President Skinner briefly discussed the topics on the agenda for the workshop held 1.12.22.

6. Manager's Report

1. Mark Torres reported on club operations, including the ongoing challenge of staffing. He is presenting two offer letters for part-time employment to secure relief for front desk and janitorial shifts.
2. There are a number of active equipment-related projects—the propane lines have been inspected, fireplaces and pilot lights have been cleaned and adjusted and the new stove installation inspected.

3. Swift Plumbing was called to fix hot water lines that froze during the snows, no damage was found but some bare copper pipes required insulation. The HVAC unit in the wood shop also had problems during the cold weather. Swift Plumbing and AirFlo are working on a solution to prevent future occurrences. Similarly, the ice machine had a problem and was just turned off.
4. The roof inspection had to be postponed due to the snow and rain and will be rescheduled as soon as weather permits.
5. During the snow the Club was able to keep the walkways maintained, but it has proved challenging to find snow plow contractors in our area. Still working to find a solution.
6. The new fiscal year budgeting process is underway and will continue through February. Finance will report to the Board in March regarding status.
7. Recruiting for the Operations Supervisor is underway with approximately 20 respondents. GM will work with HR to narrow the list to 5 or 6 of the best candidates and provide summary qualifications for each to the Board for review.

7. 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 December 31, 2021.

8. Board Communications

1. Gil Skinner reached out to Hana Farr regarding her email. She has since responded with further input.

9. Committee Reports

1. ARC

1. SBCA-ARC held its regularly scheduled monthly meeting on December 17, 2021. A quorum was established and the meeting agenda was approved. The committee also approved the minutes for the November 19, 2021 meeting.

2. Two items of correspondence from Fairwood Village were acknowledged. The first related to new village procedures regarding ARC applications, and the second related to sewer line work.
3. The committee ratified and approved an electronic committee vote approving an application without condition, and also approved 2 extension requests.
4. Several items of “old business” were addressed. The first related to an application in Bayview village regarding stormwater drainage (previously discussed). Based on an informal discussion with a Bayview village representative, it appears the village process is moving forward, but no final resolution at this time. No SBCA-ARC action needed at this time, and the matter was acknowledged. The second related to a previously tabled application in Ludlow Cove II that is tabled pending the village advising the SBCA-ARC of the village’s decision regarding a possible amendment to the village Supplemental Declaration that might impact the application. No SBCA-ARC action needed at this time, and the matter was acknowledged. The third item related to a draft amendment to DS 5.1.14 Exterior Lighting requirements. After discussion, the following motion was approved by SBCA-ARC. As noted in the motion, the motion was subject to approval by the SBCA Board.
5. Motion: to amend, subject to submission to and approval by the SBCA Board, SBCA DS 5.1.14 by deleting the current DS 5.1.14 and inserting into its place the following: “ DS 5.1.14 Exterior Lighting. Artificial outdoor lighting shall be arranged so that the light is shaded or otherwise directed so that excessive light does not reach adjoining properties. For purposes of this DS 5.1.14, the term “excessive light” means lighting that unreasonably illuminates neighboring property. Whether lighting “unreasonably” illuminates neighboring property depends on the specific circumstances, but light bulbs that are rated to produce not more than 1100 Lumen with a temperature rating not more than 3000 K (“Kelvin temperature”) shall generally be deemed not to produce “excessive light” within the meaning of this provision. The type and placement of exterior lighting devices is an integral part of a Project Application to be approved by the SBCA-ARC.” Moved

by Dave Jurca to approve, seconded by Janet DeDonato, passed unanimously.

6. There was one item of new business, a status update by the SBCA Board regarding the Edgewood Lot that is the subject of a neighbor complaint. No SBCA-ARC action needed at this time, and the matter was acknowledged.

2. Activities Committee

1. Vickie Norris gave the Activities committee report including a thank you to the volunteers who “un-decked the halls” in record time, a recap of the Dusty Green status, and a brief discussion of the results of the member survey.
2. New member orientation tentatively rescheduled for March, beginning with two sessions and adding more as needed. Dates to be determined.
3. Corey Wilkerson attended the meeting and reported that Diane LaVonne of Diane’s Market Kitchen is interested in holding cooking classes in the kitchen of the Bay Club. She would like to offer them weekly ultimately, and the committee recommended scheduling two classes as a trial run to assess member interest. Dates TBD.
4. Discussion of the idea of producing a monthly e-blast to promote and recap activities.
5. Discussion of restarting the Pancake Breakfasts beginning March 4th and occurring on the first Friday of each month. Vickie will followup with Mark Torres on logistics.

3. Communications Committee

1. Janet DeDonato reported on the Communications Committee meeting, where all committee members were in attendance.
2. The Committee discussed all upcoming regular communications including the Voice article for February, written by President Skinner, the weekly e-blasts and the SBCA website updates.

3. Tom Sprandel and Bill Dennis have completed updating the ARC minutes section of the website. Work on the CC&R section is ongoing.
4. The committee discussed the need for a new person to write a brief monthly article on South Bay activities and plans now that John Goldwood is no longer doing it. The committee is looking into ways they can assist.

4. Facilities Committee

1. GM made his regular monthly report to the committee, and reviewed the gift and policy tables.
2. Discussion of an outdoor TV to be installed in the pool area to facilitate water aerobics videos and online instruction. The committee did not pass on a recommendation to approve at this time and will reassess later in the fiscal year when budget needs are more clear.
3. Joe Guillien gave the Wood Shop report.
4. No actions required by the Board this month.
5. Next meeting is February 8, 2022

5. Finance Committee

1. Discussions of assumptions for starting the budgeting process for next fiscal year.
2. Review of financials and delinquent accounts.
3. Presentation by a member of the H&F committee regarding the outdoor TV purchase being requested.
4. Discussion of facility use fees tabled until next meeting.
5. No actions required by the Board this month.
6. Next meeting is February 8, 2022.

6. Health and Fitness

1. Bill Wight gave the Health and Fitness report and proposed three motions based upon the committee's continued recommendation to install mirrors in the stretching area, their recommendation for an outdoor TV in the pool area, and a recommendation to table the previously proposed arrangement with Michael Haberpointer of Active Life Physical Therapy.
2. Motion to approve \$412.58 in addition to the previously-approved \$500 to install mirrors in the stretching area, or the same amount be appropriated from discretionary funds, or that the Health and Fitness committee be allowed to fund it. Moved by Bill Wight, failed for lack of a second.
3. Motion to table the prior month's motion to vote on the Haberpointer agreement at today's meeting. Moved by Bill Wight, seconded by Janet DeDonato, passed unanimously.
4. Moved that the amount of \$5,500 be approved to obtain a 55" outdoor TV to be installed in the pool area to support videos and online instruction for water aerobics. Moved by Bill Wight, motion by Dave Jurca to table for later discussion, motion to table seconded by Janet DeDonato, motion to table passed with 5 in favor, 1 against.

7. HR Committee

1. Motion to approve holiday bonuses for Bay Club staff per bonus schedule. Moved by Gil Skinner, seconded by Dave Jurca, passed unanimously.
2. Motion to approve a \$2 per hour increase for Don Baker to be consistent with his LMC pay scale. Moved by Gil Skinner, seconded by Dave Jurca, passed unanimously.

10. Old Business

1. Motion that GM Torres be authorized and directed to reply by email as follows to the email received yesterday from attorney Stephanie Brennan: "Ms. Brennan, thank you your response. We have indeed seen some of the news reports about the recent fires in the Boulder area, and you have our best wishes for a successful recovery from the impacts of those fires. Meanwhile, please let us hear from you as soon as possible about how you propose to resolve the problems with the Davis property, so that the SBCA

Board can address the matter formally at or before its February 10 meeting.” Moved by Dave Jurca, seconded by Chris Spagle, passed unanimously.

11. New Business

1. Discussion of the need to amend the Master Declaration via mail-in ballot, hopefully in March or April to ensure that owners of all platted lots (unimproved as well as improved) having the same HOA benefits are subject to the same HOA dues. SBCA member Dan Darrow suggested that the Board consider, as an alternative, amending the Master Declaration to change the triggering event for imposing dues on a vacant lot owned by PLA from issuance of an occupancy permit to the earlier of either (i) a sale of the lot or (ii) issuance of a building permit.
2. Motion to authorize submitting the proposed MOU prepared by the SBCA to the LMC for their consideration. Moved by Dave Jurca, seconded by Joe Guillien, passed unanimously.
3. Bob Chadwell was unanimously elected to the Board to complete the term vacated by Bert Loomis in December.

12. PLVC Report

Gil Skinner reported that at the 1/06/2022 PLVC Board meeting (i) PLA president Diana Smeland said that PLA is still struggling to build new houses due to supply chain issues and problems getting materials, and (ii) PUD commissioner Dan Toepper said that there is a serious lack of equipment and manpower, and warned that this could hamper the PUD’s efforts during power outages.

13. Adjournment

Meeting was adjourned at 11:28 AM

Next Board Meeting is Thursday, February 10, at 9:30 AM.

Prepared by

Janet DeDonato, Secretary

01.14.22

Revised 01.15.22

Revised 01.16.22