

South Bay Community Association (SBCA)
Board of Directors Meeting
March 13, 2025

Minutes - Final

1. Call to Order 9:30 am
2. Determination of Quorum
 - Board of Directors Present
 - Carolyn O’Keeffe, president
 - Michael Stuber, secretary
 - John Cacho, Treasurer
 - Mark Schwendener
 - Howard Weiner
 - General Manager
 - Mark Torres - Present
 - Board of Directors NOT Present
 - n/a all current members present
3. Approval of Agenda
 - ➔ **Move to approve by Howard, Second by Mark, Approved by voice vote**
4. Approval of Meeting Minutes for February 13, 2024
 - ➔ **Move to approve by John, Seconded by Howard, Approved by voice vote**
- Approval of Meeting Minutes for February 27, 2024
 - ➔ **Move to approve by Mark, Seconded by John, Approved by voice vote**
5. President’s Remarks
 - Acknowledged resignation of two Board Members, Robert Gilbert and Randy Edwards
 - There are currently two open Board of Director positions
 - These two terms would finish on 06/30/2026
 - Carolyn knows of two possible board candidates
 - Need to focus on Annual meeting July 10, 2025
 - Long Range Planning encompassing a discussion of the SBCA identity and purpose
 - Focus on members
 - Secondary Focus in the wider community
 - President’s message to PLVoice for April was sent on March 7
6. Manager’s Report (Mark Torres; written report attached)
7. Treasurers Report
 - Thru February 28, 2025
 - YTD income is \$16K above expected/budgeted

- YTD expenses are \$24K less than expected/budgeted
- YTD surplus of \$40K is expected to hold through fiscal year end
- Decisions about year end surplus will be made later
- Interest rates for C/Ds are rising
 - Treasurer is looking for best configuration for surplus cash
- Transfer fee of \$3,700 for sale of lots by PLA to Richmond American was received
- Port Ludlow Associates (PLA) has also sold it's remaining built home
 - With the above two transactions, PLA does not have any property in SBCA that results in any votes for the HOA
- There is a concern about lack of interest in food consumption at the Members Lounge
 - Fixed cost (approximately \$150 per Wednesday) is not covered by number of paid customers
 - After further observation, it may be decided to forgo prepared food in favor of a cheese and cracker tray

8. Board communication

- None

9. Committee Reports

A. ARC - See Manager's Report (attached)

B. Activities

- Subgroup presented research on structures to accommodate additional seating
 - Requested in order to accommodate patrons for Member Lounge
 - Tent, Canopy, and Permanent structure options discussed
 - Referred to Facilities Committee
- Upcoming events
 - March 14 - Member Social (potluck) with St. Patrick's Day theme
 - April 4 - Pancake Breakfast to benefit Jefferson Healthcare Hospice
 - April 11 - Pasta Fest
 - April 17 - Jefferson Healthcare - Creating balanced meals
 - May 9 - Taste and Taste - wine and hors d'oeuvres pairings
- Kudo's to recent members lounge re-arrangement that increased usable floor space

C. Communication

- PL Voice submissions continue
- Web Presence subcommittee is working on redesign for the SBCA.club website
 - In regard to posting Committee minutes:
 - Board of Directors minutes and ARC Committee reports
 - Send to Mark Torres, copy to Geoff Lang
 - All other Committees
 - Send to Geoff Lang, copy to Mark Torres
- Fitness committee
 - Keeping up the Pool Schedule
 - Requested to work on similar non-pool fitness Schedule
 - The above will be coordinated with the weekly "What's Happening" eBlast

- Looking at starting a SBCA monthly Newsletter

D. Facilities

- Updated reserve list sent to Finance
- Pool Humidity is a pressing issue
 - Recommendation to finance:
 - The cost to purchase and install dehumidifier will be \$300K - 400K
 - Also need to add this item to the Reserve List for the same amount
- PLPA has presented a proposal to install permanent camera mounting stands
- Replaces the need for PLPA to use temporary floor stands for each performance
 - PLPA will hook up, take down, and store the cameras for each performance
 - Received the request for Tent/Canopy/ permanent structure extension to Great Room from Activities and Amenities
 - Temporary solution: reconfigure existing floorpan
 - will evaluate need
 - will investigate costs, including any additional costs born by maintenance staff
- Recommend changes to Committee
 - ➔ Change of Chair to Ted Ross
 - ➔ **Motion by Mark, seconded by Howard, approved by voice vote**
 - ➔ **Addition of Mike Wyer and Christine Spagle to Committee**
 - ➔ **Motion by Carolyn, seconded by Michael, approved by voice vote**

E. Finance

- CD investments are staggered by due date in order to have available was and get better interest rates
- Banks are requiring board motions to do anything with CDs except a straight rollover
- ➔ **Motion: In regard to Rainy Day Fund CD; Reinvest the Sound Bank CD (\$25,231) that Matures 03/11/2025 in another CD at Sound Bank that matures in 7 months at an interest rate of approx. 3.7%**
 - ➔ **Motion made by John, seconded by Howard, approved by voice vote**
- ➔ **Motion: In regard to Reserve Fund CD; Reinvest the First Securities CD (\$40,250) that Matures 04/15/2025 in another CD at First Securities for \$50,000 using both funds from the maturing CD and other funds from the reserve cash account for a total new CD of \$50,000 with interest rate of approx. 3.7%**
 - ➔ **Motion made by John, seconded by Carolyn, approved by voice vote**
- Budget Process incorporates the following strategy
 - Increase Quarterly Assessment from \$300 per quarter to \$325 per Quarter
 - This is an increase of 1,200 annually to \$1,300
 - Based on a five year budget plan that increases
 - quarterly assessment by \$25 per quarter / \$100 annually
 - for the the coming fiscal years ending 06/26, 06/27, 06/28, 06/29, 06/30

- Lot Transfer Fee is currently \$100
 - ➡ **Motion: In order to better reflect time involved, Lot Transfer Fee is increased from \$100 to \$150**
 - ➡ **Motion by John, seconded by Carolyn, approved by voice vote**
- Payer of Lot Transfer Fee is currently not specified
 - ➡ **Motion: In order to better reflect current market, Transfer Fee payment is assigned to the Buyer**
 - ➡ **Motion by John, seconded by Carolyn, approved by voice vote**

F. Health and Fitness

- There was discussion of doors and ADA compliance
- The committee is looking at Chairlift by the Pool
- The committee is looking at increasing virtual classes
- Dean Rosenthal has submitted a backlog of donation forms
- Discussion about how much overall space to devote to fitness
- There is a concern about "Space Creep"
 - Space is needed for healthy use, non-interference with other operations, and first aid access
 - The Board referred these concerns back to the health and fitness committee with the admonition that no more space shall be devoted solely to Fitness without a clear plan
- ➡ **Motion: The Bay Club accepts Dean Rosenthal's gift of fitness equipment**
 - ➡ **Motion by Carolyn, seconded by John, approved by voice vote**
- ➡ **Motion: There will be no more additions to fitness inventory, only replacements**
 - ➡ **Motion by Carolyn, seconded by Howard, approved by voice vote**
- ➡ **Motion: Only authorized staff are allowed to open the partitions between rooms (specifically weight, card, and class rooms)**
 - ➡ **Motion by Carolyn, seconded by John, approved by voice vote**

G. Human Resources

- No meeting

H. Strategic Planning

- No report

➡ **Reports Accepted by voice vote**

10. Old Business

- None

11. New Business

- Question about charge for Pasta Fest
 - decision: \$20 per head - to include wine and beer, mixed drinks \$5

12. PLVC Report

- Trails committee is fully funded for 2025, having received contributions from
- PLVC

- SBCA
- LMC
- PLA
- Planning a Town Hall with the focus on OWSI
- Working on Emergency ,Management

13. Member Comments

- Gil Skinner would like the Board to work on things that could mitigate dues increases
- Question about how to get people to know that we already have a coffee set-up in the Business oOffice
 - To be referred to Activities and Amenities Committee
- Gill Discussed whether or not SBCA should have a Care/Check-in Committee for the elderly
 - We suggested he reach out to the East Jefferson Fire Dept
 - It was also noted the PLVC is looking into this issue
- Dan had questions about how to get the daily agenda to be listed on the entryway TV screen

14. Adjourn

- ➡ Motion to Adjourn approved by voice vote

Next SBCA Board Meeting: April 10, 2025

Mark Torres, SBCA General Manager

Active Projects:

1. Club operations:
 - a. Staffing/HR:
 - i. I have paused recruiting for a Front Desk supervisory position and will not resume recruiting until I can establish a better match to align with SBCA long term goals. Until then, I have been working on cross training existing non-desk staff to ensure Front Desk coverage is uninterrupted.
 - ii. I have made an offer to a person to fill Denica Huff's relief custodial role. Hopefully she will accept the role and begin training tomorrow.
 - iii. Melinie has been out on vacation leave since the 1st of the month and will return to work next week. Karen Wiggins returns to work this week and will help with Front Desk staffing challenges.
 - b. Pancake Breakfast: PLVC Trails was the group we supported this year. Turn out was higher than usual, but not unexpected, since the Trails Committee is a very well-known and valued community group. The Committee (PLVC) will receive over \$600 as part of the breakfast proceeds and direct donations received at the breakfast.
2. Bay Club equipment/active projects.
 - a. We have installed our new mics/PA system. We now have four, high quality mics and a upgraded receiver/transmission system that should provide better quality sound, less "noise" on channels and better reliability.
3. Administrative Projects.
 - a. The recently completed Audit of the SBCA's FY 2024-2025 was uploaded to the SBCA website for member access.
 - b. A 2nd round of forecasting has been completed. The Finance Committee provided additional directions on revenue sourcing for the next fiscal year budget forecast and 5-year plan. Those models were updated/created, and the Finance Committee report will address the changes in more detail later during the Committee reporting period.

ARC Committee Report (February meeting): There were thirteen applications submitted for February. All were approved. Two of the applications submitted were from Richmond American Homes (and applicable to 4 OT II, P2 lots/new home construction & landscape plans) No other items were addressed, no action items for the Board.