

South Bay Community Association (SBCA)
Board of Directors Meeting
April 10, 2025

Minutes - Draft 2.0

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
 - Christine Spagle (Newly appointed during meeting)
 - Howard Weiner
 - Board of Directors not present
 - Donna Colosky (Newly appointed during meeting)
 - General Manager
 - Mark Torres - Present
3. Approval of Agenda
 - ➡ **Approved by voice vote**
4. Approval of Meeting Minutes for March 13, 2025 Board Meeting
 - ➡ **Approved by voice vote**
5. President’s Remarks
 - Two candidates have been found to fill out the two currently vacant Board of Directors seats. There has already been a previous vote by eMail. However, approval of the appointment should be ratified in an open meeting. The two candidates are Christine Spagle and Donna Colosky
 - ➡ **Motion to appoint Christine Spagle and Donna Colosky to the Board**
 - ➡ **Motion by Michael, seconded by Howard, approved by voice vote**
 - There was a successful Board Workshop on April 1, 2025 to review the proposed budget for the 2025/2026 Fiscal Year
 - Next Board worship with be April 29, 2025, 1pm to review
 - Annual meeting on July 10, 2025
 - Package to be sent to members for said meeting
 - Recommended priorities for the 2025/2026 Board of Directors
 - Previous annual Yard Sale was poorly attended
 - We will skip this year and defer to PLVC and Teal Lake Village
 - Formal acknowledgement that Howard Weiner will resign his Board seat on July 1, 2025
 - This seat will be filled by appointment, not election

6. Manager's Report (Mark Torres; written report attached)
 - Since the Revised handbook has just been completed, he recommended deferring approval until the May Board Meeting
 - Reminder for Budgeting and charging of Fees; Board needs to determine:
 - What's Included
 - What's available for cost
 - What we do not have the staffing to accommodate at any price point
 - Re: Member Lounge
 - Last year net of plus \$1,200 income over costs
 - This year (anticipated) net of negative \$3,000
 - Possibly might increase to two days per week in May or June with the return of good weather
 - All other details in attached report
7. Treasurers Report
 - Through March 31, 2025 (three quarters of the year completed)
 - YTD income is \$10K above expected/budgeted
 - YTD expenses are \$20K less than expected/budgeted
 - YTD surplus of \$30K is expected to reduce through fiscal year end
 - upcoming expenses of insurance, professional fees & maintenance are expected to reduce the anticipated surplus to \$20K
8. Board communication
 - None
9. Committee Reports
 - A. ARC - See Manager's Report (attached)
 - B. Activities & Amenities
 - Mark Schwendener would like to step down as Chairman and has recommended Kare Sargent take his place effective June 1, 2025
 - ➡ **Motion to appoint Kare Sargent as Chair of Activities and Amenities**
 - ➡ **Motion by Mark, seconded by Carolyn, approved by voice vote (5-1)**
 - Upcoming events
 - April 11 - Pasta Fest (Sold Out)
 - April 17 - Jefferson Healthcare - Creating balanced meals
 - May 2 - Pancake Breakfast - fbo East Jefferson Fire & Rescue
 - May 9 - Taste and Taste - wine and hors d'oeuvres pairings (Second Friday Social)
 - May 26 - Memorial Day Presentation (Monday at 10:00 am)
 - Committee to start a morning "Coffee Klatch"
 - ➡ **Motion to allow the committee to spend up to \$100 per month for pastries, etc., for a trial period to end May 31, 2025, and for the AAC to make final determination of the two days per week to hold the "Coffee Klatch"**
 - ➡ **Motion by Michael, seconded by Howard, approved by voice vote**
 - C. Communication
 - No report

D. Facilities

- PLPA would like to amend the prior proposal about removing cameras from their fixed positions in the Auditorium when their cameras are not in use. The written agreement will be amended to accommodate this request under the strict condition that SBCA cannot be held responsible for damage to cameras.
- Facilities Committee is obtaining Maintenance and Plumbing Reviews
- Dust collector for the woodshop has been successfully installed
- There was a request from Fitness for more equipment. However this request was turned down because the Board has already determined that we have reached capacity for maintenance, management, and storage of fitness equipment.

E. Finance

- CD investment documentation of resolutions is needed, to wit:
 - ➔ **Motion: In regard to Capital Fund CD; Reinvest/Rollover the Kitsap Bank CD (approx \$25,000) that is soon Maturing for the next 6 - 11 months**
 - ➔ **Motion made by John, seconded by Howard, approved by voice vote**
- 2025/2026 Budget has been re-reviewed
 - Committee recommends adoption of budget with Increase of Quarterly Assessment from \$300 per quarter to \$325 per Quarter
 - This is an increase from \$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 June 2026, June 2027, June 2028, June 2029, June 2030
- ➔ **Motion: to approve the Budget and present five year forecast to the membership**
- ➔ **Motion made by John, seconded by Christine, approved by voice vote**
- Discussion of above Motion:
 - Per Mark Torres, the budget uses an optimistic conversion of the 37 Lots in Olympic Terrace II by Richmond America (full construction and occupation of property)
 - Bert Loomis would like the SBCA Board to contact our County Commissioner, Greg Brotherton to pressure him to pressure Port Ludlow Associates to finish out the remaining 160 lots included in the Master Resort Plan in order to fill out the anticipated compliment of 800 completed and occupied lots in the SBCA portion of the MPR
 - Communication for Diane Smeland (through Howard Weiner); PLA has no interest in moving forward with platting any lots if they are subject to special assessments, until PLA has immediate prospects of completing construction or selling to a committed builder

F. Health and Fitness

- ➔ **Motion to appoint John Sweet as Chair of Fitness**
- ➔ **Motion by Carolyn, seconded by Howard, approved by voice vote (5-1)**
- Working on more group presentations
- Working on a possible exercise class with a focus on Parkinson's
- Members have requested an increase in exercise inventory

- However this was sent to the Facilities committee and denied (discussed prior)

G. Human Resources

- No meeting

H. Strategic Planning

- No report

➡ **Reports Accepted by voice vote**

10. Old Business

- None

11. New Business

- PLVC would like to review the unadopted memorandum of understanding about how the trails commission maintains trails - with special emphasis on insurance coverage responsibilities
- Deferred to Board Workshop

12. PLVC Report

- OWSI will soon request space to hold Town Halls to discuss “Ice pigging”
 - Proposed April 17th
- PLVC is discussing their role in Emergency Preparedness/Management

13. Member Comments

- Gil Skinner: Memorial on Sunday for Ed Knoll
- Gil Skinner: would it be appropriate for SBCA to announce the death and or memorials of members?
 - Until the Newsletter is up and running and able to take this responsibility, should Mark Torres connect with the families of the deceased to ask if they would like SBCA to send out general notices?
 - Deferred to Board Workshop

14. Adjourn

- ➡ Motion to Adjourn approved by voice vote

Next SBCA Board Meeting: May 8, 2025

Mark Torres, SBCA General Manager

Active Projects:

1. Club operations:
 - a. Staffing/HR:
 - i. I am finalizing a job description associated with a new role to take the place of the old role that Debbie Reandeau served. This role will focus more on Event Planning and Coordination, and will work directly with Community Groups, Activities Committee and Members. Melinie will be a direct support, as will I, but with this role and contribution, Melinie can take on an expanded administrative role that Debbie's old role was supposed to fill. Later after the Event role is mastered, the role is intended to transition into additional support for Melinie and I by taking on responsibilities for oversight of Front Desk related records and money management.
 - ii. The person hired to fill in as relief custodial for Marie is doing exceptionally well. Tiffany Thompson has trained for the last few weeks and has already mastered the cleaning portion of the role, has learned pool testing and treatment, will be working on event set up and soon be able to perform the role in a manner that mirrors what Marie does on a normal shift.
 - iii. Melinie was out on vacation leave during the last half of March and then upon returning, required an immediate leave of absence to attend to some urgent family matters. She will be returning to work in a limited capacity beginning next week. Group billing and event coordination matters will be attended to as a first priority. I will continue to fill the role of managing Account Receivables (quarterly assessment processing) until Melinie is caught up on Event matters. It has been a challenging month without Melinie. We should be caught up on all receivable matters by the end of next week.
 - b. Pancake Breakfast: Jefferson County Hospice Foundation was the group we supported this month. Turn out was higher than usual, we served nearly 80 ppl. Hospice will receive nearly \$600 as part of the breakfast proceeds and direct donations received at the event.
2. Bay Club equipment/active projects.
 - a. Later this month we are going to fix lighting issues in the cardio area, install an outlet in cardio area to serve the new elliptical machine, change out the spa timer and install an outlet in the kiln room to service the secondary kiln exhaust fan.
 - b. Ross recently installed thermostat control guards on all thermostats.
 - c. We recently changed the configuration of the Member's Lounge to accommodate (increase) seating/capacity. The response has been favorable. We also recently changed the food offerings. Due to poor sales, we have reduced the food offering down to a simplified charcuterie/cheese board style display and reduced the price to \$5 per person. The response has also been favorable.
3. Administrative Projects.
 - a. I have submitted an update to the SBCA Employee Handbook to the Board for review. Please consider approving it as submitted or if additional changes are needed, then please forward it to the HR committee at your earliest convenience. Debbie Reandeau prior to her departure updated the language in the document to match current HR standards.
 - b. The Finance Committee after reviewing a 5-year forecast has finalized next year's draft budget and will be addressing Board approval of the budget later in the meeting. The Facilities Committee has also finalized recommendations for next year's Reserve Item expenditures. Those were also incorporated in the draft budget. If budgets are approved today, I will then start on the development of the Member Packet of materials for the Annual General Meeting scheduled for July 16, 2025.
 - c. I have received confirmation from Richmond American Homes that they will begin construction of the first (new) home in OT II, phase II next week. Construction is expected to take six months.

Operations Report – 4/10/2025

Mark Torres, SBCA General Manager

ARC Committee Report (March meeting): There were 12 applications submitted for March. All were approved. One application was for an extension to the original approval period and was approved. No other items were addressed, no action items for the Board.

SBCA Governing Committees (as of 04/28/25)

	Board	ARC	Activities	Communi cations	Facilities	Finance	Health & Fitness	Human Resources	Strategic Planning	Woodwork ers
O'Keeffe, Carolyn	President	Member			Member		Member	CHAIR		
Spagle, Christine	Vice Pres					Member	Member	Member		
Stuber, Michael	Secretary		Member	CHAIR				Member		
Cacho, John	Treasurer	Member				CHAIR				
Colosky, Donna	Director									
Schwendener, Mark	Director		Member							
Weiner, Howard	Director								CHAIR	
Boock, Mike								Member		
Colosky, Bill					Member					
Darrow, Dan						Member				
Hamilton, Rob										Member
Hanson, Jeannette							Member			
Lang, Geoff			Member	Member						
Leach, J.		CHAIR								
Olson, Diane							Member			
Reineke, David							Member			
Rivers, Adina			Member							
Rosenthal, Dean							Member			
Ross, Ted					CHAIR					
Salmassy, Eric				Member						
Kare Sargent			CHAIR (effective 06/01/25)	Member						
Schwendener, Katie			Member							
Shadrack, Susan					Member			Member		
Shaffer, Cynthia								Member		
Stafford, Rick										Member
Sweet, Barb							Member			
Sweet, John							CHAIR			
Thuotte, Peggy		Member								
Twohey, Sheila		Member								
Wagoner, Laureen			Member							
Wyer, Mike					Member					
York, Rob					Member					CHAIR