

SOUTH BAY COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS MEETING  
May 8, 2025 9:30am  
Draft Minutes

1. Call to Order

The meeting was called to order at 9:32 am.

2. Determination of Quorum

Quorum was present to start the meeting with 4 Board members (of 6) in attendance: Carolyn O'Keeffe, Christine Spagle, Mark Schwendener, and John Cacho present. Michael Stuber, Donna Colosky absent. Howard Weiner's resignation (effective date) preceded the Board Meeting. Six SBCA members (Rick Conrey, Peggy Thuotte, Dan and Soozie Darrow, Gil Skinner and Geoff Lang) were in attendance along with SBCA's GM Mark Torres.

3. Approval of Agenda

Motion to approve the agenda. **Approved 4/0.**

4. Approval of meeting minutes for April 10, 2025

Motion to approve the agenda. **Approved 4/0**

5. President's remarks – Carolyn O'Keeffe

- a. Pres. O'Keeffe acknowledged members in the audience.
  - i. One member in attendance was identified as a regular volunteer for SBCA activities and now was volunteering to serve on the Board for the remainder of Howard Weiner's term. Pres. O'Keeffe initiated a motion to approve Rick Conrey as a SBCA Board of Director to fill the remaining one-year term remaining for Howard Weiner. **Approved 4/0.**
- b. A question from the floor was addressed regarding solicitation process for new Board members.
- c. Pres. O'Keeffe summarized topics discussed at the recent PLVC meeting.
  - i. Transfer station rates.
  - ii. Large vessel mooring for longer than 30 days in Port Ludlow area.
  - iii. The recent Styrofoam recycling drive.
  - iv. LMC's recent emergency preparedness community presentation on backup power.
  - v. OWSI Ice Pigging Project.

6. Manager's report – Mark Torres Club Operations

- a. Staffing/HR
  - i. Staffing remains at the minimal level.
  - ii. Meline has returned to work, however, has reduced her hours. She is now working approximately 3-4 hours a day, on Mondays, Thursdays and Fridays. This schedule is expected to continue for some time.

- iii. The new role being developed to replace the role that Debbie Reandeau vacated (Front Desk Supervisor) is not active yet. Recruiting will begin in July. The replacement of the role was contingent on conclusions made regarding the next fiscal year's budget as well as the 5-year forecast.
  - b. Pancake Breakfast: May's monthly fundraiser was for East Jefferson Fire & Rescue. After expenses, the Friends of EJFR will receive over \$1000 in proceeds from breakfast sales and direct donations received at the check-in table.
  - c. Bay Club equipment/active projects.
    - i. Lighting issues in the cardio area were resolved.
    - ii. An outlet was installed in the cardio area to serve the new elliptical machine.
    - iii. The spa timer was changed out.
    - iv. An outlet was installed in the kiln room to service the secondary kiln exhaust fan.
    - v. Club windows were recently cleaned (inside and out).
    - vi. The patio will be set up this weekend, and outdoor seating will now be available for the Member's Lounge.
    - vii. Now that the next Fiscal Year Budget has been approved as well as Reserve Item expenditures, the Annual Meeting materials will be drafted. The Annual Meeting Packet will be reviewed, approved and then sent to SBCA Members by June 16. The SBCA Annual General Meeting of Members is scheduled for July 16, 2025. The meeting will be held at the Bay Club in the Auditorium.
- 7. Treasurer's Report – John Cacho
  - a. We are 10 months into the fiscal year and financially in good shape.
  - b. YTD pace indicates that at the end of the Fiscal Year (June 30, 2025) that the SBCA will realize a surplus in the range of \$15-\$20K.
  - c. YTD Income is over expectation by \$18K and Expensed are less than expectations by \$18K. Our current net surplus for Operations is \$36K. Timing of certain larger expenses has an influence on current surplus position and closer to the end of year, expense savings should shrink to levels previously noted.
  - d. Cash flows in April and YTD are as expected.
- 8. Board Communication - GM
  - a. Thank you notes to the SBCA from Jefferson County Hospice and Port Ludlow Trails Committee were received in appreciation for the proceeds (donations) provided to the organizations associated with past pancake fundraiser breakfasts.
- 9. Committee Reports
  - a. ARC – Mark Torres
    - i. ARC Committee Report (April meeting): There were only 3 applications submitted for April. All were approved. One additional application was submitted for an extension and was approved in advance of the meeting, then at the meeting the extension approval was ratified. No other items were addressed, no action items for the Board.
  - b. Activities – Mark Schwendener reported

- i. The new “Coffee Klatch” weekly activity has been garnering interest from approximately 8-20 ppl ea. day. The Activities Committee will be monitoring attendance and making determinations based on attendance if the activity continues beyond May. The start and end time has been modified. The new start time is now 8:30am and end time is 10:30am, each Wednesday and Thursday morning.
  - ii. There will be a member’s event on Friday, May 9, called “Tastes & Toasts”. The vent will start at 5pm and involve wine and food tasting/pairing.
  - iii. A Community Garage Sale (LMC & Yacht Club parking lots) will occur on May 24<sup>th</sup>.
  - iv. Memorial Day (setup) will occur on Friday, May 23.
  - v. The next Pancake Breakfast (fundraiser) will be for the Ludlow Village Players (LVP). LVP will have a play performance later that same evening and on weekend.
  - vi. The Activities Committee is starting to consider and plan an outdoor summer concert for SBCA members. Tentative time frame is first weekend in August.
- c. Communications – No Report
- d. Facilities – Carolyn O’Keeffe
  - i. A commercial electrical contractor is being sought to perform a Preventative Maintenance and cleaning service on our Main Panels. The contractor will also produce a system status report (evaluation of electrical wiring infrastructure).
  - ii. A commercial plumbing contractor is being sought for a similar inspection/report on plumbing infrastructure, due to the age of the Bay Club building. Commercial Insurance providers are now asking for these types of reports when coverages involve building 40 years old and older.
  - iii. The committee is beginning to design methodology for a (Bay Club) space utilization study (measuring and evaluating how the Club is used).
  - iv. The committee is also reviewing and finalizing the scope of a landscape repair/enhancement project for this coming fiscal year, associated with the planting areas/beds in front of the building.
  - v. The final item of discussion was a issue the committee addressed brought forward from the Health & Fitness Committee meeting on Thursday, May 1<sup>st</sup>. The issue concerned a relatively new piece of equipment incorporated into the Bay Club “weight room” a.k.a. “the Trap Bar”. This piece of equipment became a source of “controversy” during the recent Health & Fitness presentation on Friday, May 2. Three different health professionals concluded that the item required specialized training and did not appear to be properly aligned with our user demographic. Without proper training the unfamiliar piece of equipment known as the “Trap Bar” could result in the item being more of a liability than a benefit for wellness objectives. The Facilities Committee made a

recommendation to the SBCA Board to remove the item from the Bay Club Fitness equipment inventory. A motion was made to remove the "Trap Bar" from the weight room area. **Approved 5/0.**

1. A question from the floor was addressed regarding policy/process involved for review (*due diligence*) and approval of new equipment. The Board reviewed the policy/practice and suggested that the policy be reviewed again with the Health & Fitness Committee.

e. Finance – John Cacho

- i. The committee is working with the General Manager in drafting financial statements that will be part of the Annual meeting Member Packet.
- ii. Many of the SBCA's Certificate of Deposit periods are expiring or becoming due. John commented that the CD's will simply be "rolled over" (term extended). John reported that the average return is now 4.25%.

f. Health and Fitness Committee – Carolyn OKeeffe

- i. In addition to discussions on "Trap Bar" the committee also discussed the failure of a piece of resistance training equipment known as a "TRX Pro3 Suspension Trainer-like" model (it was not the "brand name" item, but an "off-brand" copy). The piece that failed was concluded to be a consumer grade model and not a commercial grade model. The General Manager was directed to replace with (only) a commercial grade model and specifically the name brand, TRX®.
- ii. The committee is preparing to do an equipment utilization study to determine what equipment is preferred and/or no longer being used. The report will assist decision making for replacing items (like-for-like, or different) when current items are due to be replaced at the end of useful life, or failure.
- iii. Lastly, the committee is addressing the focus of their role to prioritize optimization of the Club's current fitness inventory and wellness programs and minimize a focus on considering adding any additional inventory.

g. HR – Carolyn OKeeffe

- i. The SBCA Employee handbook was recently amended to update language and HR policies to align with current standards. A motion was made to approve the Handbook as amended. **Approved 4/0/1.** Conrey did not vote.

h. Strategy & Planning – Carolyn OKeeffe

- i. The information and perspective provided by recent SBCA Board Workshops associated with Budget planning over next 5 years will provide perspective and prioritization for future Strategy & Planning discussions.

10. Old Business – None.

11. New Business – Carolyn OKeeffe

- a. Based on the decision of the Board for the matter brought to the Board from Facilities & Health & Fitness Committees, and additionally due to the manner of how the “Trap Bar” came into inventory, a motion was made to convene an Executive Session for the purpose of discussing personnel matters after the Member Comment period. **Approved 5/0.**
12. Members’ comments.
  - a. A comment was made regarding SBCA policy regarding Volunteers and recognition/compensation. The Board responded by stating it would review the policy with the Activities Committee to ensure all were aware of current practices.
  - b. A follow-up comment and suggestions were made regarding volunteers and recognition. The suggestion was to capture pictures of all the SBCA volunteers then accompany photos of the volunteer next to their name in recognition presentations, whether on SBCA’s website, or at the Annual Meeting. This recommendation was favored by the Board and Board response was to attempt to incorporate into current practice as soon as possible.
  - c. Another member thanked the current Board (volunteers) for their role as a Board members and for the significant contribution of personal time their role requires.
  - d. President O’Keeffe then provided additional thanks and recognition to one specific Board member, Mark Schwendener. Mark will end his term in June. He has served on the SBCA Board and SBCA Activities Committee for two years and has volunteered for nearly all SBCA activities and events, for much longer. Mark plans to continue to help when he can as a volunteer for SBCA activities and events after June 30.
13. Executive Session convened at 10:25am for the purpose of discussing a personnel matter.
14. Open Session resumed. At approximately 10:55am a motion was made to terminate the Executive Session and resume the Open Session. **Approved 5/0.**
  - a. President O’Keeffe announced that she would attempt to schedule a meeting with the SBCA member associated with the *Executive Session Personnel Matter*. Based on the outcome of the discussion a follow-up Special Meeting of the Board may be required.
  - b. Prior to adjournment a Board member made comment reminding the rest of the Board of the importance of maintaining compliance with rules. Compliance with rules is a core value and priority to fulfil member expectations for harmony and positive experiences in their HOA.
15. Adjourn – A motion to adjourn was made at approximately 11:03 am. **Approved 5/0.**

Next SBCA Board Meeting: June 12, 2025 / Next SBCA Board workshop: June 3, 2025