

South Bay Community Association (SBCA)  
Board of Directors Meeting  
June 12, 2025

Minutes - FINAL

1. Call to Order 9:30 am
2. Determination of Quorum
  - Board of Directors Present
    - Carolyn O’Keeffe, President
    - Christine Spagle, Vice President
    - Michael Stuber, Secretary
    - John Cacho, Treasurer
    - Mark Schwendener
    - Rick Conrey
  - 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 May 8, 2025 Board Meeting
  - ➡ **Approved by voice vote**
5. President’s Remarks - Carolyn O’Keeffe
  - Attended PLVC Meeting
    - Jefferson County PUD explained increases in rates
    - Latest power outage was caused by tree trimming crew
  - The Memorial Day service went well
    - Recognition of Volunteers
      - John Sweet - spoke about his service
      - Peggy Kulm - spoke about serving as a nurse in Vietnam
      - Rick Conrey - read poem
      - Randy Edwards - played taps on his bugle
      - Keith Patton - played bagpipes
      - Mark Schwendener - read an essay
      - Connie Ross - lead in song
6. Manager’s Report (Mark Torres; written report attached)
  - ➡ **Motion to approve Annual Meeting Packet and Mailing**
  - ➡ **Motion by Carolyn, seconded by Christine, approved by voice vote**

## 7. Treasurers Report

- Through May 30, 2025 (11 / 12 months of the year completed)
  - YTD income is \$18K above expected/budgeted
  - YTD expenses are \$10K less than expected/budgeted
  - YTD surplus of \$28K
  - However, in reviewing upcoming expenses, the year end surplus is predicted to be around \$15K

## 8. Board communication

- None

## 9. Committee Reports

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

- Six of seven approved homes are already under construct in OT II by Richmond America

### B. Activities & Amenities - report by Kare Sargent

- Report on results of the six week trial of the "Coffee Klatch"
  - While the designation is appreciated, the turn out is not consistent
    - Recommend discontinuing "Coffee Klatch" as a designated time or hosted event
    - Recommend making coffee items more prominent by placing them on the shelf of the "business office" side of the entry way - opposite the reception desk
- Taste and Toast Event (held May 9) was a success
  - The event was revenue neutral (paid for itself)
  - Comments were that it was enjoyable and elegant
- Memorial Day Ceremony went well
  - other than scheduling - A&A Committee is not directly involved in managing this event - the Board President organizes - perhaps this should be revisited?
- June Pancake Breakfast held on June 6 - benefiting Ludlow Village Players
- There will be no Second Friday social in June - displaced by the Ludlow Village Players use of the auditorium
- Upcoming Pancake Breakfast on Friday July 4 - to benefit Bayside Housing
- August 8 (Second Friday) will be a potluck social
- The A&A committee has plans to do a special outreach to new members to make sure they are aware of Social and other events and amenities of the Bay Club

#### ⇒ Motion

- ⇒ Staff will provide contact information for new members on a quarterly basis to the Activities Chair
  - ⇒ Decide on a consistent quarterly timing so as not to interfere with assessments mailings and collections
  - ⇒ The first list will go back to members who have moved in since January 1, 2025 - continuing will only need include members who are new since last supply of list
- ⇒ A&A Committee will do a special outreach
  - ⇒ Motion by Michael, seconded by John, approved by voice vote (5-1) (Christine voted no)

- Activities requests a link for the active proposal sheet on the Activities committee webpage - no motion needed

#### C. Communication

- Request from Communications to update the [SBCA.club](http://SBCA.club) website to
  - Reflect current committee members. Examples of current out of date listings:
    - Communications committee lists no members
    - Activities committee needs to be updated to reflect the new chair and resignations
    - Facilities committee needs to be updated
    - Health and Fitness committee needs to be updated
  - It was decided a motion is not needed - committee chairpersons are invited to send their current roster to Geoff and Mark via eMail
  - For the future, the roster will be updated following each Board Meeting upon confirmation of committee members by the SBCA Board

#### D. Facilities

- Electrical contractor has inspected the Bay Club review electrical systems
  - committee is awaiting report
- Wood shop report - Bob York
  - There have been some issues with keeping the wood shop clean
  - Dust collected malfunction has been fixed
  - The wood shop has seen an increase in use
- Landscaping projects coming up
  - Concrete repair
  - Refresh planting beds
  - Tree removal for root remediation
    - ➡ **Motion**
      - ➡ **Approve removal of up to 10 trees affecting concrete and asphalt. Expense will be assigned to the reserve fund allocation in an amount not to exceed the tree maintenance line item in the 2025 reserve budget**
      - ➡ **Motion by Christine, seconded by John, approved by voice vote**
- The committee is looking for a plumber or contractor to review the Bay Club's plumbing system(s)

#### E. Finance

- No motions needed
- All is on track

#### F. Health and Fitness

- H/F Committee recommends Board approval of resignations of two committee members: Diane Olson and Dean Rosenthal. Committee received their resignations in late May and accepted their resignations (motion/vote).
- Ballroom Dance class to begin this summer
  - 6 week course
  - Need 6-8 participants
  - Free for South Bay members; \$60 for non-members

G. Human Resources

- No meeting

H. Strategic Planning

- No report

➡ **Reports Accepted**

- ➡ **motion to accept by Christine, seconded by John, approved by voice vote**

10. Old Business

- None

11. New Business

- None

13. Member Comments

- Dan Darrow: Thanks to volunteers for Memorial Day
- JHC changed their presentation from Sleep Issues to a cooking class by Aaron Stark - this was last minute - is there any way to get earlier notice?

14. Adjourn

- ➡ **Motion to Adjourn by Michael, Seconded by Christine, approved by voice vote**

Next SBCA Board Meeting: July 10, 2025

## Operations Report – 6/12/2025

Mark Torres, SBCA General Manager

### Active Projects:

1. Club operations:
  - a. Staffing/HR:
    - i. Melinie is still working a reduced schedule; typically, on Monday, Thursday, and Friday and usually from 9a-1p.
    - ii. Max will be on vacation leave from 6/15 to 6/25. Tiffany Thompson, our relief custodial person will fill in for lunch coverage at the Front Desk and also fill in for some set up and event support duties.
  - b. Pancake Breakfast: LVP (Ludlow Village Players) was the group we supported this month. Turnout was moderate, we served a little over 40ppl. LVP has received approx. \$315 in facility use credit as part of the breakfast proceeds and direct donations received at the event. LVP is currently using the Bay Club for its two-week performance schedule of Nunsense II. The breakfast funds contribution will help offset any facility use expenses associated with their production.
2. Bay Club equipment/active projects.
  - a. We have two projects that Bird Electric will be helping us with, one small project is installing an exterior light to enhance lighting on the flag. The new light will be tied into the circuit feed for parking lot lights so the on/off function will be automated and occur on the same schedule as the parking lot lights. The other project is associated with the cardio and weight rooms. Motion sensors/timers will be installed as an energy savings tool, and control lighting (on) during activity and (off) during periods of no use.
  - b. The new kiln has been repaired. A part was damaged during use and required replacement. The total expense was under \$200.
  - c. The OWSI ice pigging project had no consequential impact other than was cause for the Club's closure from 7:30a until 4:30pm.
3. Administrative Projects.
  - a. After a thorough review at the Board Workshop, the Member Packets of materials for the Annual General Meeting scheduled for July 16, 2025, were completed and sent off to the Printery for production. Packets should be in the mail to SBCA lot owners by Saturday, June 12, or at the latest Monday, June 16.

ARC Committee Report (May meeting): There were 10 applications submitted for May. Seven were approved and three were conditionally approved. Two of the applications were for Richmond American homes. Three additional new home construction and landscape plans were submitted and approved by the ARC. No other items were addressed, no action items for the Board.