

South Bay Community Association
Facilities Committee Meeting Minutes
November 12, 2024

1. Call to Order
 - a. Meeting was called to order at 9:30 a.m.
2. Determination of Quorum
 - a. Committee members present: Ted Ross, Carolyn O’Keeffe, Mark Torres. Absent: Rob York
 - b. Also present: Bob Gilbert, SBCA President; Bill Colosky (OT2 HOA) and Larry Meir (TLV) potential new committee members
 - c. Quorum met
3. Approval of Agenda
 - a. Agenda was approved
4. Approval of Minutes for Sept 10, 2024 meeting
 - a. Minutes ratified by committee members present.
5. Welcome and Introductions
 - a. Committee welcomed Bill and Larry to the meeting. Both shared their experiences as they related to the focus of the committee’s work and charter.
 - b. Committee will recommend to SBCA Board of Directors that Bill and Larry be added to the Facilities Committee as new members.
6. Old Business
 - a. Update on pool/spa area dehumidification; pool/spa and locker room cleaning/repairs
 - i. Testing of the appropriate location in the pool/spa area is completed. The test revealed that there is an undesired amount of humidity that bleeds out into other areas of the facility. It poses a risk – compromise of the facility’s infrastructure such as the roof.
 - ii. What we know: the air handler has been modified but it’s the wrong kind of air handler; one air handler for entire building is not enough; modification of current ductwork will need to be modified to support new system.
 - iii. Next steps: need to create a resolution plan: validate the conclusions of our tests; determine and provide a scope of work and cost.
 - iv. **Motion: Move to hire an independent HVAC firm to validate our testing conclusions, evaluate current HVAC system, determine what is needed and scope of work and cost to create an optimal ventilation system (HVAC).**
 - b. Treadmill, recumbent bike, plate load chest press; new bench
 - i. All items above have been received. Last item to be received is the new replacement bike. Another item to be received is a new elliptical. It’s been ordered and we’re waiting on its delivery.
 - c. Schedule walk around
 - i. Committee will do a complete walk around of the facilities at our next meeting on December 10th.
 - d. Woodshop report
 - i. No report at this time.

- ii. New dust collection system has been delivered but has not been installed yet. Installation date to be determined with subcommittee.
 - iii. Recommendation that we request Workshop subcommittee to provide Facilities committee with monthly report. Chair will make request with Rob Y.
- e. Window washing; landscaping
 - i. Pressure washing of exterior of building has been completed. Exterior windows and sidewalks will be scheduled for cleaning in the spring.
 - ii. Landscaping: GM has requested a plan from landscapers to determine different options for managing landscaping maintenance.
 - iii. ADA ramps: a resident attending a South Bay event shared that it was difficult to see the end of the ramp (onto the road) in the evening hours. Committee will discuss remedy. We will need to evaluate these ramps and determine next steps.
- 7. New Business
 - a. Review of Facilities Charter:
 - i. Charter was shared and discussed with committee and new members to remind us of the critical work with which the committee is charged.
 - ii. Our role is to know all the components (the 'what'), determine costs of each (3% inflation factor), and useful life expectancy of each component. We also must review current status and modify as needed and add any new items to the component list as necessary.
 - 1. We determine what is coming up for replacement and what may be failing prematurely.
 - iii. We provide the Finance Committee with our recommendations.
 - b. Reserve Review: Components
 - i. We will review each component at our next meeting during and after our walk about
 - c. Anticipated Costs: Useful life accuracy
 - i. We will determine accuracy of costs and review useful life of each component.
- 8. Issues from other Committees
 - a. Kiln: kiln is being replaced.
- 9. Comments
 - a. None
- 10. Adjournment:
 - a. Meeting adjourned at 11:12 a.m.

Next SBCA Facilities meeting: December 10, 2024