

**SOUTH BAY COMMUNITY ASSOCIATION
FINANCE COMMITTEE MEETING
Sep 8, 2020
1:00 pm
FINAL MINUTES**

1. Call to Order

Meeting was called to order at 1:00 pm.

2. Determination of Quorum

Quorum established: Committee Members present: Darrow, Dennis, Jurca, Quail and Spagle. SBCA Board President Bart Clark and GM Mark Torres were also present.

3. Approval of Agenda

One topic was added to the agenda by Chair Spagle: "Touchless Faucets" under New Business.

Motion for approval of amended Agenda by Dennis, 2nd by Quail: Motion carried 5/0.

4. Approval of Meeting Minutes - August 11, 2020

Motion for approval of Meeting Minutes by Jurca, 2nd by Dennis: Motion carried 5/0.

5. Old Business

a. Other income Sources:

- i. Chair Spagle requested committee members review items generated by the prior Board and be prepared to prioritize and discuss at the next Finance Meeting.*

b. Spot Check Reviews

- i. The first review by Dennis and Knodle is in process - no discrepancies noted to date.*

c. Reserves Spreadsheet

- i. Chair Spagle distributed with the meeting packet a Reserves spreadsheet that will be updated as expenditures are approved. It is expected there may be some fine tuning after the scheduled Association Reserves study later this month.*

6. New Business

a. August Treasurer's Report was reviewed.

Motion for approval of Treasurer's Report by Quail, 2nd by Jurca: Motion carried 5/0.

- b. Financials were briefly reviewed, another house sold by PLA, total YTD is two. Zero outside income as expected due to Club closure. On the expense side, significant savings again due to Club closure, with one item (Legal Fees) expected to be significantly over budget in light of ongoing legal issues. Overall YTD surplus is just under \$30,000. Quail followed up*

on his question from August regarding building loan entry on the Balance Sheet. GM Torres will remove it.

- i. *Surplus Funds: in anticipation of a Board discussion regarding a dues refund and to communicate to the members the 1st quarter financial condition of the Association, Spagle and GM Torres will prepare a document address potential surplus funds and its uses.*
- c. *Pool Resurfacing: Bid received from Diamond Quality Pools to perform the necessary work. Cost is \$23,217 inclusive of tax. Motion by Spagle to recommend the Board approve expenditure to resurface the pool in an amount not to exceed \$24,000, 2nd by Dennis: Motion carried 5-0.*
- d. *Parking Lot sealing and striping: previously approved vendor cannot meet Association timeframes to complete and suggested a delay to next calendar year. A bid was obtained from vendor StripeRite who can start the job Sep 9. The committee members were in agreement that a recommendation should be made to the Board to approve (a) alternative vendor and (b) increased dollar amount. Motion by Jurca that the Finance Committee recommend President Clark authorize the General Manager to confirm the contract with StripeRite and the increased dollar amount and that the Board ratify same at the September 11, 2020 Board meeting, 2nd by Dennis : Motion carried 5-0*
- e. *Increasing the number of Finance Committee members to 7: bringing on an additional member will add a new/differing perspective. Motion by Jurca the Finance Committee recommend to the Board that Finance will recruit an additional member, 2nd by Clark; Motion carried 5-0.*
- f. *Touchless Faucets: Information only as Facilities Committee has not yet addressed. GM Torres has secured a bid for \$4,988 plus tax to replace the faucets in the men's and women's restrooms and lockers. The bid does not include change out of the kitchen faucets. Item tabled pending Facilities action.*

7. August Budget Report and Delinquencies

- a. *Income recap , see above, 2 PLA sales, zero outside income, legal fees expected to significantly exceed budget.*
- b. *One significant delinquency where we have already filed a lien - delinquency continues to grow, GM Torres has tried to contact homeowner without success. One other delinquent account approaching \$2,000 where he is working to resolve, but again, homeowner is not responding.*
- c. *Association Reserves will be here 9/21 for on-site visit and will update our study. Bill Dennis indicated he may be on-site for a portion of the visit.*

8. Finance Issues from Facilities Committee Meeting

Tennis Courts: Bob Kent, Facilities Committee member, secured estimates for addressing tennis court maintenance/repair issues. Estimates range from \$35,000 to \$225,000 depending on extent of work. No action needed from Finance Committee at this time as Facilities has made no recommendation.

9. Comments

None

10. Adjourn

At 2:24 Motion to adjourn was made by Jurca, 2nd by Quail: Motion carried 5/0.

Next SBCA Finance Meeting: October 6, 2020