

**SOUTH BAY COMMUNITY ASSOCIATION
APPROVED FINANCE MINUTES
JANUARY 10, 2023**

1. Call to Order at 1:02 pm
2. Quorum present
Present: Spagle, Jurca, Darrow, Knodle, ex-officio Skinner and GM Torres
Absent: Cacho

Approve Agenda
Motion by Knodle
2nd by Jurca
Carried 4-0
3. Approve Meeting Minutes of December 6, 2022
Motion by Knodle
2nd by Jurca
Carried 4-0
4. Old Business
 - a. Document Management Policy – status
 - i. Records storage area is organized in preparation for reviewing documents and determining how to classify them on the Management “tool”.
 - b. Credit card arrangement:
Mark has set up an account on Square and needs a bit more information to complete the set up. We have set up a dedicated bank account for Square charges. There was discussion about who would pay the discount fee (SBCA or member) and use of cash.
 - c. Woodshop dust extractor – Current dust extractor was donated by a woodshop member years ago, is far outside its useful life, noisy and does not do a good job of extracting dust. The suggested extractor is quieter, more efficient/effective and higher quality. The cost is about \$1200.
Motion by Jurca the committee recommend the Board approve cost for a new dust extractor for the woodshop in an amount not to exceed \$1200.
2nd by Knodle, carried 4-0.
5. New Business
 - a. GM Report
Financials: delinquencies are down about 25%
One member who had requested a payment plan has now paid in full.
Two delinquent members (\$2000 and \$2160) will be referred to attorney Huhs for collection action;
Those with balances between \$400 and \$1,000 may receive a letter from the GM informing them of consequences (referral to attorney for

collection action and which also results in the member paying any related attorney fees) if they fail to bring their account current.

Income and Expense Report:

As noted in prior months, capital contributions line item is well ahead of budgeted amount, great for this year but far fewer, maybe zero capital contributions for FYE 6/30/24.

We are finally securing the anticipated Associate Memberships, 5 secured to date. Mark indicates most of the new associate members heard about it in The Voice.

And the same expense items from prior months continue to add to our current net positive variance.

Preliminary budget for FYE 6/30/24:

Reserves: Right now the only item to be charged to Reserves next FY is the roof. Mark is planning a 10% increase in contribution in accordance with our plan but future years, including next fiscal year will bring challenges in meeting our funding goals.

Additional pressure on the budget will likely come from payroll as SBCA pays less as starting salary than the state average, increases in D&O, 6% - 10%, and Commercial, 8% - 10%, Insurance rates. All expense items are impacted by inflation.

Darrow suggested we look into current CD rates as ours are paying a very low rate, and moving funds if it makes financial sense to do so. Spagle will secure information.

b. Treasurer's Report

Spagle noted a arithmetic error in Net Reserves amount – it should be \$316,110, not \$310,338.

Darrow moved to accept the Treasurer's Report with the noted change.
2nd by Jurca, carried 4-0

c. Increase debit card limit

Daily Computer Systems will no longer accept checks. Mark suggested we raise of debit card limit to \$3,000.

Motion by Jurca to increase the debit card limit to \$3,000.

2nd by Knodle, carried 45-0.

Issues from other committees

From Facilities: Allow PLPA to schedule their December concerts farther out than we normally would (they routinely book talent one to two years out). To ensure we don't have staff working outside normal business hours the auditorium needs to be set up for PLPA concerts a day ahead of schedule. This time of year the auditorium is general booked most weekends for various Holiday gatherings. To accommodate PLPA's request to book the room 1+ years in advance they also need to book the auditorium for the prior day resulting in an additional one-day cost to them of the normal rate they pay for auditorium rental. Both Activities and Facilities are supportive of this accommodation with the accompanying additional day rental. Finance is also in agreement.

A motion was made and seconded to recommend to the Board approval of the arrangement. Carried 4-0.

From Facilities: Spagle to continue with securing bid for card room chairs with Vendor in Tacoma. Cost of chairs not to exceed \$500 per chair.

Comments:

Dan asked if there was further action on the tennis courts/pickleball: This has been rolled up into the back landscape issue.

TV in the pool area: Mark is moving forward with acquisition and installation of the TV.

Motion to adjourn by Darrow, 2nd by Jurca, adjourned at 2:45

Next SBCA Finance Meeting: February 7, 2023