

South Bay Community Association
DRAFT Facilities Committee Minutes
June 9, 2026
Bay Club Conference Room

1. The meeting was called to order at 9:31 a.m.
2. Determination of Quorum: A quorum of committee members was present. Attending committee members were John Cacho, Bill Colosky, Susan Shadrick, Rob York, Mike Weir, Ted Ross Owen Dennison. Also present were Mark Torres, GM, Carolyn O’Keeffe, SBCA President, and Christine Spagle, SBCA Board member.
3. Approval of Agenda: No changes to the agenda presented at the meeting were proposed. Motion to approve the agenda by Ted Ross; seconded by John Cacho. **Approved 7/0.**
4. Approval of Minutes: No changes to the meeting minutes of April 7, 2026, were proposed. Motion to approve by John Cacho; seconded by Susan Shadrick. **Approved 5/0/2** (Ted Ross and Mike Weir did not attend the May 12 meeting).
5. Old Business:
 - a. Bay Club lobby counter replacement. GM Torres stated he has been in contact with Creative Countertops in Poulsbo, as previously discussed by the Committee. A proposal to replace the existing materials with new materials to match existing match color and style is pending.
 - b. Pool deck drainage channel improvements. GM Torres described an alternative to the previously discussed proposal to cut wider channels for easier visual and cleaning access. The proposed alternative would involve retrofitting removable access panels at points within the existing cover plates to provide the same level of access but at a significantly lower cost. No change to the channel width would be required.
6. Woodshop Report: Woodworkers Committee representative Rob York stated that the shop’s oscillating spindle sander no longer oscillates, reducing its utility. A member has offered to donate a replacement. Rob was directed to the updated donation form to provide to the prospective donor. The existing sander will be offered to a member “as is.”
7. Manager’s Update:
 - a. GM Torres described the implementation plan for the frontage landscaping improvements as it will be communicated to the membership. The contractor, NLS,

will begin work on June 15. Access and parking will be modified for the duration of the work, but activities are not anticipated to limit building access or programming at the Club.

- b. Regarding the previously discussed project to make improvements to the stage in the auditorium, GM Torres noted that the contractor is reviewing their original submitted bid. If necessary, staff will use the scope of work described in the bid to solicit bids from other contractors.

8. New Business:

- a. Current committee members were asked whether they would consent to reappointment for the 2026-2017 fiscal year. All seven existing members agreed to serve another term.

9. Issues from Other Committees: It was noted that the Activities and Health and Fitness Committees had reviewed the request to establish a pétanque court on the Bay Club grounds. Subsequent to the Facilities Committee's discussion of the proposal at its May 2026 meeting, the proponents disclosed that matching funds necessary for a construction grant for the pétanque court were requested from the SBCA, as well support for other ongoing costs. The committees recommended that the proponents pursue the proposal with the PLVC rather than the SBCA, particularly as a new Port Ludlow pétanque club was envisioned to draw from a wider community than just SBCA members.

10. Comments: Rob York requested clarification on insurance renewal issues related to the wood shop and kiln. GM Torres described his understanding of factors contributing to the current underwriter's reluctance to continue existing coverage past the current term, which will end after the first quarter of 2027. Variables may include the wood shop and kiln as well as the Club's rental program and the SBCA trails. GM Torres stated that responses from three other brokers were anticipated to be received prior to the July committee meeting. Questions were asked and answered.

11. Adjournment: Motion to adjourn the meeting made by Bill Colosky; seconded by Ted Ross. **Approved 7/0.** Meeting adjourned at 10:31 a.m.

Next SBCA Facilities Committee meeting: July 7, 2026