

**South Bay Community Association
DRAFT Facilities Committee Minutes
July 7, 2026
Bay Club Conference Room**

1. The meeting was called to order at 9:32 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, and Owen Dennison. Also present were Mark Torres, GM, Carolyn O'Keeffe, SBCA President, and Christine Spagle, SBCA Board member.
3. Approval of Agenda: With the addition of a discussion item under Old Business regarding the recent landscape improvements along the Bay Club frontage, a motion to approve the agenda, as amended, was made by Ted Ross; seconded by Susan Shadrick. **Approved 7/0.**
4. Approval of Minutes: No changes to the meeting minutes of June 9, 2026, were proposed. Motion to approve by Susan Shadrick; seconded by John Cacho. **Approved 7/0.**
5. Old Business:
 - a. Bay Club lobby counter refurbishment proposal. The proposal from Creative Counters in Poulsbo to replace the two counters at a cost of approximately \$8,800 was discussed. Committee members agreed on a preference for the use of Corian as surfacing material. Concerns were expressed about the cost and color/pattern proposed. GM Torres stated that the proposal reflected his request to the contractor to match existing per the committee's earlier direction. Committee members discussed choosing an accent color or pattern to complement the design and colors of the lobby rather than attempting to match. GM Torres suggested that a subcommittee visit the Creative Counters offices to review color and pattern options. Rob York agreed to coordinate the visit. GM Torres noted that Creative Counters was initially selected as committee members had personal experience to recommend the firm and its quality of work. He stated that he would solicit proposals from other firms for which committee members can provide similar recommendations based on experience.
 - b. Pool deck drainage channel improvements. GM Torres stated that work has not started. He will be coordination this project with other projects, such as the parking lot asphaltting, that will require a temporary closure of the Club, to minimize service disruptions to members.

- c. Bay Club landscaping improvements. Rob York commented that new trees appear to be planted with the root crowns buried too deeply for healthy growth as the trees mature. He also expressed concerns that shade-sensitive ferns were planted in sunny locations. Committee members noted that the irrigation improvements are not optimal, with areas over-watered, some untouched by spray, and some overspray of pedestrian areas. GM Torres noted that irrigation adjustments are anticipated and he would be meeting with the contractor's project manager to discuss any issues. When scheduled, GM Torres will invite Rob to attend for a discussion of plant materials.
- 6. Woodshop Report: Woodworkers Committee representative Rob York provided photographic evidence that composite decking materials were recently cut with woodshop equipment. Cutting this material is not permitted under woodshop rules. Additionally, the user had failed to clean the material out the saw and dust collector. Rob proposed updating the rules and requiring refresher training and a new signed acknowledgement of receipt of the updated rules for all current woodshop users. With notice to all registered woodshop users and the membership in general, access to the woodshop will be temporarily terminated as of Monday following the annual SBCA meeting. Rob stated that he would schedule and conduct group reorientation/training sessions for existing users on the updated rules. Existing users may resume use of the facilities after completion of the training and after providing the signed agreement.
- 7. Manager's Update:
 - a. GM Torres stated that the new lockers are ready for delivery and noted there will be an additional cost to deliver them into the building, as the Bay Club lacks dock-high delivery doors or a forklift. The delivery date will be coordinated with other project work that will require Club closure or service limitations.
 - b. The heating has been restored to the pool room. However, the back-up heating system for cold weather was not resolved as the replacement part is no longer available. GM Torres stated that other solutions to address the issue were being explored.
 - c. The parking lot and Spinnaker Place asphalt improvements are not yet scheduled but will be either the last week of July or the third week of August. The parking lot will take three days to complete, with Spinnaker Place taking an additional two days to preserve residential access. During the parking lot phase, the Bay Club will be closed.
 - d. GM Torres had no new information on insurance that will be effective as of April of 2027, but he noted that he is working with a new east coast broker.
- 8. New Business: No new business was brought forth.

9. Issues from Other Committees: No issue from another committee was raised.
10. Comments: No additional comments were provided by committee or audience members.
11. Adjournment: Motion to adjourn the meeting made by Bill Colosky; seconded by Ted Ross. **Approved 7/0.** Meeting adjourned at 10:21 a.m.

Next SBCA Facilities Committee meeting: August 11, 2026