

SBCA Finance Committee Meeting
July 7, 2026
Minutes

1. Call to order at 1:03pm

2. Determination of Quorum

A quorum was present: Present were John Cacho, Dan Darrow and Gil Skinner, Lori Macleod, J. Leach and Donna Colosky. Also present were President Carolyn Okeefe, VP Christine Spagle, and GM Mark Torres.

3. Approve Agenda

Approved and carried unanimously.

4. Approve of last Committee Meeting Minutes

Approved and carried unanimously.

5. Treasurer's Report

The is the last month for the 2025-26 Fiscal Year

- Finances are in great shape.
- We have a positive variance of \$94,290 versus the Budget. We can finalize what to do with this surplus in August or September once we make sure all transaction from the current fiscal are complete. **(1/3 from income & 2/3 from lower expenses)**

Income

- June income \$7,192 versus Budget \$21,766 _ The negative variance of (\$14,575) reflects early payment of assessments in previous months.
- YTD Income \$978,564 versus Budget \$944,842 – Variance of \$33,723 above Budget.
- Key Items above Budget:
 - Assessments _ +9,686
 - More Associates (at 50) _ +\$15,000
 - Delinquency Collection _ +\$2,710
 - Facility Use Revenue _ +Balance approx. \$5,000

Expenses

- June expenses \$60,912 versus Budget \$71,890, variance \$10,978 below Budget
- YTD expenses \$884,274 below the \$944,842 Budget by **\$60,567**
- Lower expenses versus Budget continue to reflect:
 - Lower Insurance Expenses by \$4,608
 - Repairs & Maintenance by \$8,881
 - Lounge Food Expense by \$8,308
 - Lower Payroll by \$39,884
 - Lower Payroll Taxes by \$6,476
 - Lower Hiring Costs by \$2,129
 - **(Total Payroll Savings = \$48,489)**
 - Lower Utilities (Electric) by \$5,451

Reserves

- Reserve Funds at \$327,349 above Reserve Target of \$ 312,344. It does not include EJ CD interest which we do receive until a CD matures
- Reserve Expenditures for this year are complete at \$70,558 versus Budget \$72,500.
- The last Reserve Kitsap CD for \$42,000 matured June 16 and was deposited in the Reserve MM Account instead of re-investing to build cash to pay for the Asphalt Project and the Front Landscape Project of \$55,000 both will be completed this summer.
- The funds from a EJ \$60,000 CD maturing in July will also be added to Reserve Cash to pay for the upcoming projects.

6. General Manager's Report

General Manager is searching for a new insurance provider. Our current insurance policy ends on March 31, 2027, and our current insurance provider will not renew our policy. The GM has contacted a number of Insurance Agents to identify a new insurance provider(s) well before March 31, 2027.

The normal practice of notifying Members that they are delinquent on Assessment Payment will not go out until 7/20 since the ratification of the new Budget will not be announced until the 7/15 Annual Meeting.

There are two significant delinquent Member Accounts, one in Ludlow Cove 2 (Jenkins) and one in OT1 (Cambell). The GM will make one last attempt to collect the delinquent funds. **A motion was made and passed to recommend these accounts be sent to our attorney for collection if the GM last attempt does not work.**

After the meeting, our Attorney advised us about the exact wording to go into the above motion as follows:

The Board approves and authorizes Laurel Law Group, PLLC, as counsel for the Association, to pursue all collection actions regarding Account #_____/Unit/Lot #_____. This authority includes but is not limited to issuing demand letters and pre-foreclosure notices; recording and releasing liens; preparing or responding to payoff requests; negotiations and payment plans with the owner(s); and handling all related collection matters, as authorized attorney for the Association.

The two current delinquent accounts are as follows:

1. Ludlow Cove

Matthew Jinkens
76 Anchor Lane
Port Ludlow, WA 98365
LC-04

2. Ludlow Point Village – 3

Mark Campbell & Milena Doncheva
424 Camber Lane
Port Ludlow, WA 98365
LP3-16

Fines are accumulating on the Timberton Village Home that is not taking action to clean-up their property as required by SBCA CCRs. Th GM will look into the correct approach to collecting the fines and report at the next Finance Meeting.

7. Old Business

• **Reserve Spending**

The Treasurer is working to provide the Reserve Cash to cover the \$251,000 Reserve Expenses for the next Fiscal Year as approved by the SBCA Board. The Treasurer has moved the last First Securities CD that has matured to the First Securities Reserve Money Market and will also move the cash from a. Edward Jones CD maturing in July to the First Securities Reserve Money Market.

8. New Business

None

9. Requests from Other Committees

None

10. Comments

The Treasurer thanked Gill Skinner for his contributions to the Finance Committee this past year. Gill will not continue on the Committee next year.

Mike Gubala has volunteered to join the Finance Committee
(MICHALGUBALA92@gmail.com)

Meeting ended at 1:24 pm

Next Finance Meeting: August 11, 2026