

**BAYSHORE BEACH CLUB, INC.
BOARD OF DIRECTORS MEETING**

Saturday, January 15, 2021 Agenda

Quorum		Attending	Absent
Kenn Apel, Director	Division 1	_____	_____
Vacant	Division 2	_____	_____
Steve Sager, Director	Division 3	_____	_____
Jacque Smith, Corp. Sec.	Division 3	_____	_____
Tom Hurt, Vice President	Division 4	_____	_____
Carolyn Gardner, Director	Division 5	_____	_____
Mark Mugnai, Director	Division 6	_____	_____
William Nightingale, President	Division 7	_____	_____

Approval of Minutes of November 20, 2021 Board Meeting (A1)

Reports

- A. Financial report:** Carolyn Gardner, Secretary/Treasurer; No Report submitted
- B. Committees**
 - a. Planning:** Chair Moses Nijmeh, Tom Hurt, Liaison; No Report submitted
 - b. Long Range Reserve & Physical Assets:** Chair Craig Jacobs, Kenn Apel, Liaison; Report submitted
 - c. Facilities:** Bob Tunison, Facility Manager, No Report submitted
 - d. Safety:** Chair Karen Fitzgerald, Steve Sager, Liaison; Report submitted
 - e. Policies and Procedures:** Chair Elaine Ferguson, Kenn Apel, Liaison; Report submitted
 - f. Social:** Chair Roger Smith, Vacant, Liaison; Report submitted
 - g. Communications:** Jacque Smith, Liaison; No Report
 - h. Good Neighbor:** Chair Erin Allman, Gina Bebek, Liaison; Report submitted
 - i. Budget/Finance:** Chair Mary Lou Morris, Carolyn Gardner, Liaison; No Report
 - j. Sand Lobby:** No Report
 - k. Canal:** Chair Karin Couch, William Nightingale, Liaison; No Report

Unfinished Business

New Business

- A. Ratification of Holiday Gift Email Vote**
- B. Ratification of Mediation Email Vote**
- C. QuickBooks/Intuit Administration**
- D. Starlings**

Member Comments

Executive Session (if needed)

Adjournment

Planning Committee Report to the Board of Directors, December 15, 2022

Date report submitted: January 11, 2022

1. The PC awaits the P & P Committee's
 - a. Clarification on the question of RVs and what qualifies as "camping vans that are the same approximate size as passenger vans."
 - b. A clearly stated fine related to signs/banners that does not require reliance on "Nuisance or Noxious".
2. Since last report:
 - a. PC is continuing to clean up Construction/Violations Log.
 - i. Driving through Bayshore and visually assessing if projects/construction have been completed and complaints satisfied. Contacting members as needed.
 - b. Updated Complaint Form with contact info for complainant.
 - c. New Construction Applications:
 - i. 2 New Homes. Both referred back to owner to complete full submission of plans.
 - d. Height Variance:
 - i. 1 submitted but construction plans were not complete.
 - e. Projects:
 - i. Fence- 2
 - ii. Painting- 2
 - iii. Replace siding- 1
 - iv. Deck & hot tub- 1
 - v. Install Stairs to elevated deck- 2
 - f. Property use questions: Several, referred to Lincoln County as needed.
 - g. Permits:
 - i. RV- 1 approved
 - h. Complaints filed:
 - i. Blackberries- 1
 - ii. Painting without prior approval- 1 Followed up owner.
 - iii. Several complaints regarding the same property.
 - iv. Trees- 1
 - v. Sign-1, Sign removed before PC could verify.
 - vi. Trailer-1, Trailer removed before PC could verify.
 - i. Complaint Letters
 - i. Information- 1
 - ii. Violation- 1
 - j. Complaints satisfied: 3
 - i. One long-standing complaint of an RV on property has finally been resolved with owner removing the RV.

BAYSHORE BEACH CLUB

Long Range Physical Asset (LRPA) Committee

Final Report and Recommendations for 2022 Budget Year

**Members Physical Assets Committee
Members Long Range Planning Committee ***

Craig Jacobs, Chair*

Norman Fernandes, Member

Bob Tunison, Facilities Manager Ex Officio Member*

Kenn Apel, Board Liaison *

Table of Contents:

1. Summary Statement Defining Physical Assets
2. Spreadsheet Document, LRPA Plan (Property, Buildings/Facilities, Equipment)
3. Committee recommendations for 2022 budget
4. Recommended Options for Funding the LRPA Plan
5. Recommended changes to annual maintenance budget line items for 2022

Note: These documents will be filed in the office in a file titled LRPA Committee Plan 2022 for future reference and use by LRPA committee, BBC members, and BBC Board.

Electronic Documents to be stored on the office computer under files named LRPA Pan or LRPA Committee or where they can be found by staff for future use and updates.

The Committee, Facilities Manager and office staff will update the spreadsheet with projects completed annually after the budget year ends and show those to be extended.

LONG RANGE PHYSICAL ASSET PLAN SUMMARY STATEMENT

Bayshore Beach Club Budget Year 2022

This Long Range Physical Asset Plan (LRPA) identifies Bayshore Beach Club (BBC) properties, buildings and facilities, and equipment that are considered physical assets worth improving, maintaining, and managing for the benefit of members, guests and community users.

It also lists those physical assets deemed important by the Board to meet present and future needs.

Funding comes from the reserve account and yearly revenue as determined by the BBC Board.

Property: Land owned, maintained or managed by BBC

Properties include, but are not limited to: the Clubhouse Parcel, Mackey Park, Hilton Park, Eight Beach accesses, Canal tract dike, and drainage easement

Buildings and Facilities: Those owned and maintained by BBC.

These have been broken down on the spreadsheet into 9 categories or locations. Columns include asset, life span, estimated cost, comments, completed or extended, and year the repair or replacement is estimated to be needed. It also includes reserve fund needs, all according to BBC policies.

Major Equipment: Equipment or vehicles owned and managed by BBC

Equipment necessary to maintain and operate facilities located on lands and in buildings owned and maintained by BBC.

Equipment is broken down into 7 categories or locations on the spreadsheet..

The original purchase or replacement years are best estimates along with costs. Lifespans are estimated given history with maintenance, warranties, and past lifespan of equipment.

NOT INCLUDED: Small tools, consumables, or items that should be included in the annual maintenance budget. The maintenance budget should be reviewed and items needed annually should be covered in the annual maintenance budget.

Note: Plan does not include complete replacement of the Clubhouse Structure or Pool Per BBC Policies.

**Bayshore Long Range Physical Asset Plan
(Property, Buildings and Facilities, Equipment)**

Buildings/Facilities	PUR./REP.	Life	REP./REPL.	Est. Cost	Age	Res. Fund	Comments	COMP. or EXT.
1. Clubhouse Upstairs								
Refinish Wood Dance Floor	2019	12	2031	4,000	3	1,000		
Replace Carpet Main Room	2002	25	2027	9,000	20	7,200		
Replace Dining Kitchen Floors	2011	25	2036	8,000	11	3,520		
Replace Main Room Blinds (12)	2006	25	2031	5,000	16	3,200		
Replace Main Room Windows (6)	2003	30	2033	6,000	19	3,800		
Replace Dining Rm. Windows (6)	2003	30	2033	6,000	19	3,800		
Replace Kitchen Windows (1)	2003	30	2033	1,000	19	633		
Replace Outside Doors (2) dbl.	1994	30	2024	8,000	28	7,467	ADA	
Replace Storage Room Door	1994	40	2034	2,200	28	1,540		
Paint Ceiling Main And Dining	2005	28	2033	5,000	17	3,036		
Fireplace Repair- Pointing	2013	20	2033	2,000	9	900		
Bathroom Remodel (2)	1984	39	2023	40,000	38	38,974	ADA	
Replace Kitchen Counters	1994	35	2029	7,000	28	5,600		
2. Clubhouse Downstairs								
Replace Office Floor	2011	25	2036	6,000	11	2,640		
Replace Rec. Rm. Floor	2018	20	2038	8,000	4	1,600		
Replace Rec. Rm. Sliding Door	1998	30	2028	4,000	24	3,200		
Replace Rec. Rm. Windows (5)	1998	30	2028	2,500	24	2,000		
Paint Walls And Ceiling	2018	20	2038	5,000	4	1,000		
Paint Restrooms/Shower	2016	20	2036	2,500	6	750		
Restroom ADA	1998	25	2023	40,000	24	38,400	ADA	
Fireplace Repairs	2013	20	2033	1,000	9	450		
Office Remodel	1992	30	2022	15,000	30	15,000		
3. Clubhouse Apartment								
Replace Carpet and Vinyl	2017	20	2037	9,000	5	2,250		
Apartment Paint	2019	20	2039	2,000	3	300		
Apartment Entrance Door	1996	30	2026	2,000	26	1,733		
4. Clubhouse Outside Facilities								
Roof Replacement	2017	20	2037	58,000	5	14,500		
Roof Vent Pipes Replaced	2017	20	2037	3,000	5	750		
Repair Crickets	2017	20	2037	1,500	5	375		
Repair/Paint Eaves	2020	20	2040	10,000	2	1,000		
North Steps- Deck Replaced	2007	20	2027	12,000	15	9,000		
East Seps- Deck Replaced	2007	20	2027	7,000	15	5,250		
West ADA Ramp- Deck Rep.	2007	20	2027	14,000	15	10,500		
West Parking Lot Seal Coat	2012	15	2027	6,000	10	4,000		
Parking Along Road Seal Coat	2012	15	2027	3,000	10	2,000		
Siding Replaced west	1998	26	2024	25,000	24	23,077		
Siding Replaced N,S,E,	1998	26	2024	65,000	24	60,000		
Septic Tanks- System Rep.	2004	30	2034	40,000	18	24,000		
Sidewalk By Pool Replaced	2007	25	2032	7,500	15	4,500		
Bayshore Entrance Sign	2011	25	2036	5,000	11	2,200		
Bayshore Sign On Pool Fence	2007	25	2032	2,500	15	1,500		
East Parking Lot Fence Rocks	2021	30	2051	3,500	1	117		
East Parking Lot Surface gravel	2012	16	2028	7,500	10	4,688		
5. Swimming Pool								
Chainlink Fence Rep.	1994	30	2024	4,000	28	3,733		
Wood Fence Rep.	1999	30	2029	15,000	23	11,500		
Resurface/Paint Pool	2018	8	2026	28,000	4	14,000		
Resurface Deck	2003	25	2028	40,000	19	30,400		
Equipment Room Roof	2003	22	2025	25,000	19	21,591		
Equipment Room Siding	2003	25	2028	18,000	19	13,680		
Equipment Room Doors (4)	2006	20	2026	2,500	16	2,000		
6. Mackey Park								
Tennis Court Fence	1998	25	2023	15,000	24	14,400		
Tennis Court Surface (With PB)	2015	8	2023	25,000	7	21,875		
Basketball backboard/pole	1998	30	2028	1,200	24	960		
Parking Gravel Surface	1998	30	2028	2,000	24	1,600		
7. Hilton Park								
Emerg. Container	2009	40	2049	4,000	13	1,300		
8. Canal								
Culvert #1 Replace	2005	40	2045	20,000	17	8,500		
Culvert #2 Replace	2009	20	2029	50,000	13	32,500		
Dike Path Surface	2000	20	2020	2,500	22	2,750		
9. Beach Accesses								
67B Sand Removal/Grading	2021	5	2026	900	1	180		
67C Sand Removal/Grading	2021	5	2026	600	1	120		
67D Sand Removal/Grading	2021	5	2026	1,200	1	240		
				700,600		498,779		

**Bayshore Long Range Physical Asset Plan
(Property, Buildings and Facilities, Equipment)**

Equipment	PUR./REP.	Life	REP./REPL	Est. Cost	Age	Res. Fund	Comments	COMP or EXT.
1. Clubhouse Upstairs								
Sofa (1)Loveseat(5)Chairs(5)	2007	25	2032	4,000	15	2,400		
Meeting Room Chairs (88)	2007	25	2032	7,500	15	4,500		
Main Room TV	2018	10	2028	1,000	4	400		
PA/Sound System	2005	25	2030	1,000	17	680		
Dining Room Tables (14)	2007	25	2032	4,500	15	2,700		
Kitchen Range/Stove	2018	15	2033	1,200	4	320		
Kitchen Refridgerator	2011	15	2026	1,200	11	880		
Kitchen Dish Washer	2007	15	2022	800	15	800		
Kitchen Sink/Disposal	2012	10	2022	300	10	300		
Security System	2018	10	2028	3,500	4	1,400		
Meeting Room Tables (12)	2007	25	2032	3,000	15	1,800		
2. Clubhouse Downstairs								
Office Desk	2007	20	2027	1,200	15	900		
Office Chairs (2)	2021	10	2031	500	1	50		
Office Computer	2021	7	2028	1,200	1	171		
Office Printer	2020	5	2025	800	2	320		
Office File Cabinets (6)	2007	21	2028	2,400	15	1,714		
Front Office Table /Chairs	2007	15	2022	1,200	15	1,200		
Rec. Room Pool Table	2010	20	2030	3,000	12	1,800		
Rec. Room Ping Pong Table	2009	15	2024	500	13	433		
Rec. Room TV	2018	10	2028	1,000	4	400		
Couches (2), coffee table	2005	20	2025	2,500	17	2,125		
Fitness Equipment Replaced	2018	10	2028	6,500	4	2,600		
Committee Computer	2021	7	2028	1,200	1	171		
3. Apartment								
Range/Stove	2018	15	2033	1,000	4	267		
Refridgerator	2020	15	2035	1,000	2	133		
4. Clubhouse Outside								
Reader Board	2000	25	2025	800	22	704		
Flag Poles	1998	40	2038	5,000	24	3,000		
Bike Rack	2007	16	2023	1,000	15	938		
Bayshore Sign Entrance	2009	25	2034	3,500	13	1,820		
Bayshore Sign Fence	2009	25	2034	2,500	13	1,300		
Dog waste Basket	2012	20	2032	750	10	375		
5. Swimming Pool/Shop								
Deck Furniture	2019	10	2029	5,000	3	1,500		
Hotwater Tank	2016	10	2026	2,000	6	1,200		
Pool Vacuum	2021	10	2031	3,500	1	350		
Pool Filtration	2020	10	2030	10,000	2	2,000		
Pool Pumps (2)	2021	10	2031	3,000	1	300		
Washer Dryer	2010	15	2025	2,500	12	2,000		
Riding Mower	2020	12	2032	4,000	2	667		
Boiler/Hot Water	2012	20	2032	11,000	10	5,500		
6. Mackey Park								
Basketball Backboard/Pole	2020	10	2030	1,500	2	300		
Dog Waste Basket	2012	20	2032	750	10	375		
Swings Replaced	2007	15	2022	4,000	15	4,000		
Teeter Toter Replaced	2007	15	2022	4,500	15	4,500	climber	
Picnic Tables (1)	2004	18	2022	800	18	800		
Volleyball poles	2004	25	2029	1,500	18	1,080		
7. Hilton Park								
Picnic Tables (1)	2004	20	2024	800	18	720		
Dogwaste Container	2012	20	2032	750	10	375		
				121,150		62,269		

**BAYSHORE BEACH CLUB-Maintenance Budget Changes
LRPA PLAN Committee Budget Recommended Changes**

Maintenance costs are escalating due to increased regulation, inflation of material supplies and repair service costs, and aging facilities that require more repairs. There is also a need to perform some outside grounds maintenance with contractors in order to keep outside facilities well maintained.

There is better wording for some maintenance line items today and adding the recommended line items will help the Board keep better track of annual costs.

Adding these recommended changes would also help those involved in paying bills and accounting to understand which line item to use as bills come in.

Changes:

Under 52000-Site operating expenses:

52025- (Change) Janitorial Supplies to <i>Cleaning and Sanitation</i>	\$2,500
<i>Add- Building Materials and Supplies</i>	\$2,000
52035- Licences and Permits (same)	\$1,200
<i>52040- Landscaping Supplies</i>	\$ 500
<i>Add 52045- Small tools and equipment</i>	\$ 500
52050-Playgrounds and Parks (same)	\$ 500
52051- Equipment Rental (same)	\$ 400
52053- Spring Clean up (same)	\$2,000
52055- Pool Chemicals and Supplies (same)	\$5,000
52065- Recreation Equipment and supplies (different wording)	\$ 400
	<hr/>
	\$15,000
	2021 Budget \$12,000
	Increase of \$ 3,000

52085 Utilities same

53000- Repairs and Improvements

<i>53010- Change wording to Building Repairs and Service</i>	<i>\$6,000</i>
<i>Line item above includes interior and exterior work</i>	
<i>Add 53013- Equipment Repair and Service</i>	<i>\$1,500</i>
<i>53014- Delete Apartment Interior (included in 53010)</i>	
<i>Add 53020 Excavation and grading Service</i>	<i>\$2,000</i>
<i>Add 53025- Septic Repair and Service</i>	
<i>\$1,000</i>	
<i>Move 53035 Misc. Materials/supply,tools up to 52045 above</i>	
<i>Add 53040- Floor Repair and Cleaning Service</i>	<i>\$ 700</i>
<i>53045 Pool Repairs and Improvements (same)</i>	<i>\$6,000</i>
<i>53050 Sport Court Repairs or Improvements (wording change)</i>	<i>\$1,500</i>
<i>Add 53155 Lawn and Grounds Service</i>	<i>\$2,000</i>
<i>Add 53056 Inspections and Surveys</i>	<i>\$1,000</i>
	<hr/>
Total Repairs	\$21,700
Budget 2021	\$18,500
Increase	\$ 3,200

These changes and additional line items will give the facilities manager and staff more appropriate line items upon which to bill their work and give the Board a more detailed account of maintenance activities from year to year. It will cover the present inflation costs on supplies as well as increased labor costs that the BBC will need to account for in the 2022 maintenance budget .

LRPA PPlan Committee: 2022 report

Bayshore Beach Club
LRPA Plan Options for Funding
LRPA Committee January 2022

We recommend that the BBC set a long range strategic goal to maintain its Physical Assets in a usable, safe, inclusive, and aesthetic condition over the next 30 years. In order to meet this goal a dedicated funding source (Reserve Fund by Policy) needs to be established and maintained by this and subsequent Boards.

The LRPA Plan as presented by the Committee estimates a total need of \$884,850 over 30 years. (This is about \$29,495 per year if no present reserve fund cash is used). The present Reserve Fund has an estimated \$365,000 in it .

The BBC Policy gives a formula for determining how much should be kept in the reserve fund and dedicated for LRPA Plan items. We used the formula on our spreadsheet, (Age/Life Span X Estimated Cost) and this number is found under “Res.Fund Need” \$589,232 for today’s set aside (total from all spreadsheets) . Therefore, the existing fund is short based on this formula but can be brought up to this level with modest increase in annual funding over several years.

The following are two funding options recommended for your consideration. There may be others. We have not considered all combinations or options.

The following options are based on using \$350,000 of the current Reserve Fund as well a combination of additional annual contributions from the general fund:

OPTION 1: Dedicate \$350,000 from the present reserve fund to LRPA Plan Reserve Fund

Dedicate \$10/yr. Assessment to the BBC Fee in 2022 and beyond (30yrs) to the LRPA Reserve Fund (contribute \$10,000 from general fund to reserve fund)

Dedicate an additional \$10/yr. Assessment to the BBC fee in 2030 and beyond (20yrs) to the LRPA Reserve Fund

These fee increases to be allocated to the Reserve fund for LRPA Reserve Plan
\$350,000+\$300,000 (fee 1)+\$200,000 (fee2)=\$850,000

This leaves a shortfall of \$34,850 over 30 years which could be made up through doing projects for less, grants (ADA walkway with grants of \$50,000), extending some life spans, and/or other cost reductions.

OPTION 2: Dedicate \$350,000 from the present reserve fund to LRPA Plan Reserve Fund

Transfer \$ 20,000 per year each year for the next (30 yrs.) from the General Fund to the Reserve Fund.

This would likely necessitate the Board adding a \$10/yr. rate increase in the 2022 budget year and possibly another \$10/yr. Rate increase in a subsequent year as needed for other operating expenses. along with the LRPA Plan needs.

$\$350,000 + \$600,000 (30 \text{ yrs.} \times \$20,000) = \$950,000$ which covers all the projected needs.

These two options do not consider adding new facilities or making major changes or upgrades to existing facilities or equipment not in the plan. They are considered to only maintain the present LRPA in a safe, usable, aesthetic condition over the next 30 years.

Inflation, higher standards, climatic impacts on facilities, and generally rising contractor costs, and in house labor costs will require the Board to seriously consider increasing the dues by \$10/yr. allowable (4.1% increase) in 2022, and possibly again in 2023.

Note: If new facilities or major upgrades are to be considered then funding should be added to cover the initial cost and maintenance of the added facility or equipment over the planned life.

Note: If BBC Board chooses to close or not maintain specific facilities or delete certain equipment from the plan in the future the funding amounts would need to be changed at that time to reflect the deleted items and their future maintenance savings.

Note: The Board should consult with their Accountant (and other appropriate committees) to make sure the Reserve Fund meets IRS standards and so that proper budget lines and transfers are created.

**Bayshore Beach Club
LRPA Plan -- 2022 Budget Requests**

These 2022 budget requests are being presented for consideration to the BBC Board. They are submitted by the Physical Assets and Long Range Reserve Fund (LRPA) Committees. There are 3 new items being submitted directly from the Facilities Manager, 5 New Items submitted by LRPA, and the rest are items due in 2022. If any or all are approved they will be included in the 2022 budget and spreadsheets will be updated for ongoing long range planning purposes.

Please mark the "approved" or "not approved" lines below so we can update our spreadsheet and pass on the approved items to the budget committee.

Facilities Manager New Requests:

1. \$25,000--\$40,000- Truck (Small size bare bones truck): This would be owned, maintained, licensed, insured by BBC. It would be used to haul brush or other items to the dump, drive to stores to get materials, work on park sites remote from clubhouse, and other work related uses. Cost estimate: \$40,000 new --\$25,000 used. Annual costs for insurance, license, upkeep. (\$1,200 per year) (20 year life span so another \$40,000 added to LRPA plan for 2042).
Approved: _____ Not Approved: _____
2. \$25,000--Garage: Est. cost \$25,000. Annual cost for maintenance and added to LRPA Plan for replacement (40 years \$1,000 per year depreciation added to LRPAP) and any major maintenance that is anticipated.
Approved: _____ Not Approved: _____
3. \$25,000--Landscaping Clubhouse (Hardscape front areas that are now grass): \$25,000 (add this to spreadsheet as new project)
Approved: _____ Not Approved: _____

LRPA Committee Requests for New Projects :

1. \$1,000-Add a Main Park sign to Hilton Park. (Materials for sign 4-6 ea. 6"x6" angle topped posts with sign showing-- Bayshore Beach Club, and name, Hilton Park). Installed by Facilities Manager or Volunteers.
Approved: _____ Not Approved: _____
2. \$6,400-Purchase a Seal Rock water meter and service with line to faucet at Mackey Park. Hook up fee per Seal Rock \$5500, with line and faucet another \$900. Total one time cost \$6,400 plus \$40 per month fee. This is needed for

regular ongoing maintenance of the tennis/pickleball court surface and for future improvements to the lawn areas.

Approved: _____ Not Approved: _____

3. \$20,000--Hire Architectural Services to develop an ADA compliant remodel plan for restrooms both up and down, office, and entry doors. Design services should include evaluating existing facilities and measurements, preparing existing facility drawings, determining several options to meet ADA standards, detailed designs and specifications for the preferred option, giving cost estimates, and submitting plans for County Permit. Estimated design costs \$20,000 (based on 15-17% of \$125,000 project construction cost budget). If the Board is all in for ADA then hire a consultant and expect to pay over \$125,000 in project costs to make the facilities inclusive. (this does not include elevator or pool lift systems)

Approved: _____ Not Approved: _____

4. Our recommendation has changed concerning Master planning services or appointing a committee for Mackey Park Improvements. Albeit a good idea we feel making some needed improvements right away would be money better spent than Master planning that could end up being time consuming. Certainly the Board can choose to do a Master Plan process for the Park but if you do please set a reasonable budget and timeline for improvements before you appoint a committee so that you don't end up with a \$300,000 park design on a \$50,000 budget. Just a smaller sized modern playground costs upwards of \$30,000. New Sport Court could be another \$30,000, existing tennis surfacing and fencing \$25,000, landscaping, irrigation system, improving grass areas, fencing, all could add a lot more expense, so be prepared to set limits and a timeframe.

Approved: _____ Not Approved: _____

LRPA Committee Recommendations for June 2022 Budget

1. \$20,000 Bathroom Remodel Design services. (Project Work done in 2023)
2. \$15,000 Office Remodel (See details and further description below). Our recommendation is to do a limited remodel as the space seems adequate for today's needs. It does not include making it ADA accessible except for the entry door..

Approved: _____ Not Approved: _____

3. \$2,500 Dike Path surface (Clean up vegetation from existing pathway, relocate large boulders, add ½" minus crushed rock gravel surface 6 feet wide 4 inches deep across the dike and compact it with roller).
Approved:_____ Not Approved:_____
4. \$1,100 Replace Kitchen Dishwasher/ Garbage Disposal and replace plumbing)
Approved:_____ Not Approved:_____
5. \$1,200 Front Office table and six chairs (Downstairs clubhouse) .
Approved:_____ Not Approved:_____
6. \$4,000 Replace Swing Set Mackey Park (2 youth seats/2 tot seats)
Approved:_____ Not Approved:_____
7. \$4,500 Replace Teeter Totter (with more usable tot lot climber) Mackey Park
Approved:_____ Not Approved:_____
8. \$800 Replace 1 Picnic table at Mackey Park
Approved:_____ Not Approved: _____

Front Office Area Remodel: (In more detail)

1. Replace old lighting in office, entry, and restroom hallway by contractor with proper lighting for spaces. (2 days labor @\$150/hr, materials 5-6 lights @ 125 ea. = \$3025
2. Replace front door and hardware by contractor \$4,500 labor and materials ADA..
3. Paint office and entry areas and front door inside and outside, contractor 3 days @ \$100/hour and 5 gallons and 2 quarts of door paint \$300= \$2,700
4. Wall decor, maps, photos, plats needed and better mounted and displayed, \$300.
5. Moving bookcases at no cost done in house.
6. Repairing siding around the entry door and window. (materials \$100 in house labor or added to door contractor at \$200
7. Entry wipe off matt/rug \$150
8. Miscellaneous items \$4,125 (Permit, electrical permit, door framing if rot is found, trim changes to upper plexiglass lattice, door actuators, signage.)

Total estimate: \$15,000 line item.

Design work for Clubhouse to meet ADA standards.

1. Measure existing facilities and create a C.A.D. drawing to work from.
2. Check utilities, plumbing runs, electrical and heat piping and include on drawings
3. Review ADA guidelines, research Lincoln County specific ADA guidelines, and apply them to several plan options. Converting both upstairs restrooms into two unisex ADA compliant restrooms versus adding one unisex compliant restroom upstairs and leaving the existing ones alone.
4. Looking at a unisex restroom with shower downstairs with pool access.
5. ADA compliant Office area remodel with wall removal etc. for downstairs.
6. ADA compliant entrance doors, handrail upgrades, signage, electronic operators.
7. Final designs with specifications for equipment and construction.
8. Secure County Permit, and assist BBC with bids
9. Do cost estimates along the way on options and final design with BBC approval.
10. Specify floor coverings, all toilets, sinks, partitions, fixtures, grab bars, doors operators, construction needs, demolition, paint, trim, doors, actuators, signage etc.

FIVE YEAR PLAN PROJECTED PROJECTS:

These are projects listed on the spreadsheet for 2022-2027 including new added items listed above under committee requests (does not include Facility manager's added requests if approved they would need to be added in)

2022 Budget

1. 2022 Office remodel	\$ 15,000
2. 2022 ADA Clubhouse Design Services	20,000
3. 2022 Water line addition Mackey Park	6,400
4. 2022 New Sign Hilton Park	1,000
5. 2022 Dike Path/Trail surface	2,500
6. 2022 Kitchen Dishwasher/Garbage Disposal	1,100
7. 2022 Conference table 6 chairs	1,200
8. 2022 Swings set Mackey Park	4,000
9. 2022 Teeter Totter/Climber Mackey Park	4,500
10. 2022 Picnic Table Mackey Park	800
Sub total	\$56,500

2023 Listed projects on Spreadsheet

1. 2023 ADA Upper Clubhouse (RR etc.)	\$ 40,000
2. 2023 ADA Downstairs Clubhouse	40,000
3. 2023 Fence replaced Tennis Court	15,000
4. 2023 Resurface Tennis Court	25,000
5. 2023 Bike Rack Clubhouse	1,000
6. 2023 Survey corners Mackey Park	800
7. 2023 Clear Drainage Easement	500
Sub total	\$122,300

2024 Listed projects on Spreadsheet

1. 2024 Chain link fence Pool	\$ 4,000
2. 2024 Ping Pong Table	500
3. 2024 Siding west clubhouse	25,000
4. 2024 Siding N,S,E clubhouse	65,000
5. 2024 Access 66C Survey	500
6. 2024 ADA Walkway (½ grant , 1/2budget)	25,000 (25,000 in grants)
Sub total	\$120,000

2025 Listed projects on Spreadsheet

1. 2025 Equipment room roof	\$ 25,000
2. 2025 Printer office	800
3. 2025 Couches and table rec. Room	2,500
4. 2025 Reader Board	800
5. 2025 Washer Dryer Equip. Room	2,500
6. 2025 Replace doors Clubhouse (2)	8,000
Sub total	\$39,600

2026 Listed projects on Spreadsheet

1. 2026 Apartment Ent. Door	\$ 2,000
2. 2026 Repaint Pool	28,000
3. 2026 Equipment room doors	2,500
4. 2026 Grade Access 67B	900
5. 2026 Grade Access 67C	600
6. 2026 Grade Access 67D	1,200
7. 2026 Kitchen Refrigerator	1,200
8. 2026 Access 7 survey	700

Sub total **\$37,100**

2027 Listed projects on Spreadsheet

1. 2027 Carpet Upper Clubhouse	\$ 9,000
2. 2027 Rebuild Steps North Clubhouse	7,000
3. 2027 Rebuild ADA Ramp Clubhouse	14,000
4. 2027 Seal Coat Parking Lot CH	3,000
5. 2027 Desk Office	1,200
6. 2027 Sand removal 67E	4,000

Sub total **\$38,200**

Total **\$413,700**

Bayshore Safety Committee Meeting Minutes 1-5-22 4:30 pm

Attendance: Steve Sager, Bayshore BOD Liaison, Roger Smith, Karen Fitzgerald

The Safety Committee hosted a Bayshore Safety Open House on 11/15/21 at the Club House. Virginia “Jenny” Demaris and Jessica Palma, from Lincoln County Emergency Preparedness and local CERT members were present. Our presenters provided an educational Safety Overview and a variety of Emergency preparedness resources to the members in attendance. Emergency resources have been updated and are available in the Club House office. The committee discussed the possibility of holding another Safety Open House later in the year.

The Cache and lot clearing of blackberry vines and noxious weeds was completed on 12/4/21 by member Stephen Fitzgerald. The clearing will now allow space for emergency use if needed.

The Cache was opened by Roger and Karen on 12/5/21 for members. No Bayshore members attended the opening. The Safety Committee discussed their role regarding the Cache. The group agreed that the local CERT members, Lincoln County Emergency Preparedness, and local Fire departments provide disaster relief, while the Safety committee supports these groups.

The committee confirmed that there is an AED present at the club house. There was discussion regarding maintenance and policies surrounding the AED use. Bob Tunison was contacted and relayed that he had purchased a new battery pack last year and stated he checks it prior to the opening of the pool each year. Steve stated he would ask Jesse to look further into the existing AED policies. Steve also stated that he and Jesse will be looking into offering members basic CPR training in the coming year.

The utilization of Safety Committee funds was discussed. Karen reported there is \$167 cash remaining after the DR mower rental, and recommended we utilize the remaining amount to purchase totes to replace the remaining cardboard boxes storing supplies in the Cache. The committee agreed the supplies should be stored in protective containers to prevent damage. Steve discussed the painting of the Cache and asked we obtain painting bids to present to the Board. There were also questions about the remaining 21-22 budget funds for the Safety Committee.

Action Items:

- Karen to purchase totes for Cache supplies
- Roger to inquire about local painters for Cache painting bids
- Steve will contact Carolyn regarding budget questions, work with Jesse regarding a future CPR offering, and ask Jesse to follow up on AED policies

Respectfully submitted,

Karen Fitzgerald

Policies & Procedures Committee Report Part 2

January 7, 2022

In attendance: Kenn Apel, Jennifer Berry, Elaine Ferguson, Debbie White

Committee met a to discuss the tasks completed in December, prepare an additional report to the January BOD meeting, and determine new tasks.

The Committee discussed the following:

1. Establishment of an Elections Committee: Debbie made some wording changes based on a Board member's feedback. We decided not to write procedures for electronic voting and agreed that the policy is now ready to recommend to the BOD for adoption at the January meeting. If there is concern, it could be adopted as a "working document" so that the timelines may be kept.
2. Staff Job Descriptions: Jennifer submitted revised staff evaluation forms which include space for comments under each standard, goal setting and employee response sections. All agreed that this is a much better format. Jennifer will continue to work on it by adding specific standards for each job description.
3. Rental of the Clubhouse by members and organizations: As per the BOD's direction, we worked on streamlining the rental forms. We agreed to recommend the BOD adopt these changes at the January, 2022 meeting.
4. P&Ps for Pool Use, Membership Cards: We agreed to recommend to the Board to adopt the Pool Use and Membership Card changes at the January, 2022 BOD meeting.
5. Ideas to smooth transition between Boards after each election: Discussed policy and procedures for this topic written by Kenn. We agreed to submit a recommendation to the BOD for adoption at the January, 2022 BOD meeting.
6. Member concern regarding RVs, Boats: table to February meeting.
7. Procedures for Petitions and Recall of Board Members, based on Oregon Revised Statutes: Discussed will continue to work on wording at the February meeting.
8. P&Ps, definitions, and fines for signs and RV violations: Discussed a clear definition of "signs" and will continue at February meeting.
9. Discussed Board member's concern about sick leave. Employers with ten or more employees must offer paid sick leave. Of course, any employer may offer paid sick leave.
10. Discussed a member concern regarding parking over water lines. Upon research with Lincoln County Water Department, it was found that the pipes are placed at a depth that they are safe from heavy vehicles parking over them. The concern is earthquakes.

Future Tasks:

1. Finish and implement new styles manual
2. Finalize P&Ps regarding recall of Board members based on Oregon Revised Statutes
3. Finish changes regarding definitions and fines to sections of the Planning Committee Articles of Determination regarding signs and RVs.

4. Address member's concern regarding boats.

REQUESTS FOR APPROVAL:

1. Elections Committee, see revised wording
2. Ethics Statement and Procedures, see attached (2)
3. Pool Use, see attached
4. Membership Cards, see attached
5. Rental of Clubhouse policy, revised form and checklist, see attached (3)
6. Board of Directors Member Duties/Transition after each BOD Election

Respectfully submitted,

Elaine Ferguson
Chair
Policies & Procedures Committee, 2021-2022

9 attachments

You received documents #2, 3, 4, & 5 with Part 1 of our report. I include them for your convenience.

Documents #1 and 6 have new wording.

Policies and Procedures Committee

December 2021 - Final draft of voting procedures, along with the nominating and elections process
Revisions after discussion at P&P meetings held Aug/Sept/Oct/Dec, along with email edits

Nominating Committee

1. The Nominating Committee shall be appointed annually at the February Board of Director's meeting prior to the Annual Member Meeting.

2. The committee shall consist of one member of the Board of Directors and two members at large. The Board member shall be selected by the Board, and the two from the membership at large shall be approved by the Board. The Board member shall not be the Board President, nor can the director be up for re-election.

2. All members of the nominating committee shall receive an informational packet containing the following:
 - Policies and Procedures related to the Board of Directors and both the Nominating and Elections Committees.

 - List of Bayshore Board of Directors, their division, when each director was elected or appointed and when each term expires.

4. The chair shall be selected by the members of the committee and is responsible for coordinating the activities of the committee, and providing updates/reports to the Board and the chair of the Elections Committee.

Duties and Responsibilities of the Nominating Committee

1. Verify the term of each member of the current Board of Directors to determine the number of vacancies and divisions needing representation.

2. Encourage members to represent their division on the Board of Directors with focus on any division that currently does not have representation.

3. Inform potential candidates of the duties and responsibilities of a member of the Board of Directors by providing all candidates, both those nominated prior to the Annual Member Meeting or nominated from the floor at the Annual Member Meeting, with all documents relative to Bayshore and the Board of Directors.
 - Bayshore Articles of Incorporation
 - Bayshore Bylaws
 - Bayshore C&Rs
 - Bayshore Policies and Procedures
 - Ethical Standards Statement

4. Collect from each potential candidate, no later than April 1, a signed Declaration of Candidacy, along with a signed Ethical Standards Statement and a statement acknowledging receipt of Bayshore Documents related to the Board of Directors (see above).

5. Obtain a brief bio from each candidate to be distributed to the membership with the elections material in the member packet.

6. Determine if each potential candidate is eligible to run for election

- Is there an open position within the potential candidate's division?

- Is the candidate a legal member in good standing?

- Chair must receive the Declaration of Candidacy

- Information obtained from Office Assistant.

8. Notify all potential candidates, ten (10) days prior to the April Board of Director's meeting, whether or not each candidate is eligible to run. Candidates must meet both requirements.

- Be a legal member in good standing

- Be running for an open space on the Board of Directors, within the potential candidate's Division.

9. Shall place in nomination a list of candidates for election to the Board of Directors during the April Board meeting, along with related documentation. The deadline (4:00 pm Friday before?) does not close nominations, rather, it allows for timely dispersion of election materials to the membership. The documentation shall include, for all candidates...

- Verification of each candidate's eligibility to run (see #3 above)

- The signed statement acknowledging the receipt of Bayshore Documents

- The signed Ethical Standard Statement

- Receipt of brief candidate bio (200 words or less)

10. Forward candidate bios to the Elections Committee to be included in the member mailing and to the Communications Committee to be published in the Election's Special Edition of the Breeze

11. Nominations may be made from the floor at the Annual Member Meeting, provided the member nominated has been contacted in advance or is present, agrees to serve if elected, and provides the Nominating Committee with all signed relative documents (listed in #9, excluding the candidate bio).

12. Notify potential candidates, who are nominated from the floor at the Annual Member Meeting, whether or not they are eligible to run. Candidates must meet both requirements.
- Be a legal member in good standing

- Are running for an open space on the Board of Directors, within the potential candidate's Division.

13. Only if there are nominations from the floor, at the Annual Member Meeting, may any eligible candidate in attendance have no more than two (2) minutes of introduction to those in attendance. Otherwise, there shall be no further campaigning or discussion. The job of the Nominating Committee is complete.

Elections Committee

1. The Elections Committee shall be appointed annually at the March Board of Director's meeting prior to the Annual Member Meeting.

2. The committee shall consist of at least four (4) and no more than six (6) members at-large and shall be approved by the Board for the current election cycle. The Corporate Secretary shall be the liaison between the BOD and the Elections Committee. If the Corporate Secretary is up for re-election, the Board of Directors shall appoint a member of the Board who is not up for re-election to act as a liaison to this committee as the Corporate Secretary's designee.

3. All members of the Elections Committee shall receive an informational packet containing the following:

- Nominating and Elections committee policy and procedures

- List of Bayshore members by division with membership numbers used to track ballots/proxies

4. The chair shall be selected by the members of the committee and is responsible for coordinating the activities of the committee and providing updates/reports to the Board.

Duties and Responsibilities of the Elections Committee

1. The committee is responsible for running the elections for new board members held at the Annual Member Meeting of members, the third Saturday in May.

2. Prior to the Annual Member Meeting, the committee is responsible for working with the Office Assistant in providing the following documents to be included with the voting packet for the membership...

- Written ballot/Proxy

- Voting instructions

- How to mark and return ballot or use of proxy

- Secrecy envelope
- Return envelope (Marked with ballot or proxy)
- Date on which ballots must be returned; mailed ballots must arrive no later than the Friday before the Annual Member Meeting, the day before the counting of ballots. Hand delivered ballots must be received no later than when nominations close, prior to the official counting of the ballots.
- Date on which ballots will be counted

- Voting information

- Election of Board of Directors

- A list of the current Board of Directors, their respective divisions/term
- The number of vacancies on the Board of Directors
- Membership may select as many candidates as there are vacancies
- Ballot with candidate names placed in alphabetical order
- Proxy statement (only to be used instead of ballot)
- Brief bio from each candidate submitted ten (10) days prior to April's Board of Directors meeting
- Any other issues being addressed at the Annual Member Meeting which requires votes, along with total votes and/or percentages required to approve ballot proposals.

3. Prior to the Annual Members Meeting or any vote of the membership, members must be notified at least ten (10) days before ballots are mailed, the nature of the vote and when the ballots will be distributed.

4. Members will be mailed one (1) ballot/proxy for each lot owned not less than fifteen (15) calendar days or more than fifty (50) calendar days prior to the Annual Member Meeting.

5. All mailed or hand delivered ballots or proxies shall be sealed and locked in the ballot box until the day before the Annual Member Meeting. After the office has close on the Friday before the Annual Member Meeting, the Chair and at least two (2) other members of the Elections Committee, shall verify mailed and hand delivered ballots and proxies with the membership list. All verified ballots will be returned to the locked ballot box until vote counting commences at the Annual Member Meeting, the following day. All verified proxies shall be separated and returned to the locked ballot box ready for disbursement on Saturday.

6. Upon arrival at the Annual Member Meeting all members attending the meeting must check in at the voting tables. The same membership list, used above, will be used to check-in members as they drop off ballots and/or register proxies.

- To verify ballots had not previously been turned in

- Previously received written ballots may not be revoked

- A provisional ballot or proxy may be provided if a member had not received nor returned a ballot or proxy.

7. At the Annual Member Meeting, the presiding officer shall ask for any further nominations. If there are nominations from the floor - see Nominating Committee #11-#13.

8. If there are no nominations from the floor at the Annual Member Meeting, nominations will be closed.

9. Once nominations are closed, anyone who was nominated from the floor shall be considered a write-in candidate. All outstanding ballots and proxies are collected at the direction of the Elections Chair and vote counting commences. No additional ballots, proxies or changes are accepted.

10. Any member of BBCI in good standing or Director may observe the counting of the votes, but other than the Elections Committee, no person may participate in or otherwise interfere with the process.

11. Any errors or inconsistencies on a ballot or proxy, that would invalidate it, may be noted, but the member may not be contacted to correct the ballot.

12. If there is any division without representation, the nominee from that division who receives the most votes will be selected to fill the first vacancy. All remaining Board positions are filled by popular vote. Those who receive the highest number of votes are selected until all other open seats are filled.

13. The Chair of the Elections Committee shall submit the final election results to the Corporate Secretary or the Board's appointed designee, who then is responsible for notifying the President of the voting results. The job of the Elections Committee is complete.

14. All ballots and tally sheets are immediately secured by the Secretary-Treasurer in the office. All ballots and tally sheets for elections, shall be securely held for one (1) year, whereby, if there has not been an inquiry regarding the election or vote, the ballots shall be destroyed. (See Appeals Process)

15. The results of the elections will be recorded in the minutes of the Annual Member Meeting and the new Board will take office. Any vacancy occurring after election results have been submitted to the Board of Directors is considered an appointment to the Board. (See Vacancy and Appointment Process)

Appeals Process

1. If there is a question regarding the election, a query is officially filed with the Board of Directors no later than 30 calendar days after the final election results are published in the minutes. The form shall include the date filing the query, name(s) of those filing and the reason for the query.

2. The query will be addressed by the Board of Directors whereby the issue(s) will be considered. The Board has 15 calendar days, after the Board meeting, to respond to the query.

- Clarifying an issue

- Appointing a 3-member task force to investigate

3. The taskforce has 30 calendar days to look into the query and report its findings, along with any recommendations to the Board at their next meeting. The Board of Directors will determine if any further action is needed.

Vacancy and Appointment Process

1. Any member of the Board of Directors may resign or forfeit their position on the Board if they are no longer a member in good standing, a member of Bayshore Beach Club, Inc., or for any other personal reason.

2. After the final election results are reported to the Corporate Secretary, or designee, in the May Annual Member Meeting, any person filing a vacancy will be approved by majority vote of the remaining Board of Directors. This person will represent their district until the next Annual Member Meeting, whereby they will need to be elected by the membership to continue in that capacity.

General Voting Procedures

1. Voting may take place in person at the Annual Member meeting by written ballot alone.

2. Members shall be entitled to cast one vote per lot, tract, or parcel owned regardless of the number of owners.

3. The vote or proxy of a lot may be exercised by a co-owner in absence of protest by another co-owner. If the co-owners cannot agree, the vote of the lot is disregarded completely. A valid court order may establish the right of co-owner's authority to vote.

4. Voting occurs for the following reasons...

- Election of the Board of Directors in conjunction with the Annual Member Meeting.

- Amendments to the Articles of Incorporation in accordance to Oregon law.

- Amendments to the Bayshore Beach Club Bylaws. In addition to constituting a quorum, amendments require a two-thirds majority vote of the members present in person or by proxy.

- Any modification, closure, removal, elimination, or discontinuance other than on a temporary basis of any swimming pool, spa or recreation or community building requires an affirmative vote by a majority of members.

Proxy

1. A member may designate another member as a proxy.

2. A valid proxy must state who is being given the proxy, the scope of authority and must be dated and signed by the member.

3. The proxy terminates within one year after its date unless a shorter term is specified.

4. Proxies must be verified and registered with the Elections Committee and tracked on the membership list.

5. A member may not revoke a proxy except by written notice of revocation at the time of the Annual Member Meeting.

6. If any voting has been done on a ballot, voting is considered completed and is not eligible for proxy.

Ethical Standards for Board Directors and Committee Members

All who volunteer for the Bayshore Beach Club, Inc. (BBCI), must sign a statement avowing to understand and abide by the Ethical Standards Statement in all matters pertaining to their volunteer work for BBCI. Two copies will be made, one for the member to keep and one to be filed in the BBCI office. The following statement outlines the ethical standards by which all volunteers are expected to follow.

- 1) Board directors and committee members act as representatives of the members of the BBCI, and therefore must adhere to the highest ethical standards in the conduct of Beach Club business.
- 2) Board directors and committee members are expected to place the interests of the BBCI above their personal interests. They are expected to keep the needs and desires of the membership at the heart of all tasks performed.
- 3) Board directors and committee members will discharge duties in good faith, with care an ordinarily prudent person would exercise under similar circumstances in the best interests of the BBCI.
- 4) Board directors and committee members are expected to behave in a professional manner when dealing with property owners, contractors, the staff and each other. (Ref; Bylaws Art I & Articles of Incorporation Art III)
- 5) Conflict of Interest
 - a) Board directors and committee members may not take official actions that may result in financial benefit for the member, the member's relatives, or a business with which the member or the member's relatives are associated.
 - b) Board directors and committee members may not use or attempt to use their position or office for the avoidance of financial detriment that would not otherwise be available.
Examples include:
 - i) accepting cash or a promise of a job in return for a certain vote or administrative decision;
 - ii) using BBC supplies or equipment for personal purposes;
 - iii) using confidential information obtained because of official position for personal financial gain; and
 - iv) asking or allowing paid staff to do personal tasks.
 - c) Board directors and committee members must publicly declare any direct or indirect conflict of interest prior to discussion, recommendation, vote, or other official action on an issue. (*See ORS 65.361 for detailed discussion.*)
 - d) Conflict of interest does not apply to situations where all the members of the Board are affected to the same degree, as in setting annual dues. (Ref Bylaws Art IX)
6. Board directors and committee members are expected to respect the opinion of other members and accept the principle of majority rule in Board and committee decisions. They should reserve judgment until all facts are known and/or points of view expressed.

7. Board directors and committee members are expected to behave in a professional manner when dealing with other directors and committee members, other members of the BBCI, staff, and others while involved in BBCI concerns. Substantiated incidents of profanity, out of control behavior, verbal or physical threats, or other unprofessional behavior are grounds for removal. (Ref: ORS 65.357, 65.369, 65.377)
- 8) Board directors and committee members are expected to do everything in their power to keep operating and capital expenditures as cost effective as possible.
- 9) Board directors and committee members are expected to meticulously comply with the C&Rs, the Guidelines for Determination, the Bylaws, the Policies and Procedures, and other community rules.
- 10) No individual Board member may speak for or act on behalf of the Board or BBCI except as authorized to do so by official Board action as recorded in the official minutes, guidelines, or policies of the organization.
11. Committee members are expected to work closely with the Board on all matters of the committee.

I have read and understand the Ethical Standards Statement and agree to abide by it in all matters pertaining to my volunteer work with the BBCI.

Signature

Printed Name

Date

Procedures for Investigations of an Ethics Violation

(based on ORS 65.331 and ORS 244.260)

1. A Bayshore Beach Club, Inc. (BBCI) Board or committee member who violates the BBCI ethics code may be removed by the Board or, in the case of a Board member, by the remaining members of the Board. Any Bayshore member may file with the Board a signed written complaint alleging that there has been an ethical violation according to the Ethical Standards Statement contained in the BBCI Policies and Procedures manual. The complaint shall state the person's reason for believing that a violation occurred and include any evidence relating to the alleged violation. Not later than two business days after receiving a complaint under this section, the Board shall notify the person who is the subject of the complaint.
2. Before approving a motion to proceed with a review of the complaint, the Board shall provide notice to the person believed to have committed the violation of the time and place of the hearing at which the motion will be discussed. The notice must describe the nature of the alleged violation and must include copies of all materials submitted with a complaint.
3. Board members may not make any public comment or publicly disclose any materials relating to the motion pending the Board's approval to proceed.

Preliminary Review Phase

1. After the Board receives a complaint, the Board President, or the Board Vice-President if the complaint is about the President, will undertake action in the preliminary review phase to determine whether there is cause to undertake an investigation.
2. The preliminary review phase begins on the date the complaint is filed and ends on the date the Board President completes the statement of the facts determined during the preliminary review phase. The preliminary review phase may not exceed 30 days.
3. During the preliminary review phase, the Board President may seek, solicit, or otherwise obtain any books, papers, records, memoranda or other additional information, and conduct interviews necessary to determine whether there is cause to undertake an investigation.
4. The preliminary review phase is confidential. The Board President and any Board members and staff may acknowledge receipt of a complaint but may not make any public comment or publicly disclose any materials relating to a case during the preliminary review phase.
5. At the end of the preliminary review phase, the Board President shall prepare a statement of the facts determined during the phase, including appropriate citations and relevant authorities. Before presentation to the Board, the President's statement shall be reviewed by BBCI legal counsel.

6. Following the conclusion of the preliminary review phase, the Board President shall attend an executive session of the Board where the President shall present the statement of the facts and summarize the results of the preliminary review phase to the Board and recommend to the Board whether there is cause to undertake an investigation or whether the Board should instead dismiss the complaint or rescind its motion.
7. At the executive session, the Board shall consider the recommendation of the President and make the final determination as to whether there is cause to undertake an investigation or whether the Board should instead dismiss the complaint or rescind its motion.
8. All case related materials and proceedings shall be open to the public after the Board makes a finding of cause to undertake an investigation, dismisses a complaint, or rescinds a motion.
9. If the Board determines that there is not cause to undertake an investigation, the Board shall dismiss the complaint or rescind its motion and formally enter the dismissal or rescission in its records. If the Board considers the recommendation of the President in an executive session but the Board does not affirmatively vote to undertake an investigation, dismiss the complaint, or rescind its motion, the nonaction taken by the Board shall be considered a dismissal of the complaint or a rescission of its motion. The Board shall notify the person who is the subject of action of the dismissal or rescission. After dismissal or rescission, the Board may not take further action involving the person unless a new and different complaint is filed or action on the Board's own motion is undertaken based on different conduct.

Investigation Phase

1. If the Board makes a finding of cause to undertake an investigation, the Board shall undertake action in the investigation phase. The Board shall notify the person who is the subject of the investigation, identify the issues to be examined, and confine the investigation to those issues. If the Board finds reason to expand the investigation, the Board shall move to do so, record in its minutes the issues to be examined before expanding the scope of its investigation, and formally notify the complainant, if any, and the person who is the subject of the investigation of the expansion and the scope of the investigation.
2. The investigation phase begins on the date the Board makes a finding of cause to undertake an investigation and ends on the date the Board dismisses the complaint, rescinds its own motion, issues a settlement order, moves to commence a contested case proceeding, or takes other action justified by the findings. The investigation phase may not exceed 180 days.
3. During the investigation phase, the Board may seek any additional information and conduct interviews.
4. At the end of the investigation phase, the Board shall take action by order. The action may include:

- a. dismissal, with or without comment;
 - b. continuation of the investigation for a period not to exceed 30 days for the purpose of additional fact-finding;
 - c. moving to a contested case proceeding;
 - d. entering into a negotiated settlement; or
 - e. taking other appropriate action if justified by the findings.
5. A person conducting any inquiry or investigation under this section shall:
 - a. conduct the inquiry or investigation in an impartial and objective manner; and
 - b. provide to the President or the Board all favorable and unfavorable information the person collects.
6. The Board shall report the findings of any inquiry or investigation in an impartial manner. The Board shall report both favorable and unfavorable findings and shall make the findings available to the complainant, the person who was the subject of the investigation, and the membership.
7. At any time during proceedings conducted under this section, the Board may enter into a negotiated settlement with the person who is the subject of action under this section.

Pool and Game Room Privileges

1. The following groups may use the pool:
 - a. Members and those indicated on the back of their membership card.
 - b. Full time resident member's guests, with member's card.
 - A full-time resident member is any property owner who does not use their home as a Short Term Rental (STR).
 - c. Long term renters who have had membership privileges transferred to them by the member.
 - d. Vacation renters may pay to use the pool during certain hours upon producing their rental agreement/receipt and a photo ID.
2. All members and guests must adhere to the posted pool and activity room rules, and follow the direction of HOA employees.
3. A schedule of swim times (adult, family, etc.) is to be posted at pool entrance.
4. The member is responsible for the conduct of all persons utilizing his/her cards, as well as any resultant damages.
5. If any person violates posted rules of the pool or clubhouse, the person may be asked by authorized staff to leave the club premises. Following such an incident the involved staff member will prepare and deliver a written incident report to his or her supervisor within 24 hours of the incident. The supervisor shall review the report with staff and forward the report and the supervisor's recommendations to the Board within 7 calendar days of the incident.

The Board may elect to suspend or restrict a member's pool/clubhouse privileges, but only after giving the member written notice and an opportunity to be heard either in person or in writing. Notice of the opportunity to be heard must include a copy of the incident report.

6. Children under 14 years of age must be accompanied by an adult (18 or older) for pool and recreation room use and may not be left unattended.
7. Swimming and poolside privileges may be limited to two hours per day per person during busy times.
8. All access to the top floor is to be coordinated through the Bayshore office. This includes regularly scheduled group activities, special member events and any other requested use of the top floor. Access requests will be scheduled on a "first come, first served" basis.

Between the hours of 9:00 AM and 5:00 PM, 7 days a week, individual members may use the upstairs, without prior scheduling, when not otherwise in use. They still need to sign in on the sign in sheet.

Everyone using the Clubhouse is expected to clean up after themselves and leave everything as they found it. They are not to connect/disconnect audio visual equipment (i.e. TV) or adjust TV settings to accommodate special needs unless previously approved by the Facilities Manager.

9. The Clubhouse maintains a supply of tennis rackets, ping pong, and other sports equipment which is available for member use only and which can be signed out at the pool attendant's desk during the pool season.
10. No other items in the Clubhouse are rented, loaned or available for individual use by members.

(Ref; Bylaws Art II, III & IX, ORS 65.167 & ORS 94.630)

Pool and Game Room Privileges

1. The following individuals/groups may use the pool:
 - a. Members and those individuals indicated on the back of their membership card.
 - b. Full time resident member's guests, with member's card.
 - A full-time resident member is any property owner who does not use their home as an STR.
 - c. Long term renters who have had membership privileges transferred to them by the member.
 - d. Vacation renters may pay to use the pool during certain hours upon producing their rental agreement/receipt and a photo ID.
2. All members and guests must adhere to the posted pool and activity room rules, and follow the direction of HOA employees.
3. A schedule of swim times (adult, family, etc.) is to be posted at pool entrance.
4. The member is responsible for the conduct of all persons utilizing his/her cards, as well as any resultant damages.
5. If any person violates posted rules of the pool or clubhouse, the person may be asked by authorized staff to leave the club premises. Following such an incident the involved staff member will prepare and deliver a written incident report to his or her supervisor within 24 hours of the incident. The supervisor shall review the report with staff and forward the report and the supervisor's recommendations to the Board within 7 calendar days of the incident.

The Board may elect to suspend or restrict a member's pool/clubhouse privileges, but only after giving the member written notice and an opportunity to be heard either in person or in writing. Notice of the opportunity to be heard must include a copy of the incident report.

6. Children under 14 years of age must be accompanied by an adult (18 or older) for pool and recreation room use and may not be left unattended.
7. Swimming and poolside privileges may be limited to two hours per day per person during busy times.
8. All access to the top floor is to be coordinated through the Bayshore office. This includes regularly scheduled group activities, special member events and any other requested use of the top floor. Access requests will be scheduled on a "first come, first served" basis.

Between the hours of 9:00 AM and 5:00 PM, 7 days a week, individual members may use the upstairs, without prior scheduling, when not otherwise in use. They still need to sign in on the sign in sheet.

Everyone using the Clubhouse is expected to clean up after themselves and leave everything as they found it. They are not to connect/disconnect audio visual equipment (i.e. TV) or adjust TV settings to accommodate special needs unless previously approved by the Facilities Manager.

9. The Clubhouse maintains a supply of tennis rackets, ping pong, and other sports equipment which is available for member use only and which can be signed out at the pool attendant's desk during the pool season.
10. No other items in the Clubhouse are rented, loaned or available for individual use by members.

(Ref; Bylaws Art II, III & IX, ORS 65.167 & ORS 94.630)

M1 Membership Cards and Club Privileges

1. Two (2) membership cards are issued to each member upon payment of annual dues (in good standing). Members who own multiple lots receive a total of two cards. The primary use of membership cards is control access to club facilities (pool, activity room and tennis court).
2. Members whose property is used as a long term rental may choose to transfer their club privileges to the renter; the member's club privileges are thereby suspended. The member or renter must bring the original membership cards to the office and show the lease to the office ~~staff manager~~, who then issues two membership cards in the renter's name and the office ~~staff manager~~ will keep the original cards.
3. If a member owns more than one property and uses one or more as a long-term rental, two cards are issued for each rental property upon display of a lease. The member may retain the original two membership cards if at least one of their properties is not used as a long-term rental.
4. Members must accompany their guests. However, members may designate up to eight adult family members or family friends (four on each card) who may utilize the facilities unaccompanied. Both members and authorized family members or family friends may bring up to four guests per card. Members remain responsible for the actions of persons gaining access with their membership cards.
5. Youth cards are issued to dependents of Bayshore members who are 14–17 years of age. Those with youth cards can use the pool and game room unaccompanied, and may bring one guest.
6. Short term (vacation) renters do not receive club house privileges or pool access. However, they may pay to use the pool on a daily fee basis. They must produce their rental agreement/and or receipt and photo identification to gain access. Access may be restricted during busy times.

(Updated pursuant to BOD action 3/20/21)

7. Members and authorized adult family or family friends must have a membership card in their possession, and may be asked to produce photo identification when they sign into the activity area. Those without identification may be denied access.
8. Members without a membership card, and not known to the pool/recreation room attendant, will be allowed a ONE TIME use after presenting photo identification. The attendant will keep a record to prevent abuse of this privilege. If the member does not reside in Bayshore, the one time use will be extended until the next available day they can obtain a card from the office manager.
9. A \$5.00 fee is charged to replace a lost membership card.
10. Members are allowed to bring their own alcohol to Bayshore sponsored events for their own consumption.

for 12/9/21 meeting; 1/7/22

11. Members may rent the Clubhouse for personal use. Please see application form.

Bayshore Beach Clubhouse Member Rental Agreement

Member Name: _____ Member # _____

Date Desired: _____ Hours Needed: _____ to _____ # of Guests: _____

All Rental charges to be paid in full at least two weeks prior to reserve the date and times requested. The fee shall be paid by check written by the renting member.

1. All Events Ballroom: **\$25.00 per hour** (does not include kitchen use)

Event Hours (includes set up/clean up) _____ @ \$25.00= \$ _____ due

2. Kitchen: **\$15.00 per hour additional fee**

Kitchen use hours (includes set up/clean up) _____ @ \$15.00 = \$ _____ due

3. Events with 15 or less fewer participants and not using kitchen **\$15.00 per hour.**

Event hours (includes set up/clean up) _____ @\$15.00=\$ _____ due

REFUNDABLE DEPOSIT to be paid in full to reserve the dates and times requested. **All Events: Conditional refundable \$200.00 Damage/Cleaning Deposit Total Amount Due "Bayshore Beach Club, Inc."** (Reserve Date as Agreed) (Deposit refund within 30 days after event, if earned)

TOTAL AMOUNT DUE: Rental: _____ + \$200.00= \$ _____
Make check payable to "Bayshore Beach Club, Inc."

Bayshore Member Rental Policy:

- Member must be in good standing
- Member must attend the entire event.
- **Bayshore Member must sign this agreement.**
- All attendees (including servers, performers, etc.) must sign-in while attending the event.
- Facility Manager is responsible to determine the amount to refund of the deposit. Building and all equipment used must be in condition as found. All clean-up to be completed by 10:00 PM on the event date.
- If alcohol is to be sold, an additional bond is required.
- No smoking is allowed within ~~10~~ 15 feet of the Clubhouse.
- Neither pool nor the downstairs areas are part of this agreement.
- All participants must comply with current health and safety protocols. **Initial:** _____

Per Oregon State Law: the member renting the Bayshore Beach Club Facility is responsible if liquor is served, and required proof of liability insurance for the event. Also, the

found in 2013 P&Ps

Draft Policy 9/19/21;11/7/21; 12/9/21;1/7/22

member renting this facility states that no consumption of alcohol by anyone under 21 years of age is allowed. **Initial:** _____

It is understood that any damages/cleaning caused will forfeit the DEPOSIT. In such case as the damage/cleaning exceeds the refundable deposit it is agreed that the renter will reimburse Bayshore Beach Club, Inc. in the amount of said excess. **Initial:** _____

Because Bayshore Beach Club, Inc is a non-profit organization, the premises shall not be rented to any commercial or non-commercial organization for soliciting, selling, or actual sale and delivery of any material item or service. Non-profit organizations sponsored by BBCI are exempt. See BBCI Bylaws Art IX, Sec 6

Name of Insured: _____

Address of the Insured: _____

Name of Insurance Company: _____

Policy Number: _____

Amount of liability: _____

Amount Received: \$ _____

Check Number: _____

Member Signature: _____ Date: _____

Facilities Manager Signature: _____ Date: _____

~~Refund Deposit~~ Deposit Refunded?: Yes No

If "NO" use area below to explain situation:

Changed pursuant BOD action March 17, 2012
Approved BOD action November 15, 2008-(except where noted)
Revision approved BOD action

Bayshore Beach Club Rental Check Off List

This list is to assist you in redeeming the \$200 refundable deposit. ~~This is to insure that~~
The goal is to leave the Clubhouse is left as clean as it was found.

Before	BALLROOM	After
	<u>Added decor is removed</u>	
	<u>Any tape is removed from walls and windows</u>	
	Tables cleaned	
	Spilled beverages and food cleaned from floor and furniture	
	Chair covers cleaned	
	Floors unmarred	
	KITCHEN	
	Dishes clean and in cabinets	
	Silverware clean and in drawers	
	Tables, counters, drainboard clean	
	Stovetops and Oven clean	
	All items, such as coffee servers, creamers, <u>condiments, small appliances, etc.</u> in proper cupboards	
	All items in Refrigerator to be removed. emptied.	
	All refuse put in dumpster located outside by the garage.	

It is understood that any damages caused will forfeit the deposit. In such case as the re-
 pair of damage exceeds the refundable deposit, it is agreed that the renter will re-
 imburse Bayshore Beach Club, Inc. in the amount of said excess.

Name of Insured: _____

Address of Insured: _____

Name of Insurance Company: _____

Policy Number: _____

Amount of Liability: _____

Member Signature

Date

Member name, printed

~~Signature of Bayshore Affiliated Official~~
Bayshore Facilities Manager Signature

Date

Bayshore Beach Club Rental Check Off List

This list is to assist you in redeeming the \$200 refundable deposit. ~~This is to insure that~~
The goal is to leave the Clubhouse is left as clean or cleaner than it was found.

Before	BALLROOM	After
	<u>Added decor is removed</u>	
	<u>Any tape is removed from walls and windows</u>	
	Tables cleaned and disinfected	
	Spilled beverages and food cleaned from floor and furniture	
	Chair covers cleaned	
	Floors unmarred	
	<u>Chairs stacked?</u>	
	<u>Tables folded and stored?</u>	
	<u>Furniture replaced in configuration as found?</u>	
	<u>AV equipment put away</u>	
	KITCHEN	
	Dishes clean and in cabinets	
	Silverware clean and in drawers	
	<u>Dishwasher empty</u>	
	Tables, counters, drainboard clean	
	Stovetops and Oven clean	
	All items, such as coffee servers, creamers, <u>condiments, small appliances</u> , etc. in proper cupboards	
	All items in Refrigerator to be removed. <u>emptied.</u>	
	All refuse put in dumpster located outside by the garage.	

It is understood that any damages caused will forfeit the deposit. In such case as the repair of damage exceeds the refundable deposit, it is agreed that the renter will reimburse Bayshore Beach Club, Inc. in the amount of said excess.

Name of Insured: _____

Address of Insured: _____

Name of Insurance Company: _____

Policy Number: _____

Amount of Liability: _____

Member Signature

Date

Member name, printed

~~Signature of Bayshore Affiliated Official~~

Bayshore Facilities Manager Signature

Date

Clubhouse Rental Policy for Member Private Use

1. Bayshore Beach Club members may rent the Clubhouse for personal social events.
2. Member must be in good standing and must attend the entire event.
3. Rental Rates:
 - A. Ballroom only: \$25/hour
 - B. Kitchen: \$15/hour
 - C. Ballroom 1/2 day \$75; Full day \$150 \$175, plus \$15/hour for each additional hour over 8 hours
 - D. Kitchen: 1/2 day \$50; Full day \$100, plus \$10/hour for each additional hour over 8 hours
4. Cleaning deposit: \$200 refundable deposit. If heavy damage occurs during the event, the member will be charged for repairs. To receive refund of deposit, member must meet with Facilities Manager to walk through and inspect the building within 48 hours after the event.
5. Member must sign a Rental Agreement with the Facilities Manager.
6. Member must file their Homeowner's Insurance Policy information in the Bayshore Office before the event.
7. All guests, caterers, servers, and entertainers must sign in before entering the Clubhouse (as per Bayshore insurance policy).
8. Liquor: The member renting the Bayshore Beach Club facility is responsible if liquor is served and must provide proof of liquor liability insurance for the event (as per Oregon State Law). The member must assure that no alcohol is served or consumed by any person under the age of 21 during the event.
9. No smoking is allowed within ~~40~~ 15 feet of the Clubhouse.
10. The use of the pool and recreation game areas are not included.
11. All clean-up is to be completed by 10:00 PM on the day of the event. Building and all equipment used must be left in condition as found.
12. All participants must follow current health and safety protocols during the event.

Note: Underlined wording is what was added. Crossed out wording is what was changed.

Duties and Responsibilities of Individual Board Members (p. 8)

1. Discharges duties in good faith, with the care an ordinarily prudent person in a like position would exercise under similar circumstances, and in a manner the Director reasonably believes to be in the best interests of the HOA.
2. Regularly attends meetings and participates in projects and workgroups. Attends all meetings unless excused by the president.
3. Develops positive channels of communication with other Board members, the staff, and the membership. Encourages club members to attend Board or committee meetings to explore and develop approaches to common concerns.
4. Maintains confidentiality of executive sessions.
5. Prepares for meetings, reads documents and materials thoroughly, and makes use of educational opportunities to gain a further understanding of issues.
6. May act as a voting member of an approved committee to establish a quorum as requested by a committee chair.
7. Abides by all laws and policies governing the operation of the HOA, and ensures the HOA complies with federal, state, and local laws, bylaws, and develops working knowledge of Articles of Incorporation, Bylaws, and policies and procedures.
8. Identifies, collects, and analyzes information needed to effectively maintain direction and achievements. Reviews and assesses the HOA's performance against objectives, resources, plans, policies, and services rendered, and identifies obstacles, new directions, and goals.
9. Completes assigned projects in a thorough and timely manner.
10. Ensures a smooth transition when leaving the Board, including (if applicable to the director position):
 - a. changing signatories at the bank and Cetera
 - b. notifying the CPA for tax document purposes
 - c. returning clubhouse key(s)
 - d. handing off Board liaison position materials
 - e. transferring files, and
 - f. providing a list of all Board decisions made during the prior year, including tasks/ activities completed and any that remain to be completed.

As I look back on the last couple of months as being the Social Committee Chair, your committee brought some new activities to help bring the community together. Some of those activities were successful (rock painting, tai chi, beginning bridge, food drive), some weren't (singles mingle, evening weight room use).

One of those successful events was back on December 4 where the Social Committee held a Christmas Bazaar and Bake Sale. The event was well received by the community as most people were in a buying mood. Many of our vendors were very happy with their sales and impressed with how busy the event was. Bayshore has quite a few talented people who live in the community, as their arts and crafts show a lot of creativity. Prior to the bazaar, the Bayshore Elves snuck into the clubhouse and decorated the ballroom to bring a festive atmosphere for all to enjoy. With the help of Robin Adcock, Paula and Tim Brubaker, Babe and Jim Hamilton, Skip Carey, Jacque Smith and myself this event was quite successful. We are planning on having another one next fall.

On December 11, we celebrated the holiday season with Bayshore's Annual Holiday party. Many of the nearly 50 members went home with full bellies. Those in attendance were treated to a turkey dinner and all the trimmings. A huge thank you to Jim Hamilton for carving up 3 turkeys. That was a big task! After dinner saw the white elephant gift exchange with some very interesting items being received.

Our Food Drive event brought in over 400 pounds of food for Food Share of Lincoln County. Thank you to all of you who donated to this great cause.

Unfortunately, due to the highly contagious version of Covid, we canceled the New Year's Eve party. We are continuing to monitor the situation and will adjust schedules as needed.

We are looking at having a giant Garage Sale (tentative April 2) – details TBD; another Rock Painting outing, line dancing, chili/chowder cookoff, and a BBQ Meet and Greet.

We are always looking for new ideas or ways to get members involved. Please send us an email with your questions, comments, or if you'd like to get involved to:
social.bayshorebeach@gmail.com

Roger Smith – Social Committee Chair

Good Neighbor Report

We reviewed the resources listed so far on the GNC part of Bayshore webpage. We discussed adding more around dispute resolution, restorative justice, emergency preparedness, and an escalation flowchart for neighborhood issues. We also brainstormed ideas for future initiatives:

- o Add a FAQ section to the GNC page of the Bayshore website.
- o Add a GNC intro to an upcoming Breeze.
- o Create an annual survey to gauge the climate within Bayshore.
- o Partner with adjacent committees on broader community initiatives.
- o Add “CCR spotlight” of the month for the Breeze.