

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

Saturday, February 19, 2021 Agenda

Quorum		Attending	Absent
Kenn Apel, Director	Division 1	_____	_____
Vacant	Division 2	_____	_____
Steve Sager, Director	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 January 15, 2022 Board Meeting (A1)

Reports

- A. Financial report:** Carolyn Gardner, Secretary/Treasurer; **Report submitted**
- B. Committees**
 - a. Planning:** Chair Moses Nijmeh, Tom Hurt, Liaison; **Report submitted**
 - b. Long Range Reserve & Physical Assets:** Chair Craig Jacobs, Kenn Apel, Liaison; **NO Report**
 - c. Facilities:** Bob Tunison, Facility Manager, **No Report**
 - 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: Verbal Report**
 - h. Good Neighbor: No Report**
 - i. Budget/Finance:** Chair Mary Lou Morris, Carolyn Gardner, Liaison; **Report submitted**
 - j. Sand Lobby: No Report**
 - k. Canal:** Chair Karin Couch, William Nightingale, Liaison; **Verbal Report**
 - l. Road District:** Chair Paul Wellington, Tim Malone, Dennis Engeldorf; **Report submitted**

Unfinished Business

- A. Nominating committee**

New Business

- A. Artisan Group – Clubhouse picnic space renovation**
- B. Street lights – Rebecca Hayden, John Gardner**
- C. Water service to Mackey Park**
- D. HOA National Association – Kenn Apel**
- E. Playground Swing Set – Kenn Apel**

Member Comments

Executive Session (if needed)

Adjournment

BAYSHORE BEACH CLUB, INC.

MONTHLY REPORT TO BOARD

January 31, 2022

Revised

As of January 31, 2022, the 2021 Operating fund balance is \$130,998.46

As of January 31, 2022, the 2022 Operating fund balance was \$100,484.82

As of January 31, 2022, the Long Term reserve fund balance is \$369,514.46

Accounts receivable balance as of January 31, 2022 is \$ 16,861.07

Contingency Fund balance as of January 31, 2022 is \$18,016

Late fees and interest have been charged to all past due dues accounts except for those that have liens as of January 1, 2022.

Current Liabilities including accounts payable and payroll related items total \$4,089.69 as of January 31, 2022.

There were 8 property transfers in December.

Notes:

In January, Jennifer Lamb substituted for some of Bob Tunison's responsibilities. A new line item was created for Miscellaneous Support Employees. For some reason QuickBooks would not bring this data into the Profit and Loss Report. Vicki and I are working on this problem. For January we moved Jennifer's wages to Pool Attendant for the expense could get captured in the report for January.

The financial reports are being prepared by

Carolyn Gardner
Secretary/Treasurer
Board member from district 5

Planning Committee Report to the Board of Directors, February 19, 2022

- 1) Date report submitted: February 16, 2022. Report covers January 7-February 9, 2022
- 2) Since last report:
 - a) PC is continuing to clean up Construction/Violations Log.
 - b) New Construction:
 - i) Working with property owner and contractor regarding sand movement onto property.
 - c) Height Variance:
 - i) None at this time. One is in discussion and will be submitted soon.
 - d) Projects:
 - i) Fence- 1
 - ii) Painting-
 - iii) Replace siding-
 - iv) Deck - 1
 - e) Permits:
 - i) RV- 1
 - ii) Boat= 1
 - f) Complaints filed:
 - i) Property in disarray- 1
 - ii) Sign-1.
 - iii) Boat-1.
 - iv) Unregistered STR- 1 (This was researched and found to be a "Home Share" residence which is allowed by Lincoln County.)
 - v) Letter of complaint regarding a member's neighbors. Complaint was researched and found to be invalid.
 - g) Complaint Letters
 - i) Violation- 1
 - h) Other
 - i) Researching information regarding combined lots.

Bayshore Safety Committee Meeting Minutes 2-9-22 3:30 pm

Attendance: Karen Fitzgerald, Chair and Jesse Peters

Karen welcomed Jesse to his first Safety committee meeting.

Karen reported that both 16 and 25 gallon Rubbermaid Tough Neck Totes were purchased with the remaining cash. Karen and Jesse discussed coordinating time to meet and move existing cache supplies stored in cardboard to these totes. Priority will be placed on items that are moisture sensitive.

The committee received the resignation of Roger Smith from the Safety Committee, effective immediately. Karen had thanked Roger for his time on the Safety committee. Karen and Jesse discussed member replacement and would like to see a full time Bayshore resident on the committee. Karen will speak with Steve and request the BOD assist in this membership request.

Roger Smith had reported he was unable to secure painting bids for the cache prior to his resignation. Jesse reported he has a friend, Jason Challenger with Challenger and Sons Painters. Jesse will speak contact Jason regarding his interest in this project.

Jesse reported he and Steve are planning to offer Bayshore members a hands-only CPR training in the coming months. Karen asked if a training AED device could be secured so members could also be instructed on AED training. Jesse will contact AHA regarding a trainer device. Karen suggested we also schedule a cache opening the same day for members.

Action Items:

- Karen and Jesse to move cache supplies into the Rubbermaid totes
- Karen to speak with Steve regarding Safety Committee member recruitment
- Jesse to contact Jason Challenger regarding the cache painting
- Jesse and Steve to schedule a future CPR/AED member training

Next meeting March 9, 2022 via Zoom

Respectfully submitted,

Karen Fitzgerald,

Policies & Procedures Committee Report

February 10, 2022

In attendance: Kenn Apel, Jennifer Berry, Kathi Lenz, Elaine Ferguson, Debbie White
Guest: Bernadette Williams

Committee met to discuss the tasks completed in January, changes to policies based on Board feedback, prepare a report to the February BOD meeting, and determine new tasks.

The Committee discussed the following:

1. Establishment of an Elections Committee: Wording changes based on Board's feedback at the January BoD meeting. Wording for proxy votes.
2. Ethics Procedures and Complaint Form: Wording changes presented based on the Board's feedback. Form submitted for complaints. Committee decided to recommend for adoption by the BoD at the February meeting.
3. Staff Job Descriptions/Evaluation Forms: tabled to March meeting.
4. Clarify P&Ps for sign fines and RVs: Discussed these issues in light of research on other HOAs. Agreed to submit wording for adoption by the BoD at the February meeting.
5. Rental of Clubhouse Checklist: Revised checklist presented. Committee agreed to recommend for adoption by the the BoD at the February meeting.
6. Procedures for Petitions and Recall of Board Members, based on Oregon Revised Statutes: Continue to work on wording at the March meeting.
7. Member concern regarding Boats: tabled to March meeting.
8. Whether a Parliamentarian is needed at Member Meetings.
9. Training on Roberts Rules of Order for Board and membership.

Future Tasks:

1. Finalize policy for voting from the floor at Member meeting
2. Complete wording for Staff Job Descriptions and Evaluations
3. P&Ps regarding petitions
4. P&Ps regarding recall of Board members based on Oregon Revised Statutes
5. Address member's concern regarding boats
6. Finish and implement new styles manual

REQUESTS FOR APPROVAL:

1. Nominations Committee section of Elections Committee, see attached
2. Ethics Procedures and Complaint Form, see attached (2)
3. Rental of Clubhouse Checklist, see attached
4. Consider appointment of a trained Parliamentarian for the Member Meeting
5. Consider Roberts Rules of Order training

Respectfully submitted,

Elaine Ferguson

Chair

Policies & Procedures Committee, 2021-2022

4 attachments

Policies and Procedures Committee

January 24, 2022 - Final draft of voting procedures, along with the nominating and elections process
Revisions from P&P meetings held Aug/Sept/Oct/Dec/Jan along with email edits & BoD comments

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.

3. 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 election's 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 member in good standing?

- Chair must receive the Declaration of Candidacy

- Information obtained from Office Assistant.

7. 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 member in good standing

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

8. Shall place in nomination, at the April Board meeting, a list of candidates for the open Board of Directors seats, along with related documentation. 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)

9. Any member deciding to run after the April 1st deadline, will be considered a write-in candidate and must be nominated from the floor at the Annual Member Meeting in May. (See #11, #12 & #13 - below)

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, 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 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

- 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, 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 closed 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 and no new ballots shall be printed. All outstanding ballots and proxies must then be collected at the direction of the Elections Chair and vote counting commences. No additional ballots, proxies or changes will be accepted.

10. Any member 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 filling 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. For the purpose of board elections, proxies must be verified and registered with the Elections Committee and tracked on the membership list. Once nominations have been closed, the ballot portion of all outstanding proxies must be collected at the direction of the Elections Chair. Any valid proxy may continue to be used, if the scope of the proxy authorized voting during the Annual Member Meeting.

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.

Procedures for Investigations of an Ethics Violation

(based on ORS 65.331 and ORS 244.260)

All who volunteer for the 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 Bayshore office

1. A 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, completed on the BBCI Ethics Violation Complaint Form, shall state the person's reason for believing that a violation occurred and include any evidence relating to the alleged violation. The individual filing the complaint must assist the Board throughout the investigation of the complaint or the complaint will be dismissed.
2. Not later than five business days after receiving a complaint under this section, the Board shall provide notice to the person who is the subject of the complaint. 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

4. 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. The individual in charge of the Preliminary Review will be henceforth known as the Investigator.
5. The Preliminary Review Phase begins on the date the complaint is filed and ends on the date the Investigator completes the statement of the facts determined during the Preliminary Review Phase. The Preliminary Review Phase may not exceed 30 days.
6. During the Preliminary Review Phase, the Investigator 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.
7. The Preliminary Review Phase is confidential. The Investigator 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.

8. At the end of the Preliminary Review Phase, the Investigator shall prepare a statement of the facts determined during the phase, including appropriate citations and relevant authorities. Before presentation to the Board, the Investigator's statement shall be reviewed by BBCI legal counsel.
9. Following the conclusion of the Preliminary Review Phase, the Investigator shall attend an executive session of the Board where the Investigator 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.
10. At the executive session, the Board shall consider the recommendation of the Investigator 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.
11. 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.
12. 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

13. If the Board makes a finding of cause to undertake an investigation, the Board shall undertake action in the Investigatory 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.
14. The Investigatory 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 Investigatory Phase may not exceed 180 days.

15. During the Investigatory Phase, the Board may seek any additional information and conduct interviews.
16. At the end of the Investigatory Phase, the Board shall discuss in executive session one of the following actions and then make a motion based on that discussion during the regular session:
 - 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.
17. 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 Investigator or the Board all favorable and unfavorable information the person collects.
18. The Board shall report the findings of any inquiry or investigation in an impartial manner. The Board shall report and shall make the findings available to the person who was the subject of the investigation and the complainant.
19. 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.

Ethics Violation Complaint Form

Complainant: _____ **Member #:** _____

Address: _____

Phone: _____ **email:** _____

Subject(s) of complaint: _____

Nature of complaint:

Which standard(s) from the Ethical Standards Statement you believe was/were violated?

Number(s) _____

I avow that I have first hand knowledge of the facts of this matter and that I will assist the BOD throughout the investigation of this complaint.

Signature _____

Date _____

Bayshore Beach Club Rental Check Off List

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

Before	BALLROOM	After
	Added decor is removed	
	Any tape is removed from walls and windows	
	Tables cleaned and disinfected	
	Spilled beverages and food cleaned from floor and furniture	
	Chair covers cleaned	
	Floors unmarred	
	Tables folded	
	KITCHEN	
	Dishes clean and in proper cabinets	
	Silverware clean and in proper drawers	
	Tables, counters, drainboard clean	
	Stovetops and ovens clean	
	All items, such as coffee servers, creamers, condiments, small appliances, etc. in proper cupboards	
	Refrigerator emptied	
	All refuse in large garbage bag by door	

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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

Bayshore Facilities Manager Signature

Date

C&R Art. II, Sec 4 (Trees?)

4. Trees, Shrubbery, and Planting No trees, hedges, shrubbery or plantings of any kind whatsoever in excess of six feet in height shall be placed, planted or maintained on any of the said property, not shall any such tree, hedge, shrub or planting be allowed to grow in excess of such height, without written permission of the Planning Committee. Provided that nothing in this covenant shall be deemed to apply to the original natural trees, shrubbery, and growth in their original location upon said property.

Signage:

Temporary signage, such as, political, real estate and others shall be allowed but shall be removed when no longer current. No permanent commercial signage will be allowed on any residential property.

Property Maintenance Violation

Placing commercial signs on property without approval or political signs or real estate signs when no longer current. Art. II, Sec 4 Fine \$25
Maybe Art II, Sec 2 Architectural Control?

C&R Article II, Section 10

Recreational Vehicles

1. Recreation Vehicles (RV) parked overnight where visible is prohibited except as noted in No. 2 below. "Recreational Vehicles" include Class A motor coaches (26'-45'), Class B motor homes (17'-23'), Class C motor homes (20'-30'), fifth wheels (22-40'), travel trailers (10'-40'), ATVs, pop up trailers (8-16'), campers, and/or similar type of property. Pickup trucks with bed-mounted canopies are permitted, as are camping vans that are the same approximate size as passenger vans.

What is the difference between minivans, passenger vans, and camper vans?

- a. Minivan – A vehicle built on a unibody small-car platform with a maximum capacity of up to 8 passengers. Typically used for personal use.
- b. Passenger van – A larger box-shaped van built on a body-on-frame platform with a maximum capacity of 12 to 15 passengers. Typically used for business purposes.
- c. Camper vans:
 - i. A minivan camper is a regular minivan converted into a place to sleep and live while camping.

- ii. Camper vans are usually slightly larger than cargo and passenger vans, which makes them easy to fit into small spaces that would otherwise be impossible with a motorhome.
- iii. Often called camper vans, Class B motorhomes are built using automotive vans or panel trucks. Due to their smaller size, they can conveniently double as your everyday driver.
- iv. A camper van has amenities such as a bed, kitchen, lights, and usually, even a small bath, and they are used for travel and camping. A day van is used for day trips such as hiking, dirt biking, fishing, or surfing and might contain a table or bench bed.
- v. Camper vans are a smaller version of a motorhome. They usually have a sleeping area for 2-3 people, a small kitchen, maybe a bathroom. Motorhomes are larger and better suited for families; most have slide-outs, a bedroom, kitchen, and bathroom.

2. Measurements for minivans (family van) and camper vans:

Type	Average Length	Average Height
Minivan (family van)	18.5 feet	6 feet
VW camper van	17.3 feet	6 feet
Micro campervan	14-16 feet	6-6.3 feet
Small campervan	15-16 feet	6.3 – 7.8 feet
Medium campervan	17-20 feet	7.3 – 9.3 feet
Large campervan	19-24 feet	8.5 – 10 feet
Box-van campervan	20-26 feet	9.8 -11.5 feet

3.

2. Members may apply for a permit to keep the RV on their property while preparing for or returning from a trip for the express purpose of cleaning, loading, and unloading. The RV may only be present while these activities are taking place with a maximum limit of five days. If the RV has been on the premises for the maximum of five days, there must be a minimum of 48 hours between the time of departure and return. The RV may not be occupied overnight. Members who do not follow the permit guidelines may have their privileges rescinded.

for 12/9/21; 2/10/22

3. Members who plan to actively participate in the construction of a new home may apply for Planning Committee approval to inhabit a RV parked on the member's lot for a limited time period not to exceed six months during construction.
4. Resident members whose daily driver is a "transit/sprinter" (size up to a "medium camper van" in above chart) van may keep it parked in their drive. It may not be parked on the street.

BUDGET COMMITTEE REPORT

As chair of the Bayshore Budget Committee, I'm requesting Craig Jacobs be appointed to the Budget Committee by the Board of Directors. Craig is currently a member of the Long Range Planning Committee. He has made some good recommendations for the coming year. Craig has agreed to serve on the Budget Committee.

The Bayshore committees need to have their budget request amounts for the coming year into the Board of Directors for approval. Budget requests need to be submitted by **March 1st** so they can be approved by the Board at the March meeting.

The Budget Committee will begin meeting after the March Board of Directors' meeting and have the draft of next years budget ready to submit to the Board at their April meeting.

Budget Committee Members:

Mary Lou Morris

Dan Gardner

Craig Jacobs (if approved)

Carolyn Gardner, Board Liaison and Secretary/Treasure

Vicki Cabral

Submitted by –

Mary Lou Morris