

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

Saturday, March 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	_____	_____
Vacant	Division 6	_____	_____
William Nightingale, President	Division 7	_____	_____

Approval of Minutes of February 19, 2022 Board Meeting

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, **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:**
 - h. Good Neighbor:** Chair Michael Vest, William Nightingale, Liaison; **No Report**
 - i. Budget/Finance:** Chair Mary Lou Morris, Carolyn Gardner, Liaison; **Report submitted**
 - j. Canal:** Chair Karin Couch, William Nightingale, Liaison; **No Report**
 - k. Special Road District:** Chair Paul Wellington; **Report submitted**

Unfinished Business

- A. Artisan Group – Clubhouse picnic space renovation**
- B. Street lights**
- C. Canal Clean-up**
- D. Cleaning the tennis court**
- E. ATV incident – Good Neighbor committee handled**

New Business

- A. Budget 2022-2023**
- B. Election Notifications.**

Member Comments

Executive Session; Employee discussion

Adjournment

BAYSHORE BEACH CLUB, INC.

MONTHLY REPORT TO BOARD

February 28, 2022

Revised

As of February 28, 2022, the 2021 Operating fund balance is \$130,998.46

As of February 28, 2022, the 2022 Operating fund balance was \$93,614.34

As of February 28, 2022, the Long Term reserve fund balance is \$369,517.39

Accounts receivable balance as of February 28, 2022 is \$ 9,996.36

Contingency Fund balance as of February 28, 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 \$4600.53 as of February 28, 2022.

There were 2 property transfers in February.

Notes:

In February, it was determined that because overdue dues were not collected at the time of a property transfer and it was too long ago, it was necessary to deduct the accounts receivable by \$3,070.19. A much closer watch is being kept on these past due accounts.

The financial reports are being prepared by

Carolyn Gardner
Secretary/Treasurer
Board member from district 5

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

- 1) Date report submitted: March 14, 2022. Report covers February 10- March 10, 2022
- 2) Since last report:
 - a) PC is continuing to clean up Construction/Violations Log.
 - b) New Construction:
 - i) Had meeting with contractor and owner to clarify sand movement onto property.
 - ii) Two new homes submitted. 1 approved.
 - c) Height Variance:
 - i) One HV sent out to community
 - ii) One HV being considered but additional information needed before submitting to the community.
 - d) Projects: (submitted/approved)
 - i) Fence- 3/2 (Seeking clarification on front setback prior to approval of second application)
 - ii) Painting- 2/2
 - iii) Roof Extension- 1 (Seeking further information before approval)
 - iv) Deck – 1/1
 - v) Greenhouse- 1/1
 - e) Permits:
 - i) RV-
 - ii) Boat- 1
 - f) Complaints filed:
 - i) Unkept property- 1 (Second complaint on same property. Working with property owner)
 - ii) Sign-
 - iii) Boat-1. (Boat is to be removed from property)
 - iv) Trees- 2
 - v) Lights- 1
 - vi) RV- 2 (both have been resolved)
 - g) Complaint Letters
 - i) Informational- 3
 - h) Other
 - i) Responded to various questions regarding manufactured homes, “tiny” homes, sand removal and potential purchasers of Bayshore properties.

To: BBC Policy Committee

From: Craig Jacobs, Chair Physical Assets and Long Range Reserve Fund Committees

Date: 2/21/22

Below are my recommendations for changes to Policy C-7 Physical Assets Committee, and C-8 Long Range Reserve Committee.

Reasons for the Changes: These two committees have many of the same or very closely related duties, responsibilities, and functions. There is no need for two separate committees. It is difficult at times to find volunteers to serve, and the more committees the more volunteers are needed. The below recommended change combines two committees into one and consolidates the duties, responsibilities, and functions into one committee. It eliminates the need for coordination of two committees by the combination into one and this saves time for volunteers and the Board. It simplifies Board reports and appointments as there would be just one committee reporting to the Board.

Action required: Combine the two committees (C7 & C8) into one "Long Range Reserve and Physical Assets Committee".

New Policy should read as follows:

C7 Long Range Reserve and Physical Assets Committee Membership

1. The Committee consists of two or more members in good standing. Volunteers are appointed by the Board. The Facilities Manager(s) will participate as active ex officio member to the committee.
2. Members should have varying backgrounds including, but not limited to, knowledge of maintenance, construction, budgeting, planning and/or other closely related fields.
3. Members should expect to contribute two to eight hours per month as needed.
4. Members should expect to receive existing documents and have access to office files related to Physical Assets and the Reserve Fund.
5. Bayshore governing documents are on-line for members to access.

Duties and Responsibilities

1. Formulates and updated long range planning documents
2. Commission and oversee preparation of a written report of the overall health of the BBC physical assets. If so directed by the BBC Board, issues related to the canal may be done by a separately appointed committee or consultant.

3. Prepares scope and schedule of long range Reserve Fund revenues, expenditures, and capital projects, and submits them to the Board for approval.
4. Provide annual budget request to the budget committee and/or Board.
5. Provide advice and support and works closely with the Facilities Manager.
6. Provide assistance purchasing, inspection, securing consulting services, preparing bid documents, and capital expense management.
7. Coordinates with other committees for the betterment of Bayshore.
8. Provide regular inspections of BBC physical assets and recommends maintenance items that may be needed to the Facilities Manager or Board.

Ethical Standards

1. Members are expected to work cooperatively with the Facilities Manager whose job it is to maintain BBC physical assets and keep operating and capital expenditures cost effective.
2. Members are expected to tour physical assets regularly.
3. Members may not take actions that result in direct financial benefit to themselves, must declare any direct conflict of interest prior to any discussion, recommendation, vote or other action on an issue.
4. Members are expected to behave in a professional manner when dealing with membership, Board, staff and each other.

DATE: Saturday, March 19th 2022

TO: Bayshore Board of Directors

FROM: Bob Tunison, Facilities Manager

SUBJECT: March, 2022, Board Report

PROPOSED RETURN TO WORK:

I have completed my schedule of both physical and occupational therapy sessions well ahead of the anticipated date and expect to receive a written release from my doctor to return to work in mid-April. Assuming the board approves of my return to work on Monday, April 18th, I will immediately, on that date, start preparing the pool, filters, heater, locker rooms, etc., for the opening of the pool on Wednesday, May 25th, for the 2022 season (see proposal for opening/closing dates of the pool below). I would like to thank the board for their support during a very difficult recovery.

POOL GATE REPAIR:

The pool gate has been repaired which required the removal of the pool gate post from the concrete deck surface and its replacement. Unfortunately, the replacement was not located properly and the work will need to be repeated. I have spoken with Darrin Goodrick and he will replace the post again without any further charges. The work will be completed well ahead of the opening of the pool.

PROPOSED OPENING/CLOSING DATES...2022 POOL SEASON:

In following the rationale used in previous years, I am proposing for the board's approval, that the opening date for the pool's 2022 season be the Wednesday prior to Memorial Day which would fall this year on: **Wednesday, May 25th**. I am also proposing that the last day of the 2022 pool season be set for the last Sunday in September which would fall this year on: **Sunday, September 25th**.

MY PERSONAL THANKS:

Over the past 3-months and beyond the board's support, I have received general support and encouragement from many Bayshore members and, specifically, support in the form of a myriad of meals and food provided by members as well. Your thoughtfulness was appreciated more than you can imagine and made it much easier to get through a difficult time of getting back on my feet. Words cannot adequately express my appreciation but I assure you that the warmth I felt during this difficult time will stay with me for a very long time. Thank you.

Bayshore Safety Committee Meeting Minutes 3-1-22 1:30 pm

Attendance: Karen Fitzgerald, Chair, Steve Sager, BOD liaison, Jesse Peters

Cache painting: Jesse has contacted Jason Challenger regarding his interest and availability to paint the Cache. Jason requested some photos of the unit prior to providing a painting estimate. Karen stated she has some recent photos and will forward to Jesse. The committee was informed by Carolyn Gardner that the painting expense would be coming from the safety committee budget. Steve mentioned he had memory of being informed that cache painting had been previously approved by the Board and separate funds had been allocated, although he was unable to locate any minutes that reflected this.

Budget: Karen reported that the 2022-2023 Safety Committee budget request was due to the Bayshore office today. The committee discussed the impact the cache painting would have on this and next years budgeted funds. The committee would like to keep the cache painting expenses within a reasonable range. The committee agreed that depending on timing of the cache painting, the budgeted funds should also be used for necessary cache supply replacements and new items, such as metal shelving. Utilization of this year's funds will be discussed in the coming months.

Membership: Karen had mentioned at the last BOD meeting that a member had recently resigned, and the committee would welcome any Bayshore members interested in joining the committee.

The committee had previously discussed offering a hand only CPR/AED class for Bayshore members in the late spring to early summer. Due to work duties and commitments for Steve and Jesse, this offering will be tabled for the moment.

The moving of cache supplies from cardboard boxes to the Rubbermaid Totes was discussed by the committee. Karen and Jesse will continue to work together on completing this in the coming months.

Action Items:

- Karen to send Jesse cache photos
- Jess to follow up with Jason Challenger regarding cache painting
- Karen to submit the 2022-2023 Safety Committee budget request to the office today
- Karen and Jess to complete transferring cache supplies into the Rubbermaid totes
- Steve to check status and condition of AED in the Clubhouse

Next meeting April 1, 2022, 1:30 pm via Zoom

Respectfully submitted,

Karen Fitzgerald,

Policies & Procedures Committee Report

March 4, 2022

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

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

The Committee discussed the following:

1. Establishment of an Elections Committee: Final wording based on Board's feedback. Wording for proxy votes.
2. Staff Job Descriptions/Evaluation Forms: The staff job descriptions and evaluations forms were updated. We discussed the importance of written comments and added a place for comments on attendance. It was noted that as our two office staff have settled in to their positions, that the job descriptions have changed. We decided to ask staff to review these documents and note any inaccuracies.
3. P&Ps for sign fines and RVs: Passed this on to the Planning Committee for their approval.
4. Procedures for Petitions and Recall of Board Members, based on Oregon Revised Statutes: Tabled to the April meeting.
5. Member concern regarding Boats: tabled to April meeting.
6. A member asked us to clarify our policy for reimbursements. We will look into this and create a form.
7. A member questioned if committee volunteers were vetted to determine if they are "members in good standing." We will research this.
8. Add a requirement to the Board of Directors duties: "Each Board member must serve as a liaison to at least one committee." We decided to recommend this language for adoption by the BoD at the April meeting.
9. Suggestions were made by the Chair of the Long Term Planning Committee.
 - A. Increase the amount of money for the requirement of informal bids that is more in line with today's charges for work. We decided to further discuss this idea.
 - B. Combine the Long Range Planning and Physical Assets Committees—these committees have very similar duties and it has been difficult to fill both. Send this suggestion on to the BoD for adoption at the March meeting.

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
7. Rewrite policy regarding bids for projects
8. Revisit the Ethics Procedures based on out HOA attorney's feedback

REQUESTS FOR APPROVAL:

Report

1. Elections Committee, see attached
2. Combine the Long Range Planning and Physical Assets Committees, see attached
3. Revision of Board of Directors duties, see attached

Respectfully submitted,

Elaine Ferguson
Chair
Policies & Procedures Committee, 2021-2022

3 attachments

Policies and Procedures Committee

Election Committee

1. The Election 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 Election 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 Election Committee shall receive an informational packet containing the following:
 - Nominating and Election 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 Election Committee

1. The committee is responsible for running the election 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 Bayshore Beach Club 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 completed 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 Election Committee, shall verify mailed and hand delivered ballots and proxies with the Master 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 Master 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 Election Committee Chair and vote counting commences. No additional ballots, proxies or changes will be accepted.

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

11. The total number of ballots must be reconciled with the Master Membership List. Any errors or inconsistencies on a ballot or proxy, that would invalidate it, must be noted, but the member will not be contacted to correct the the problem. This information will be included in the final election report to the Board of Directors.

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. Board positions will be filled with priority given to a full-term or the longest remaining term within each division.

13. The Chair of the Election 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 Election Committee is complete.

14. All ballots and tally sheets for the election, 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 election 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 the query is filed, 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 with Oregon law.

- Amendments to the Bayshore Beach Club Bylaws.

- 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 they are valid and registered with the Election Committee and tracked on the Master Membership List. Once nominations have been closed, all outstanding ballots must be collected at the direction of the Election Committee 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.

B2 Duties and Responsibilities of the Board of Directors:

1. Exercises corporate powers and conducts all the business and affairs of the HOA.
2. Elects, removes, prescribes duties, and fixes compensation of all other officers, agents, and employees.
3. Elects from the Board a President, Vice-President, and Corporate Secretary to serve one-year terms.
4. Keeps and posts all minutes. Keeps as permanent records: minutes of meetings of members and Board of Directors; corporate actions taken without a meeting; and actions taken by committees of the Board in place of the Board on behalf of the HOA. Ensures that required records are kept per ORS 65 and 94.
5. Authorizes disbursement of HOA funds. Provides a financial statement to be mailed to all members with the notice of the annual meeting, presents a proposed budget to the membership for consideration at the annual meeting, and provides a summary of the adopted budget within 30 days of approval. Fixes the annual dues as proscribed in the Declaration of Covenants and Restrictions (C&Rs) and bylaws.
6. Appoints Directors to fill vacancies, with all divisions represented if possible and no more than two Directors from any one division.
7. Removes or suspends officers by a majority vote.
8. Appoints the Secretary-Treasurer and members of the approved committees.
9. Enforces the C & Rs.
10. Exercises the powers granted and carries out the duties assigned by law in such a way as to best meet the needs of the HOA.
11. Establishes policy, reserving all authority and responsibility not expressly assigned to other officers and personnel.
12. Develops long term plans, goals, priorities, objectives, and timelines.
13. Regulates the use, maintenance, repair, replacement, and modification of common property, and causes additional improvements to be made.
14. Reviews the insurance coverage of the HOA annually.
15. Imposes charges for late payment of assessments and attorney fees related to collection of assessments. After giving written notice to the Member and an opportunity to be heard, levies reasonable fines for violations of the declaration, bylaws, rules and regulations of the HOA.
16. Defends against any claims, proceedings, or actions brought against the HOA.
17. Approves the annual budget, monitors finances, and sets policy or takes action to ensure the fiscal integrity of the HOA.

18. Orders an annual review of the financial statement by an independent CPA as deemed prudent, and ensures that necessary income tax returns are prepared and filed annually on a timely basis.
19. Authorizes emergency expenditures exceeding budgeted amounts when necessary for protection of HOA property or interests.
20. Provides for the indemnification of its officers and Board of Directors and maintains liability insurance for them.
21. Selects a Board member (may not be the President or member eligible for reelection) to form the Nominating Committee and approves the appointment of two members-at-large to serve on the Nominating committee. A BOD member who is eligible to run for election should not be serving on this committee. See Nominating Committee Section
22. A majority of the board may call special meetings of the board of directors at any time; personal notice must be given to all board members by the Corporate Secretary at least 7 days in advance (unless a majority of directors concur in the call for the meeting with less notice, but in no event less than 3 days). A majority of the board may also call a special meeting of the members for which notice must be provided to all members in writing by the Corporate Secretary no less than 20 or more than 50 days prior to the meeting.

Special Meetings

The President of the Board may call special meetings of the Board of Directors at any time. Notice must be given to all Board members by the Corporate secretary at least 7 days in advance (unless a majority of Directors concur in the call for the meeting with less notice, but in no event, less than 3 days).

A majority of the Board may also call a special meeting of the members for which notice must be provided to all members in writing by the corporate secretary no less than 20 or more than 50 days prior to the meeting.

Duties and Responsibilities of Individual Board Members

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.
11. Board members shall serve as liaison to at least one committee.

Social Committee Report for March 2022

Mondays & Thursday's – Afternoon walking group. Please meet in front of Clubhouse at 4:00pm.

4/16/22 – Saturday (4-6p) Ice Cream Social after the BOD meeting. Right after the April BOD meeting, your Social Committee will be having an Ice Cream Social. Come mingle with members while enjoying a tasty treat with all fixins.

Mark your calendars -

6/25/22 – Saturday, 3k/5k walk/run (9-11a) – The Bayshore Artisans Group is having a fundraiser to help raise funds for the planned Gazebo. Join fellow members in either a 3k or 5k walk/run event throughout Bayshore.

6/25/22 – Saturday, Meet n Greet BBQ – 11-3 –After the 3k/5k, stick around and hang out while enjoying music from Weird Science, while eating hamburgers & hot dogs. This is open to all members! Weird Science will be bringing you music from 12-3p.

We really need volunteers to help with either the walk/run event and or the Meet N Greet. Please contact: social.bayshorebeach@gmail.com

Roger Smith
Social Committee Chair

BUDGET COMMITTEE REPORT
MARCH BOARD OF DIRECTORS MEETING

The Budget Committee will have their first meeting on March 25th.

The various Bayshore Committees have been asked to submit their requests for the 2022-2023 year.

We have received requests/reports from the following committees:

Canal Committee – Written request for \$3500. (See attached)

Social Committee – Written request for \$5000. (See attached)

Safety Committee – Written request for \$1100. (See attached)

Planning Committee – Written request for \$500. (See attached)

Long Range Planning/Physical Assets Committee – Detailed report was submitted for Board review at the January 2022 meeting. Board reviewed the report and decided to forward the report/requests to the Budget Committee for the 2022-2023 budget, minus the 3 new requests from the Facilities Manager. These 3 items were tabled. Written request for \$56,500. (See attached)

The following committees have not submitted requests for the 2022-2023 year:

Board of Directors - \$150 was budgeted for last year and \$345 has been spent through February. Some of the expenditures should have been charged to other line items in the budget. Does the Board want the amount for the coming year to remain at \$150?

Communications Committee - \$300 was budgeted for last year and \$255 has been spent through February. Since there is no committee, does the Board want the amount for the coming year to remain at \$300?

Doggie Pot Station - \$1,000 was budgeted for last year and \$0 has been spent through February. I don't believe there was a committee for this. Does the Board want to cancel this committee and not have a line item in the 2022-2023 budget?

The budget requests from the Bayshore committees need to be approved at the March BOD meeting.

**In the past there has been a Spring Clean-up Committee that organized a Bayshore clean-up of noxious weeds and yard debris. This has been done in April or May. There is \$2000 in this year's budget for this event. Does the Board want to do this event this year and if so a committee needs to be formed. Bobbie MacPhee and Dick Meloy organized the last clean-up in 2020, I believe.

Submitted by

Mary Lou Morris, Budget Committee Chair

BAYSHORE SPECIAL ROAD DISTRICT
Meeting Minutes for
February 22,2022@1PM

ATTENDANCE:

Paul Wellington-Chairman
Tim Malone-Treasurer
Dennis Engeldorf-Secretary (By Telephone)

The meeting was called to order and the minutes from the January 18, 2022, meeting was approved.

PUBLIC COMMENT:

There was no public comment.

OLD BUSINESS:

Division 2 paving project.

Bid specification sheets were sent out for the Division 2 paving project. Road and Driveway of Newport and Knife River of Corvallis returned bids. The bids were reviewed and discussed by the BSRD board. The BSRD board voted unanimously to accept the bid of \$89540.04 from Road and Driveway of Newport. Paul Wellington (The official contact person for Road and Driveway) will notify R&D of our acceptance of their bid. Dennis Engeldorf (The official contact person for Knife River) will notify Knife River of the board's decision and thank them for their bid. Tim Malone (BSRD Treasurer) will send Road & Driveway an official letter accepting their bid. The project will be scheduled after the end of fiscal year June 2022.

Traffic Audit

Paul Wellington (The official contact person for this project) has contacted 3 engineering firms for bids on this project. The firms were:

1. Kittelson Engineering
2. Nemarian Engineering Assoc.
3. DKS Engineering

Kittelson Engineering responded with a bid. No response was received from the other 2 firms. The BSRD Board reviewed the bid proposal, and it was forwarded to our legal counsel for review. Our legal counsel has made recommendations, which the Board will review and discuss at our next meeting.

NEW BUSINESS.

Road Signs

Tim Malone (The official contact person for Darrin Goodrick) will have signs made from the Public Sign Shop and have Darrin replace the missing street signs at the Parker/Dolphin intersection in Bayshore.

Pioneer

Ken Field of Pioneer will make a presentation about what Pioneer needs to do in the right of way in Bayshore.

Mokmak Road

A Bayshore member has contacted the BSRD about a road issue along Mokmak Road. He is concerned that Dahl garbage trucks are damaging areas along the edge of the pavement. The Bayshore member, Tim Malone, and Darrin Goodrick will schedule a meeting to check on any potential damage and see what can be done to resolve the issue.

Wave

Any Bayshore member having issues with Wave needs to contact them directly, as BSRD has nothing to do with these issues.

Streetlights

Any Bayshore members having an issue with streetlights, needs to contact the Board of Directors of Bayshore, as the BSRD has nothing to do with Bayshore streetlights.

BILLS.

Tim Malone (BSRD Treasurer) submitted four bills for payment.

1. Payment of \$2995.00 to US Federal Contractor Registration to maintain the district's registration with the federal government's SAM (System for Award Management) so that we could quickly access funding from the government agencies, such as FEMA, if the need should arise. This fee provides five years of coverage and interaction with our case worker.
2. Payment of \$3485.88 To Waldport Ready Mix for 2 trucks working for 2 days in December to remove sand from the South end of Bayshore.
3. Payment of \$245.00 to Local Government Law Group to review and consult on contract rules and process regarding the traffic study.
4. Payment of \$960.00 to Waldport Storage Co. for one year rental of our storage unit.

The bills were reviewed and the BSRD Board voted unanimously to pay the bills.

BAYSHORE SPECIAL ROAD DISTRICT'S MEETING DATE

The next Bayshore Special Road District (BSRD) meeting is scheduled for MARCH 22,2022 @1PM in the upper board room of the Bayshore Club House.

With no further business the meeting was adjourned.