

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

Saturday, APRIL 16, 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 March 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: **Report Submitted**
 - c. Facilities:** Bob Tunison, Facility Manager: **No Report**
 - d. Safety:** Chair Karen Fitzgerald, Steve Sager, Liaison: **No Report**
 - e. Policies and Procedures:** Chair Elaine Ferguson, Kenn Apel, Liaison: **Report submitted**
 - f. Social:** Chair Roger Smith, Vacant, Liaison: **Report Submitted**
 - g. Communications:** **No Report**
 - h. Good Neighbor:** Michael Vest, William Nightingale, Liaison: **Report submitted**
 - i. Budget/Finance:** Chair Mary Lou Morris, Carolyn Gardner, Liaison: **Report Submitted**
 - j. Canal:** Chair Karin Couch, William Nightingale, Liaison: **Verbal Report**

Unfinished Business

- A. Executive session vote**
- B. Artisan Group – Clubhouse picnic space renovation**
- C. Cleaning the tennis court and water update**

New Business

- A. Election information / Candidates announced.**
- B. Change to Bylaws for hiring outside company (potential to fulfill planning requirements)**

Member Comments

Executive Session

Adjournment

BAYSHORE BEACH CLUB, INC.

MONTHLY REPORT TO BOARD

March 31, 2022

Revised

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

As of March 31, 2022, the 2022 Operating fund balance was \$97,297.08

As of March 31, 2022, the Long Term reserve fund balance is \$369,520.23

Accounts receivable balance as of March 31, 2022 is \$ 9,516.60

Contingency Fund balance as of March 31, 2022 is \$18,016. At the March board meeting \$3,300 were designated for the gazebo project. \$6,400 were designated for the connecting the water for Mackey Park. These funds have not yet been spent so they haven't been moved in the books.

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 \$9,303.29 as of March 31, 2022.

There were 9 property transfers in February.

The financial reports are being prepared by

Carolyn Gardner
Secretary/Treasurer
Board member from district 5

Planning Committee Report to the Board of Directors, April 16, 2022

- 1) Date report submitted: April 9, 2022. Report covers March 11 – April 7, 2022
- 2) Planning Committee Membership Update
 - a) PC member Ray Gamel submitted a letter of resignation from the Planning Committee effective March 30, 2022, leaving two committee members along with the Board Liaison.
 - b) PC Chair Moses Nijmeh will soon be moving from Bayshore and will no longer be available to serve on the PC. His move will likely take place in April. This will leave only one PC member along with the Board Liaison. When Mr. Nijmeh is no longer able to serve on the Planning Committee, the Planning Committee will not be a functional committee and will no longer be able to take action on construction applications or complaints. The Board Liaison will be traveling and away from Bayshore for several weeks of the remaining time leading up to the Annual Members Meeting.
 - c) **Clearly additional Planning Committee members are needed!** PC members and the Board Liaison have invited many people to serve with them on the Planning Committee. So far there has been no positive interest.
 - d) Following the Members Meeting and the election of new Board Members, the Planning Committee Board Liaison, Tom Hurt, will no longer be able to serve as the PC Board Liaison. He has personal life schedule changes that will no longer allow him to give the time needed to serve on the PC. Therefore, a new Board Liaison to the Planning Committee will need to be assigned following the May elections.
- 3) Since last report:
 - a) PC is continuing to clean up Construction/Violations Log.
 - b) New Construction:
 - i) Continued work with owner and contractor where construction has not proceeded, and sand movement remains a problem. Sent email of potential fines.
 - ii) Manufactured Home approved.
 - iii) Home construction application approved along with Height Variance.
 - c) New Construction Completed- 1
 - d) Height Variance:
 - i) One HV approved.
 - e) Projects: (submitted/approved)
 - i) Fence- 2/2
 - ii) Painting- 3/3
 - iii) Roof Reconstruction- 1 submitted but will need a Height Variance
 - iv) Roof extension and painting- 1 submitted (Requested elevations and plot plans.)
 - f) Permits:
 - i) RV-
 - ii) Boat- 1
 - g) Complaints filed:
 - i) Unkept property- Continuing to work with owner to see this resolved.
 - ii) Sign- 1 (Called owner to request that renter remove banner.)
 - iii) Trees- 1
 - iv) RV- 1 (Did research and owner had valid RV permit)
 - v) Dog -1

- h) Complaint Letters
 - i) Informational- 2
- i) Complaints Resolved
 - i) Trees- 1
 - ii) Boat- 1
- j) Other
 - i) Contacts made with realtor regarding fences and removal of sand.
 - ii) Referred questions regarding filling of culvert to Bayshore Road District.

LRPA Committee Report April 2022

I contacted Seal Rock Water District to request the service connection at Mackey Park. They contacted me back after a field inspection and told me the main line is across the street and we would have to pay the \$5170 connect fee plus the cost of cutting and patching the road and bringing the line to the park. They charge this on a " time and material basis " and now estimated it at between \$2500-3000. Then we would have to plumb in the hose bib service at an estimated \$900. This would bring the total estimate to \$9070 versus the original estimate I asked for, and the board approved , of \$6400. A difference of \$2670 more. I have asked Seal Rock to hold on the request until I get direction from the Board.

I met with the Chair of the budget committee and went through the LRPA Committee budget requests in detail both regular budget recommendations and Capital Projects requests for the 2022 budget. I appreciate the Budget Committee's attention to detail and recognize the difficult task they have putting together the budget request for the Board's review and consideration.

I submitted a policy and procedures change to the P&P Committee to update the vendor request (bidding) policy. The existing policy is out of date, is not in line with today's bidding climate or costs for goods, and does not provide a reasonable method of securing consulting or professional services. I provided the committee with a new draft bidding policy for their consideration. I appreciate the P&P Committee's work and cooperation getting our Policies and Procedures updated.

Respectfully, Craig Jacobs, Chair LRPA Committee

Policies & Procedures Committee Report

April 6, 2022

In attendance: Kenn Apel, Kathi Lenz, Elaine Ferguson, Debbie White

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

The Committee discussed the following:

1. Staff Job Descriptions/Evaluation Forms: Tabled to May
2. P&Ps for sign fines and RVs: Passed this on to the Planning Committee for their approval. They then can submit it to the BoD
3. Procedures for Petitions and Recall of Board Members, based on Oregon Revised Statutes: Debbie prepared a draft policy. We discussed it and tweaked it, then agreed to submit this to the BoD for approval at the April meeting.
4. Member concern regarding Boats: Elaine will continue to work on this policy.
5. Good Neighbor Committee: we discussed the confusion about what the intent is of this committee. We will consider it after the May member meeting.
6. Policy for reimbursements. Elaine created a form. We agreed to recommend it to the BoD for adoption at the April meeting.
7. Nominating Committee: after a lengthy discussion, we will recommend some revisions to this policy. See attached.
8. Voting from floor at Member Meeting: Debbie is offering a training on Roberts Rules of Order to the BoD, all the candidates, and any member who is interested on April 27 at 10:30 am via Zoom. The training should answer this question.

Future Tasks:

1. Complete wording for Staff Job Descriptions and Evaluations
2. Complete policy regarding boats
3. Finish and implement new styles manual

REQUESTS FOR POLICY APPROVAL:

1. Petitions and Recall of Board member, see attached
2. Reimbursement Form, see attached
3. Templates to assist Nominating (2)
4. Templates to assist the Elections Committees (4)

Respectfully submitted,

Elaine Ferguson
Chair

Policies & Procedures Committee, 2021-2022

8 attachments

Petitions

- 1 - Members have rights to petition the BOD to take action.
- 2 - The purpose of the petition must clearly state the issue(s).
- 3 - The petition must be signed by, a minimum of 50, Bayshore members and submitted to the BOD with any supporting documentation by the contact person bringing forth the issue(s).
- 4 - If the petition and supporting documentation is submitted, at least a week (7 days) prior to a Board of Director's next meeting, the BOD will allow sufficient time for Bayshore members to address the Board regarding the issue(s).
- 5 - If the petition and supporting documentation is submitted, less than a week prior to a Board of Director's meeting, the BOD will allow sufficient time to address the Board during the following meeting.
- 6 - With the exceptions of a Recall Petition, the BOD has until the following board meeting to respond, in writing, to the issue(s). All proceedings shall be included in the minutes.

Recalling a member of the Board of Directors

- 1 - Any elected member of the Board of Directors may be removed, with cause, by the Bayshore membership for violating the Articles of Incorporation, Bylaws, and/or the Ethical Standards in Board of Directors Policies and Procedures.
- 2 - Board of Directors who were appointed by the BOD, can only be removed by the Board.
- 3 - The Recall Petition must be signed by, a minimum of 100, Bayshore members and submitted to the BOD listing the specific violation(s), along with supporting documentation and the contact person who is bringing forth the Recall Petition(s).
- 4 - A separate Recall Petition must be completed for each member of the board being recalled.
- 5 - Upon receipt of a Recall Petition, the BOD must call a special meeting of the board to address the issue(s). The special meeting will allow for sufficient time for Bayshore members to address the board regarding the Recall Petition(s).
- 6 - If there is no resolution at the special meeting of the BOD, then a special Recall Election shall be held. The procedure will be the same as the annual elections, excluding the Nominating Committee.
- 7 - The Recall Election will be included with the annual elections, if the process of the Nominating Committee has already been appointed.
- 8 - A director may be removed from office by a majority of the votes cast.

Expense Reimbursement Form

BBCI Letterhead

Member Name: _____ # _____

Address: _____

Reason for expense:

Date Board of Directors approved expense: _____

Itemized expenses: please attach receipts

Date	Description	Amount

Member signature Date

Approved by Title Date

Dear Members,

Bayshore Beach Club needs you!

We are entering our elections season with elections for the Board of Directors coming up this May. Please consider volunteering to run for one of the open seats.

If you want to run, you must own property in the Division for which you are running. Seats are open in:

Division X, term ending X/XXXX

Division X, term ending X/XXXX

Division X, term ending X/XXXX

ANY member in good standing may run for these seats, however, there cannot be more than two individuals from any one Division on the Board:

Open Seat #8: reason, term ending X/XXXX

Open Seat #9: reason, term ending X/XXXX

You may run for the Board by contacting the Bayshore Office at 541-563-3040, office@bayshorebeach.com, or dropping by the office (open 11:00 am-3:00pm Monday-Friday, 10:00 am-2:00 pm Saturday) to pick up a candidate's packet. Should you need accommodations, we can send the packet to you by email.

Applications for Board candidates are due in the office or via email by April 1, 202X before 2:00 pm.

ONGOING VOLUNTEER OPPORTUNITIES:

We also have opportunities to serve on the following committees. You could actually start tomorrow on any of these! :-))

1. Elections Committee, short term commitment- April 2-May 21, 2022
2. Communications
Also looking for an editor for our monthly newsletter, The Breeze
3. Planning Committee
4. Safety Committee
5. Social Committee
6. Policies & Procedures Committee

If volunteering for a committee, you may leave you name at the office or contact your Division Director.

Thank you so much for any service you can provide. It will strengthen our community!

Your 202X Nominations Committee

List of Board of Directors - Study of Staggered Terms - Raw Data

Division	2015-2018	2016-2019	2017-2020	2018-2021	2019-2022	2020-2021	2021-2024	2022-2025	2023-2026
1		2016-2019 Elected/Completed		2019-2022 Elected/Resigned			Next Full Term 2022-2025		
1	No Data			2018-2021 Elected/Completed		2021-2024 Elected - Current			
2	2015-2018 Elected/Completed			2018-2021 Elected/Resigned		2021-2024 Elected/Resigned			
2	No Data				2019-2022 - Elected/Resigned		Next Full Term 2022-2025		
3	(2013-2016)	2016-2019 Elected/Completed				2021-2024 Elected - Current (may fill 2020-2023?)			
3		2016-2019 Elected/Resigned				2021-2024 Elected/Resigned (may be 2019-2022?)			
3			2017-2020 Elected/Completed		2020-2023 Elected Resigned		Next Full Term 2023-2026		
4	(2013-2016)	2016-2019 Elected/Completed		(2019-2022)			Next Full Term 2022-2025		
4			2017-2020 Elected/Completed		2020-2023 Elected/Resigned		Next Full Term 2023-2026		
						2021-2024 Elected - Current (may fill 2020-2023?)			
5				2018-2021 Elected/Completed		2021-2024 Elected - Current			
5				2018-2021 Elected/Resigned					
6			2017-2020 Elected/Completed		2020-2023 Elected - Current		Next Full Term 2023-2026		
6	No Data of second set...						Suggest Next Full Term 2022-2025		
7	2015-2018 Elected/Completed		(2018-2021)			(2021-2024)			
7					2019-2022 Elected - Current		Next Full Term 2022-2025		

List of Board of Directors - Suggested Staggered Terms

Division	2019-2022	2020-2023	2021-2024	2022-2025	2023-2026	2024-2027	2025-2028	2026-2029	2027-2030
1			2021-2024 (Kenn Apel Elected 2021)		2024-2027				
1				2022-2025		2025-2028			
2			2021-2024		2024-2027				
2				2022-2025		2025-2028			
3				2022-2025		2025-2028			
3		2020-2023 (Steve Sager Elected 2021)		2023-2026					
4				2022-2025		2025-2028			
4		2020-2023 (Tom Hurt Elected 2021)		2023-2026					
5			2021-2024 (Carolyn Gardner Elected 2021)		2025-2028				
5		2020-2023		2023-2026					
6		2020-2023 (Mark Mugnai Elected 2020)		2023-2026					
6				2022-2025		2025-2028			
7			2021-2024		2025-2028				
7	2019-2022 (William Nightingale Elected 2019)			2022-2025		2025-2028			

Template A2 goes with Template A

Open Seats for 2023

(Predictions as of April 2022)

Division 1 - **Current Board - 2024**
Current Board - 2025

***Division 2 - Open 2-year (2025 - fill first for 2)**
*Open 1-year (2024 fill second for 2)

Division 3 - **Open 3-year (2026 - fill first for 3)**
*Open 2-year (2025)

Division 4 - **Open 3-year (2026 - fill first for 4)**
*Open 2-year (2025)

Division 5 - **Current Board - 2024**
*Open 3-year (2026)

***Division 6 - Open 3-year (2026 - fill first for 6)**
*Open 2-year (2025)

***Division 7 - Current Board - 2025**
Current Board - 2024

***First Priority**

*Fill in order of votes after first priorities are filled

Bayshore Ballot Count - May 21, 2022

Sheet # _____

Tally of votes by Counter #1 _____ Verified Counter #1
 Tally of votes by Counter #2 _____
 Total number of ballots counted _____ Total number of ballots counted _____

	Total			Total
Name Division _____				
Name Division _____				
Name Division _____				
Name Division _____				
Name Division _____				
Name Division _____				
Name Division _____				
Name Division _____				
Write in name Division _____				
Write in name Division _____				
Write in name Division _____				
Write in name Division _____				

Bayshore Ballot Count - May 21, 2022

Sheet # _____

Tally of votes by Counter #2 _____ Verified Counter #2
 Tally of votes by Counter #1 _____
 Total number of ballots counted _____ Total number of ballots counted _____

		Total		Total
Name Division _____				
Name Division _____				
Name Division _____				
Name Division _____				
Name Division _____				
Name Division _____				
Name Division _____				
Name Division _____				
Write in name Division _____				
Write in name Division _____				
Write in name Division _____				
Write in name Division _____				

Bayshore Ballot Count - May 21, 2022

Final Tally Sheet

Total from Total from Total from Total from Total from Total from
 Sheet # Sheet # Sheet # Sheet # Sheet # Sheet #

Totals **Election
Placement**

Name Division _____								
Name Division _____								
Name Division _____								
Name Division _____								
Name Division _____								
Name Division _____								
Name Division _____								
Write in name Division _____								
Write in name Division _____								
Write in name Division _____								
Write in name Division _____								

Verified by _____ & _____

Letter Head
Annual Meeting - May 21, 2022
Ballot for Board of Directions

Select up to five (5) candidates

Vote	Name	Division
		7
		7
		7
		7

Vote	Name	Division
		1
		5
		6
	Write-in	
	Write-in	
	Write-in	

This ballot must be returned by mail no later than Friday, May 20, 2022 or be presented in-person at the Annual Meeting on May 21, 2022 immediately following the closing of nominations at the meeting. If a proxy has been granted and registered with the Election Committee, this ballot must also be returned immediately following the close of nominations.

Letter Head

Member Proxy

Must be registered with the Elections Committee prior to the start of the Annual Meeting.

Know by these present that the undersigned, being a member of Bayshore Beach Club, Inc. and being entitled to vote at all meetings, hereby appoints (Name) _____ (Member Number) _____, who is the member of my choice, as my proxy to attend the Annual Meeting of Bayshore Beach Club, Inc. to be held May 21, 2022 at 1:00 PM, at the Bayshore Beach Club clubhouse, Westward Street, and Oceania Drive, Bayshore Subdivision, with full power to vote and act for me in my name.

Name: _____

Membership Number: _____

(Please Print)

Signature: _____

Dated: _____

Valid only for Annual Meeting held May 21, 2022

Social Committee Report for April

The Social Committee met on Saturday, April 2, and welcomed 2 new members: John & Carol Westhafer. We discussed our upcoming activities with them. They are excited and eager to get involved with the community.

4/16/22 – Saturday (3:30p– 5:00p, or until supplies last) Ice Cream Social. 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 fixings. You don't need to attend the BOD meeting.

6/25/22 – Saturday, 3k/5k walk/run (9:00 – 11:00a) – The Bayshore Artisans Group is holding a fundraiser to help raise funds for the planned Gazebo Project. Come join fellow members in either a 3k or 5k walk/run event throughout Bayshore. See Registration Form at bottom of page for more information and sign up.

6/25/22 – Saturday, Meet & Greet BBQ – 11:30a – 3:30p. After the 3k/5k, stick around and hang out with other members while enjoying burgers & dogs, games, and listening to music from Weird Science. This is open to all members (limit of 4 guests per member). Weird Science will be playing music from 12-3p. Please RSVP to: social.bayshorebeach@gmail.com before June 22nd.

If you would like to get involved with upcoming social activities, drop us a line. We really need volunteers to help with both the walk/run event, and/or the Meet N Greet. Please contact us at: social.bayshorebeach@gmail.com –

Thank you!

Roger Smith
Social Committee Chair

Good Neighbor Committee Report

We want to remind the board and members that the good neighbor committee has assembled a list of resources available to the community. These can be found at <https://bayshorebeach.com/good.html>

We will continue to operate on an ad-hoc basis to provide additional resources to help assist community members work together to strengthen Bayshore.

BUDGET COMMITTEE REPORT
APRIL BOARD OF DIRECTORS MEETING

Attached to this report is a draft of the proposed budget for 2022-2023 and an explanation of revisions to some categories.

After looking at each line item of the budget, deciding whether last year's approved amount was sufficient, needed to be increased or decreased, total expenses were determined.

Because of the increased cost of salaries, payroll taxes, insurances, utilities, committee expenses and recommended capital projects, the Budget Committee is recommending that dues be increased by \$10 for the coming year.

Since 2015, membership dues have only been increased two years. The following is the history:

2015 - \$230 2016 - \$230 2017 - \$240 2018 - \$250 2019 - \$240 2020 - \$240
2021 - \$240.

However, increasing dues by \$10/lot will not cover the expenses. The Budget Committee is recommending transferring funds from the Reserve Fund to Income to cover the majority of the capital projects. The Reserve Fund was established a number of years ago by the Bayshore Board of Directors to have funds on hand to make major repairs to buildings or to repair or replace major equipment or other assets that deplete from time to time and/or use. The Reserve Fund is explained in more detail in the Policies and Procedures under Management of and Requirements of a Reserve Fund.

Craig Jacobs made a number of suggested revisions to line items in the budget for the 52000 and 53000 series. The Budget Committee looked at each of these suggestions and agreed. The wording of some categories was changed for clarification. Some categories were combined for simplification. New categories were added and some categories were deleted.

The Budget Committee is willing to meet with the entire Board or individual board members if needed.

This is only a proposed budget at this time. Copies of the proposed budget will be available at the Annual Meeting for members to review.

The new board will set the dues for the coming year at their Organizational Meeting on the same day as the Annual Meeting.

The proposed budget can be modified prior to the June Board of Directors meeting when the budget is approved for the coming year.

I want to thank Budget Committee members Bill Uhlman and Carolyn Gardner. And a special thank you to Craig Jacobs for all his contributions.

Submitted by

Mary Lou Morris, Budget Committee Chair

Suggested Revisions to Line Items in the Budget for the 52000 and 53000 Series

52000 Series

52025 Change Janitorial Supplies to <u>Cleaning and Sanitation</u>	\$2,500 (same amount)
52040 Add - Building Materials and Supplies	2,000
52042 Add – Small Tools and Equipment	500
52045 Add - Landscaping Supplies	500
52065 Change Recreation Equipment to <u>Recreation Equipment & Supplies</u>	400 (same amount)

53000 Series

53010 Change Clubhouse Exterior to <u>Building Repairs and Service</u> <u>(Replaces Clubhouse Exterior, Apartment Interior and Clubhouse Exterior)</u>	\$6,500 (same amounts)
53014 Add - Equipment Repair and Service (Includes Furnace Boilers)	1,500
53015 Add – Excavation and Grading Service	2,000
53025 DELETE Furnace Boilers <u>Change to Septic Repair & Service</u>	1,000
53035 DELETE – Misc. Materials/Supply, Tools included in 52042	
53035 Add – Floor Repair and Cleaning Service	700
53050 Change Sport Court & Grounds to <u>Sport Court Repairs or Improvements</u>	2,500
53055 Add – Lawn & Grounds Service	2,000
53056 Add – Inspections & Surveys	1,000