

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

Saturday, June 18, 2022 Agenda

| Quorum | | Attending | Absent |
|--------------------------------------|------------|------------------|---------------|
| Kenn Apel, President | Division 1 | _____ | _____ |
| Kate Guptill, Director | Division 1 | _____ | _____ |
| Steve Sager, Director . | Division 3 | _____ | _____ |
| Tom Hurt, Vice President | Division 4 | _____ | _____ |
| Carolyn Gardner, Corporate Secretary | Division 5 | _____ | _____ |
| Storr Nelson, Director | Division 5 | _____ | _____ |
| Vivian Løjborg Mills, Director | Division 6 | _____ | _____ |
| William Nightingale, Director | Division 7 | _____ | _____ |
| Michael Vest, Director | Division 7 | _____ | _____ |

Approval of Minutes of April 16, 2022 Board Meeting

Reports

- A. Financial report:** Carolyn Gardner, Secretary/Treasurer; **Report submitted**
- B. Facilities:** Bob Tunison, Facility Manager, **Report submitted**
- C. Committees**
 - a. Planning:** Michael Vest, Liaison; **Verbal Report**
 - b. Long Range Reserve & Physical Assets:** Tom Hurt, Liaison; **Acknowledgment**
 - c. Safety:** Chair Karen Fitzgerald, Steve Sager, Liaison; **Report Submitted**
 - d. Policies and Procedures:** Interim Chair Debbie White, Storr Nelson, Liaison; **Report submitted**
 - e. Social:** Chair Roger Smith, Vivian Løjborg Mills, Liaison; **Report Submitted**
 - f. Communications:** **Verbal Report**
 - g. Good Neighbor:** **No Report**
 - h. Budget/Finance:** Chair Mary Lou Morris, Carolyn Gardner, Liaison; **Report submitted**
 - i. Canal:** Chair Karin Couch, William Nightingale, Liaison; **No report**
- D. Motion to accept all reports and include in minutes**

Approval of 2022-2023 budget

Unfinished Business

- A.** Results of emergency board meetings
- B.** Artisans Group (Robin Adcock and Paula Brubaker)

New Business

- A.** Remarks on ballots
- B.** Agenda items from BOD working meeting (June 11, 2022) that require action:
 - a.** Good Neighbor Committee
 - b.** Mackey Park

- c. Streetlights
 - d. Non-discriminatory language in founding documents
 - e. Backyard rental
 - f. Use of Notary
 - g. Task forces for capital upgrades?
- C. Presentation on the *Pioneer Connects Fiber to the Home* Project (Brad Madison and Tanya Howie)
- D. Bylaws Task Force

Member Comments

Executive Session

Adjournment

Zoom Link:

<https://us06web.zoom.us/j/89226321405?pwd=MURkNU1pQ3dLNitBNXk3S3dEUFY4Zz09>

Meeting ID: 892 2632 1405

Passcode: 424371

BAYSHORE BEACH CLUB, INC.

MONTHLY REPORT TO BOARD

April 30, 2022

As of April 30, 2022, the 2021 Operating fund balance is \$130,998.46

As of April 30, 2022, the 2022 Operating fund balance was \$70,304.15

As of April 30, 2022, the Long Term reserve fund balance is \$369,526.41

Accounts receivable balance as of April 30, 2022 is \$ 11,983.87

Contingency Fund balance as of April 30, 2022 is \$18,016.

Current Liabilities including accounts payable and payroll related items total \$ 6,090.12 as of April 30, 2022.

There were 10 property transfers in February.

The financial reports are being prepared by

Carolyn Gardner
Secretary/Treasurer
Board member from district 5

DATE: Friday, June 10, 2022

TO: Bayshore Board of Directors

FROM: Bob Tunison, Facilities Manager

SUBJECT: June, 2022, Board Report

POOL OPENING:

The 2022 pool season opened as planned on Wednesday, May 25th. Two pool attendants, Jenny Lamb and Pat Lentz, returned as pool attendants for the new season. A new attendant, John Gregory, was hired to replace a previous attendant who did not return for the 2022 season. The attendance at the pool through the date of this report has been significantly less than in previous years due to a record breaking, cold, windy, and above average rainfall 2022 Spring season. The only task not completed prior to the opening of the 2022 pool season is the replacement of the pool's safety rope and floats which separates the shallow end from the deep end and which is required by County regulations. Receipt of the replacement rope is anticipated shortly (rope buoys have been received).

POOL MUSIC:

Prior to the opening of the pool and at the board's direction, our SiriusXM subscription for music was cancelled in favor of streaming online music (e.g., Pandora, Spotify) in order to save on the cost of our SiriusXM subscription during the pool season (approximately \$80.00 for the season). I found a way to stream the music by using my HOA cellphone while ensuring I did not miss calls placed to me on my HOA cell phone by forwarding those calls to my personal cell phone. The ability of streaming music for free as described above relied on Bayshore's wireless signal being strong enough to provide a continuous connection to the internet. Unfortunately and while the signal at times was strong enough to provide music at the pool, consistent and frequent loss of the signal rendered reliance on this method as completely unreliable. This along with interruptions in the connection due to programmed "time outs" by the provider due to the daily length of our use of the provider (10-12 hours of providing music at the pool per day) has resulted in this method being a failure for our needs. Pool music was discontinued at this time.

Consequently, I am requesting that we return to using SiriusXM to provide music for the pool. Prior to our initial subscription to SiriusXM and at the board's approval, I installed new speakers in the pool area as well a new receiver to support the use of SiriusXM and upon beginning our

subscription, we received the SiriusXM receiver which means that the only cost of renewing our subscription is the subscription itself. I have included a list of member comments/requests regarding the lack of music at the pool which primarily highlights their concern that pool music is not being provided at the pool (music has been provided at the pool for at least the past 6-years that I am aware of).

I would appreciate a decision on returning to our SiriusXM subscription at this meeting in order to begin providing music immediately since we are dealing with a typically short pool season. The cost of the subscription for the remainder of the 2022 pool season is approximately \$60.00.

PUMP REPLACEMENT/HEATER PROBLEM/:

Shortly after opening the pool, the pump on our chemical controller failed. I ordered a new pump and installed it. The old pump has been returned to the manufacturer since the pump was still under warranty. Following the pump failure and replacement, the chlorine pressure lines feeding chlorine into the pool failed and parts have been ordered to replace the lines and fittings. These parts should be received and replaced no later than June 14th.

We are awaiting a new, replacement ignition lighter and temperature sensor for the pool heater. Problems with both parts has resulted in occasional, lower-than-programmed temperatures in the pool since the opening date. The occasions have been rare when temperature variances have occurred and adjustments have been made daily to the heater program in order to minimize the impact of these faulty parts until the replacement parts are received. We expect to receive these parts and have them installed by June 24th.

EAVE REPAIR/FLAGPOLE REPAIR:

Several boards in the roof eave just outside the main pool entrance came down during a recent storm. These boards need to be replaced. I have asked the contractor who painted the eaves two years ago to give us a bid on replacing the board, he has visited the clubhouse to examine the damage, and I waiting to receive his bid. Since the repair will require the use of scaffolding, I have also asked that he included a separate bid to replace the flagpole rope which broke during a storm approximately 4-months ago. The scaffolding will be on wheels and will only require moving it approximately 15-feet in order to use it to replace the flagpole rope. The delay in replacing the flagpole rope has been due to refusals on the part of Spectrum, Fire Departments, contractors, and others who have the necessary equipment ("cherry-picker") to consider using their equipment to replace the rope for free or at an agreed price less than the only other alternative which is to rent a "cherry-picker" from Newport Rentals which would cost between \$350 and \$400 for a 10-minute job. I will forward the bid I receive from our paint contractor for

both the eave repair and replacement of the flagpole rope to the board for their approval as soon as I receive them.

LOCKING OF THE GRAVEL LOT GATE:

As decided by the board during the April Board meeting held on April 16th, we began locking a chain gate across the gravel lot east of the clubhouse building. When locking this gate seven-days-a-week at 8:30 PM, no vehicles were observed in the lot at the time the chain was set in place and locked. This has been the case since April 18th through the present time which includes the pre-pool season, the opening of the pool season, and includes the period of time during Memorial Day Weekend. Prior to using a chain to lock the parking lot (as well as the placement of boulders around the perimeter of the lot) the only sign describing the hours of operation for the lot were located at the farthest, eastern edge of the lot approximately 40-yards from the "opening" of the gravel lot off of NW Oceania Drive. When the boulders were installed on the perimeter of the lot (NW Oceania Drive and Pacific Way roads on the west and south sides of the lot, respectively), two posts were installed and formed the new entrance to the gravel lot. On those posts, two new signs were installed (one on each post) indicating that the lot is for use by Bayshore members and guests, that no overnight parking is allowed in the lot, and that the lot is closed from 8:30 PM until 8:30 AM.

It seems obvious that since no vehicles are present in the lot prior to locking the chain across the gate that the signs' new location in the front has deterred any vehicles from staying in the lot past the posted closing sign. For that reason, I am suggesting that this would suggest that we no longer need to place the chain across the gate and lock it each evening...the signs are having the effect we intended. Perhaps more significantly, I have been very concerned that continued use of the chain across the gate may well lead to an accident occurring where a vehicle strikes the chain. Although the chain does have reflective tape around it, both the chain and reflective tape are difficult to see especially when considering the drivers pulling into the lot see neither the chain or reflective tape until turning into the lot entrance at the last minute. I am asking that the board approve of discontinuing the practice of placing a chain across the gate opening until such time as it is proven that the existence of the signs at the opening of the lot fail to accomplish the goal of controlling vehicles parking overnight in the lot.

CLUBHOUSE LANDSCAPING:

Landscaping around the clubhouse for the season is nearing completion. Planters outside of the clubhouse's main entrance have been replanted and planters as well as shrubs around the perimeter of the pool fencing have been pruned and, in some places, replaced. The completion

of planting containers within the grass area at the front of the clubhouse is anticipated by the June board meeting on June 18th.

FACILITIES MANAGER'S APARTMENT...DISHWASHER REPLACEMENT:

I submitted a request to the previous board to replace the dishwasher in the Facilities Manager's apartment prior to the current board being elected. Understandably, the board was unable to act on this request since it was made due to the interim Annual General Members meeting of the Board of Directors during which only ballot-related matters could be dealt with. The submitted cost of installing a new dishwasher was approximately \$480.00 for the dishwasher, \$146.00 for electrical and plumbing installation of the unit, and \$26.00 for removal and disposal of the old unit. I would ask that the board consider approving of this request during the June Board Meeting.

CONCERNS REGARDING ACTIVITY ROOM ODOR:

Some complaints have been received regarding odors in the Activity Room of the Clubhouse and specifying the presence of tobacco odors. I admittedly smoke a pipe. However, I wish to ensure the members that while there is an odor occasionally present in the activity room of the clubhouse that it is not emanating from my apartment. The odor that is being noticed occurs only during the early Fall thru the early Spring when our boiler system is active and hot water is circulating through the pipes running around the entire perimeter of the floor. Whether for reasons of corrosion on the pipes or dust accumulation on the pipes (or a combination of both) during those months, an odor does occasionally exist in the activity room as a result. I have installed electrical outlet air fresheners to cover these odors and normally ensure that new cartridges are in place during late Fall through the early Spring months but failed to do so this year since early January due to my accidents. I apologize for the inconvenience but, most importantly, wish to ensure the members that if I thought that smoking my pipe was creating the odors that have been noticed that I would have done something about it previously. In any event, I ensure you that the aromatic blend I smoke would have produced far less repugnant odors than the ones emanating from our heating system! 😊

REVISED BUDGET REQUEST FOR LONG RANGE PLANNING/PHYSICAL ASSETS COMMITTEE

2022 Budget

| | |
|---|---------------------------------|
| 1. 2022 Office Remodel | \$15,000 |
| 2. 2022 ADA Clubhouse Design Services | 20,000 |
| 3. 2022 Water Line Addition Mackey Park (If not approved by BOD for 2021 budget) | 6,400 plus \$40/month for water |
| 4. 2022 New Sign Hilton Park | 1,000 |
| 5. 2022 Dike Path/Trail Surface | 2,500 |
| 6. 2022 Kitchen Dishwasher/Garbage Disposal | 1,100 |
| 7. 2022 Conference Table, 6 Chairs | 1,200 |
| 8. 2022 Swings Set Mackey Park | 5,500** |
| 9. 2022 Teeter Totter/Climber/Boarder Mackey Park | 5,000** |
| 10. 2022 Picnic Table Mackey Park | 800 |
| 11. Clubhouse Patio Project (32 X 32 slab, materials only) (If not approved by BOD for 2021 budget) | 3,000** |
| | <hr/> |
| | \$61,500 |
| | 9,400 |
| | <hr/> |
| | \$52,100 |

Note - \$3000 was added to #3, bringing total for that Line item to \$9,400. BOD approved spending \$9,400 at the April meeting.

Bayshore Safety Committee Meeting Minutes 4-29-2022 12:30 pm

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

The committee discussed the purchasing of industrial strength shelving for storage of cache supplies. The decision was made to purchase three Ironton 4-tier shelving racks from Amazon. The committee had questions regarding the purchasing and the proper charging to the Safety Committee budget line item. Steve Sager will contact the Bayshore office.

Addendum: Bob Tunison assisted the Safety committee with ordering the storage shelving. The items will be delivered to the Bayshore office: Attn: Bob Tunison. The expected delivery date is between May 26 – June 6. The Safety committee will arrange the transporting of the shelving to the Cache.

The Safety committee will schedule time for the assembly of the shelving and organization of supplies.

Respectfully submitted,

Karen Fitzgerald

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

Meeting: May 12, 2022 via Zoom / 4:25 pm to 5:34pm

Old Business:

Staff Job Descriptions/Evaluations: Jennifer wants to work with staff to make sure that the job descriptions are accurate, then will hand off this task to another committee member.

Member concern regarding RVs, Elaine submitted a draft policy. Since the Board will do no business in May, it will be submitted at the June meeting.

Bids for work at HOA (vendor requests) policy, Kenn—this request was made by Craig, who is the Long-Range Planning Committee. More discussion will take place in June's P&P meeting with possible recommendations for mid-summer,

Revisions to Nominating Committee & Elections Committee Policy: Tabled until June's Meeting

Member Reports:

A brief discussion about the Roberts Rules of Order trainings, how elections were progressing in regards to potential tweaks in the policy/procedures/templates, the desire for an Annual Review from each committee for the Annual Member Meeting

New Business & Assignments for June:

Change to committee members, Jennifer to meet with staff to complete Employee Job Descriptions, Debbie as Acting Chair for June-August (Elaine taking a leave of absence for family)

Action needed by BOD:

Approval: Signs/RVs revisions* (See attached)

Respectfully submitted: Debbie White (Interim Chair, Policies & Procedures Committee – June 8, 2022)

Social Committee Report

June, 2022

Roger Smith, Chair

Come join member Jane Murray at the Clubhouse for some chair Yoga. Classes will be held on Tuesday and Thursday mornings at 9:00am. First class will be June 14th. Hope to see you there!

6/16/22 - Thursday, Babe's Rock Painting, 7-9pm. Come join Babe Hamilton and paint some rocks. Bring some wine to share, along with a few rocks to paint. This is always a fun event and a great way to meet new members.

6/25/22 – Saturday, Meet & Greet BBQ – 11:30a – 3:30p. It's not too late to sign up! Come join other members and families for food, fun, and live music from "Weird Science". Your Social Committee will be cooking up some burgers and dogs along with other food favorites in the west parking lot of the clubhouse. Weird Science will be performing hits from the '80's starting at 12pm. Please RSVP for this event by Wednesday, June 22nd to: social.bayshorebeach@gmail.com.

The Social Committee has had requests from members about playing cribbage, scrabble, or backgammon. If you want to meet up with others who play, shoot us an email and we'll attempt schedule something up.

Bayshore Beach Club, Inc.
2021-2022 Budget Worksheet

| | | Proposed Budget 2022-2023 |
|---|--|----------------------------------|
| 40016 | Dues (1015 billable properties) | 253,750.00 |
| 42000 | Boats & RV Permits | 250.00 |
| 42500 | Building Use Fees (\$25/hour) | 500.00 |
| 44000 | Donations/Miscellaneous Income | 1,000.00 |
| 44500 | Height Variance Requests | 400.00 |
| 45000 | Interest | |
| | 45000-a - Dues | 1,750.00 |
| | 45000-c - Savings & Investment | 100.00 |
| Total 45000 · Interest | | |
| 46000 | Lien Fee Reimbursements | 500.00 |
| 46500 | Pool Pass/Diaper Sales | 5,000.00 |
| 47500 | Transfer Fees (\$150.00) | 10,000.00 |
| 48000 | Transfer from Reserve | 58,430.00 |
| Total Income | | 331,680.00 |
| 50005 | Office Administrator-wages | 40,000.00 |
| 50020 | Facilities Manager/Pool Manager - wages | 40,000.00 |
| 50025 | Payroll Taxes | 13,000.00 |
| 50030 | SAIF Insurance (workers comp) | 2,500.00 |
| 50035 | Pool Staff (attendants) - wages | 20,000.00 |
| 50055 | Operating Personnel Expenses | |
| | 50055-b · Facilities Manager- vehicle | 300.00 |
| | 50055-h · Secretary/Treasurer - Vehicle | 100.00 |
| | 50100 - Pool staff expenses | 150.00 |
| Total 50055 - Operating Personnel Expenses | | 550.00 |
| Total 50000 · Operating Personnel | | 116,050.00 |
| 51000 | Administrative Expense | |
| | 51005 - Accounting Fees (Accountants & Tax Account | 6,000.00 |

Bayshore Beach Club, Inc.
2021-2022 Budget Worksheet

| | | |
|--|--|------------------|
| | 51006 Changed to 51065-e QuickBooks | |
| | 51020 - Bank & Safety Deposit Fees | 250.00 |
| | 51035 - Postage Machine Rental | 500.00 |
| 51040 | Insurance | |
| | 51040-a · Board Liability-D&O and tail | 6,000.00 |
| | 51040-b · Surety Bond | 0.00 |
| Total 51040 - Insurance | | 6,000.00 |
| 51050 | Legal Fees | 10,000.00 |
| 51055 | Lien Fees | 500.00 |
| 51065 | Office Supply Purchases | |
| | 51065-a · Outside Printing & Reproduction | 3,000.00 |
| | 51065-b · Postage & Shipping | 2,000.00 |
| | 51065-c · Office Supplies | 5,000.00 |
| | 51065-d - Computer Costs | 500.00 |
| | 51065-e Quickbooks Payroll Expen | 590.00 |
| Total 51065 · Office Supply Purchases | | 11,090.00 |
| 51080 | Telephones | 1,800.00 |
| 51081 | Internet Expense | 1,000.00 |
| Total 51000 · Administrative expense | | 37,140.00 |
| 52000 · Site operating expense | | |
| 52005 | Clubhouse Décor | 200.00 |
| 52020 | Insurance | |
| | 52020-a · Flood Insurance | 3,500.00 |
| | 52020-b · Property Insurance-Commercial | 16,000.00 |
| Total 52020 · Insurance | | 19,500.00 |
| 52025 | Cleaning & Sanitation(was Janitor S | 2,500.00 |
| 52030 | License & Permits(was 52035) | 1,200.00 |
| 52040 | Building Materials/Supplies(new) | 2,000.00 |

Bayshore Beach Club, Inc.
2021-2022 Budget Worksheet

| | | |
|---|--------------------------------------|------------------|
| 52042 | Small Tools & Equipment(new) | 500.00 |
| 52045 | Landscaping Supplies(new) | 500.00 |
| 52050 | Playgrounds & Parks | 500.00 |
| 52051 | Equipment Rental | 400.00 |
| 52053 | Spring Clean Up | 2,000.00 |
| 52055 | Pool - Chemicals & Supplies | 5,000.00 |
| 52065 | Recreational Equipment/Supplies | 400.00 |
| 52085 | Utilities | |
| | 52085-a Clubhouse TV | 1,500.00 |
| | 52085-b · Electricity | 6,000.00 |
| | 52085-c · Propane - Clubhouse & Pool | 20,000.00 |
| | 52085-e · Trash | 2,200.00 |
| | 52085-f · Water | 6,000.00 |
| | 52085-h-septic services | 500.00 |
| Total 52085 · Utilities | | 36,200.00 |
| Total 52000 · Site operating expense | | 70,900.00 |
| 53000 | Repairs & Improvements | |
| 53010 | Bldg Repairs/Service(see attach) | 6,500.00 |
| 53014 | Equip. Repair/Service(see attach) | 1,500.00 |
| 53015 | Excavation/Grading Service(see at) | 2,000.00 |
| 53025 | Septic Repair/Service(see attach) | 1,000.00 |
| 53035 | Floor Repair/Cleaning Serv(see at) | 700.00 |
| 53045 | Pool Repairs & Improvements | 6,000.00 |
| 53050 | Sport Court Repairs/Improvements | 2,500.00 |
| 53055 | Lawn & Ground Service (new) | 2,000.00 |
| 53056 | Inspections & Surveys (new) | 1,000.00 |
| Total 53000 · Repairs & Improvements | | 23,200.00 |
| 54000 | Committee Expenses | |

Bayshore Beach Club, Inc.
2021-2022 Budget Worksheet

| | | |
|--|---|-------------------|
| | 54005 - Board of Directors | 1,000.00 |
| | 54009 - Communications Committee | 490.00 |
| | 54011 - Doggie Pot Station | 1,000.00 |
| | 54020 - Planning Committee | 500.00 |
| | 54026 - Safety Committee | 1,100.00 |
| | 54030 - Social Committee | 5,000.00 |
| | 54035 - Canal Committee | 3,500.00 |
| | 54040 - Nominating Committee | 700.00 |
| Total 54000 - Committee expense | | 13,290.00 |
| | 5500 Capital Projecta | 52,100.00 |
| Total Expenditures | | 312,680.00 |
| 58000 | Contingency Fund | 19,000.00 |
| | | |
| | | |
| TOTAL CASH DISBURSEMENTS | | 331,680.00 |