

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

Saturday, September 17, 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 August 20, 2022 Board Meeting and Minutes of 8/24/2022 and 8/30/2022 Emergency Meetings

Good News

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, **No Report**
 - c. Safety:** Chair Karen Fitzgerald, Steve Sager, Liaison; **Report Submitted**
 - d. Policies and Procedures:** Chair Debbie White, Storr Nelson, Liaison; **Report Submitted**
 - Board P&P Discussion: 1) Shorten time for members' requests for agenda items, 2) Road District language in P&P manual, 3) Definition of liaison, 4) Fine for dumping debris in canal
 - e. Social:** Chair Roger Smith, Vivian Løjborg Mills, Liaison; **Report Submitted**
 - f. Communications:** **Verbal Report**
 - g. Budget/Finance:** Chair Mary Lou Morris, Carolyn Gardner, Liaison; **Report Submitted**
 - h. Canal:** Chair Karin Couch, William Nightingale, Liaison; **Report Submitted**
- D. Task Forces**
 - a. Beach Access Task Force:** **No Report**
 - b. Task Force for non-discriminatory language changes in founding documents:** **No Report**
 - c. Bylaws Task Force:** **Verbal Report**

E. Motion to accept all reports for minutes

Unfinished Business

- A.** Artisans' Group update
- B.** Update on capital projects
 - Mackey Park
 - Dike path
 - ADA compliant remodel plan for the clubhouse
 - Member participation on capital projects

New Business

- A.** HOA Leader
- B.** Fax line for Bayshore
- C.** Member participation on committees and the board
- D.** Board communication with members
- E.** Bayshore Code of Conduct
- F.** Member Agenda Items
 - a. Melissa Hansen: East parking lot
- G.** Other

Member Comments

Executive Session

Adjournment

Zoom Link:

Bayshore Beach Club is inviting you to a scheduled Zoom meeting.

Topic: Bayshore Board of Directors Meeting

Time: Sep 17, 2022 01:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/89849262766?pwd=Mk0xQWRYVksxNXVmajJMMXplSUxZUT09>

Meeting ID: 898 4926 2766

Passcode: 453529

DATE: Saturday, September 17, 2022

TO: Bayshore Board of Directors

FROM: Bob Tunison, Facilities Manager

SUBJECT: September, 2022, Board Report

*****GRAVEL LOT CHAIN CLOSURE POLICY PROPOSAL:**

By decision of the board during the April, 2022, board meeting, I began locking the gravel parking lot directly east of the clubhouse on April 18th at 8:30 PM in the evening by stretching a chain across the two posts defining the parking lot entrance and removing the chain each morning at 8:30 PM on a seven-days-a-week basis. During the June, 2022, board meeting, I proposed discontinuing the locking of the lot and explained my reasoning for making this proposal. Although the board's comments at the time indicated their understanding of the supporting reasons offered for the proposal, the board's decision was to wait until more time had passed before considering the proposal.

As of this writing, the policy of locking the parking lot has been in place just over 5-months. This period of time encompassed the entirety of the height of the vacation season when Bayshore experiences its heaviest volume of vacation renters as well as three holidays representing the peak of vacation activity during that period: Memorial Day Weekend, July 4th, and the Labor Day Weekend.

It is important to note that the initial rationale supporting the decision to enclose the gravel lot with large boulders, install posts on NW Oceania Drive marking the entrance/exit to the gravel lot, and the placement of signs on those posts was twofold: To stop the reckless use of the lot as experienced on a day during the summer of 2019 (truck doing "donuts" in the gravel lot") which was one of the reasons why signs were placed at a newly defined entrance to the lot, and to prevent, as much as possible, the continued overnight parking of recreational vehicles (campers as well as boats/boat trailers) owned by vacation renters who did not have the space to park these items at the vacation home they rented in Bayshore. Again, the use of signs indicating that the lot was for use solely by Bayshore members and their guests as well as specifying that overnight use of the lot was prohibited along with wording specifying that the lot is closed between the hours of 8:30 PM and 8:30 AM was intended to control this problem. Prior to the installation of the gate and attached signs, the only existing sign was located at the far eastern edge of the lot and, due to its location, did not deter the use of the gravel lot in terms of what types of vehicles could park there, who could park there, nor that the lot was closed to overnight parking by any vehicle.

During these past 5-months of experience with the updates of the gravel lot, only two vehicles were in the lot at the time the lot's chain was placed across the entrance at 8:30 PM.

The first vehicle was a new Mercedes Benz owned by one of the people staying at a vacation rental home. Since the telephone number of the Facilities Managers was included on the sign located at the new entrance to the gravel lot, the vehicle's owner called me a short time before I locked the lot for the night and told me that the car failed to start and asked if leaving the car in the lot overnight would cause any problems since he needed to arrange long-distance towing the next morning (a Monday). I told him that I would be placing a chain across the lot shortly, that I understood his problem, and that I did not foresee any problem with leaving the vehicle inside the locked lot until he could make other arrangements the next morning. After unlocking the lot, the next morning I saw a tow truck hauling his vehicle out of the lot.

The second vehicle was a self-contained camper which I first noticed when I came out to lock the lot earlier than normal due to work I was doing that evening on our pool heater. After knocking on the camper's door and receiving no response, I waited until 8:30 PM to put the chain in place and did so when it became apparent that the camper was still unoccupied. The next morning when I unlocked the lot, the camper was gone and I discovered a small area that had been overlooked when the large boulders were first put in place which allowed the camper to leave the lot by exiting through the driveway of a home bordering the east side of the gravel lot.

I am again asking that the board considered lifting the requirement to place a chain across the entrance/exit to the lot. As described above, the use and new placement and wording of the signs at a newly created formerly undefined entrance to the lot has created a remarkable improvement in the decrease of vehicles illegally using the lot. The vast majority of previous violations of vehicles parked overnight were already parked in the gravel lot early in the day prior to the chain being used to lock the lot. In fact and on several occasions since the lot has had signs in place at a designated entrance to the lot, I have seen campers parked in the "pullover" area on the southern edge of Westward Drive and immediately adjacent to but outside the boulders defining the northern border of the gravel lot as opposed to being parked inside the gravel lot (which could logically be attributed to the signs serving their purpose of restricting daytime as well as overnight parking in the gravel lot as not being allowed by Bayshore) and which is a problem that I also believe can be resolved by placing a "No Parking Anytime" sign at this location.

I believe that the signs and the "new" location of an entry/exit to the gravel lot, by themselves, have done a remarkable job of controlling use of the lot in the manner that Bayshore intended. The use of a chain across the entrance does not defer someone from parking overnight in the gravel lot as shown in the recreational vehicle situation as described above and since the majority of violators in the past have originally been parked in the lot during the day when they are later discovered to be parking there overnight as well, the chain does not do anything to prevent this misuse of the lot. Obviously, misuse of the lot during the day does not relate to use of the chain

since it is not in use during the day and, as indicated above, the situation originally existing and which gave primary impulse to regulate use of the lot has been proven to be an isolated, non-reoccurring incident.

“DEEP CLEANING” OF THE UPSTAIRS BATHROOMS:

After being notified that a complaint had been received about the appearance/cleanliness of the upstairs bathrooms, I “deep-cleaned” both the men’s and women’s bathrooms. I should mention that this has been a practice which has been done continuously on a every two-week basis and that intermittent cleaning of both bathrooms has been done during the week when the clubhouse is locked nightly. The results of doing this deep-cleaning were, however, disappointing. After thorough scrubbing of the toilets, sinks, and the urinal in the men’s bathroom, and after going to the length of emptying the water from both toilets in each bathroom and allowing them to soak after coating the ceramic surfaces with bleach, the change in appearance was negligible. I attribute most of the “off-color” appearance of the toilets and, to some extent, the sinks as being due to the age of the fixtures rather than their cleanliness. This is one of the primary reasons that the board of directors approximately 4-years ago began discussing replacing the toilets and, possibly, the sinks and mirrors. However, a decision was delayed in terms of doing so pending further suggestions of making these restrooms ADA compliant and had not been further discussed until very recent discussions have taken place.

TENNIS COURT ISSUES ADDRESSED:

Since the last board meeting, cleaning of the tennis court border of weeds has been done and the tennis court mounted sign posting the hours of use of Mackey Park has been repaired and reinstalled. The entry door to the tennis courts has been removed and upon receiving new gate parts, it will be remounted after damaged caused by vandalism has been completed.

CANAL WALKWAY ISSUE ADDRESSED:

Since the last board meeting, the walkway across the canal has been cleared of growth which had effectively reduce the walkway to less than a two-foot-wide path. This has been added to a list of projects that are performed each year by the Facilities Manager and, in this case, is one which will be done once in the Spring and during mid-summer in future years. After completing this task and seeing the results of doing so, it is my opinion that there is no need to look further into adding additional rock to the walkway.

CLUBHOUSE WINDOWS:

Since the last board meeting, all clubhouse windows have been washed inside and out. This is a task which was not done frequently enough in the past and which will be done regularly in the future.

PREVIEW OF “*ACTION ITEM” ANTICIPATED FOR OCTOBER BOARD MEETING:**

The number of projects which can be done during the Fall and Winter months are significantly reduced primarily due to weather considerations. One project which I intend to propose to the board at the October board meeting is painting of the men’s locker room. The women’s locker room was painted when I was first hired as the Facilities Manager and I will be asking that the board approve the cost of paint and materials for this project. I would also intend to do the labor on this project and will be preparing proposals for the painting of other areas within the clubhouse in-house as soon as I can properly estimate the materials cost for each of these areas.

Planning Committee Report to the Board of Directors, September 14, 2022

- 1) Date report submitted: September 14, 2022. Report covers August 17 – September 13, 2022
- 2) Planning Committee & Membership Update
 - a) Planning Committee continues to meet on Tuesdays from 9-11AM in the office
 - b) The committee has met each Tuesday since last BOD meeting (8/23, 8/30, 9/6, 9/13)
- 3) Since last report:
 - a) PC is continuing to clean up Construction & Violations Log, committee email inbox, and old files
 - b) New Construction:
 - i) New Construction approved – 1
 - ii) Two more pending missing information
 - c) Projects: (approved /submitted)
 - i) Painting – 1/1
 - ii) Door Replacement – 1/1
 - iii) Fence – 3/4
 - iv) Garage Extension – 1/1
 - v) Deck – 1/1
 - d) Permits: none
 - e) Complaints filed:
 - i) Trees – 4
 - ii) Trailer – 1
 - iii) Fence – 1
 - iv) Fireworks – 1
 - v) Noxious plants – 3
 - vi) Not C&R violations – 5
 - f) Complaint Letters
 - i) Informational – 0
 - ii) Notice of Violation – 5 (trees: 1, noxious plants: 3, construction: 1, fence: 1, fireworks: 1)
 - iii) Notice of Fine – 0
 - iv) Refer to Board of Directors for fine – 1 (unapproved grading, construction & RV)
 - g) Complaints Resolved – 7 (trees: 3, banner: 1, RV: 1, noxious plants: 1, sand in roadway: 1)

Actions for BOD meeting:

1. Planning Committee recommends a fine for multiple C&R violations
2. Planning Committee recommends Policies & Procedures Committee remove requirement for “Bayshore Road District members’ name and phone number” to be provided to new Planning Committee members from Policies & Procedures (C2, Membership, #5, bullet #3)
3. Planning Committee recommends changes to the Fine Schedule with separate fine for illegal fireworks (currently limited to generic nuisance of \$500 in fine schedule)
4. Planning Committee recommends changes to the Guidelines for Determination related to fireworks

Submitted by Bayshore Planning Committee: Becky Hanken, Mark Mugnai, Jeri Reinhart, Mike Vest (BOD Liaison), Paul Williams (Chair)

Finance Committee Report
For September 17, 2022 meeting

The finance committee would like to nominate Bayshore member Dwayne Hayden to the Finance/Budget Committee. We think that his experience will be a great help on the committee.

Mary Lou Morris

William Uhlman

Carolyn Gardner, board liaison

BAYSHORE BEACH CLUB, INC.

MONTHLY REPORT TO BOARD

August 31, 2022

As of August 31, 2022, the 2021 Operating fund balance is \$130,998.46 (58,430 is earmarked as reserve funds to transfer for special projects)

As of August 31, 2022, the 2022 Operating fund balance was \$25,665.04

As of August 31, 2022, the 2023 Operating fund balance was \$152,098.90,

As of August 31, 2022, the Long Term reserve fund balance is \$369,533.29

Accounts receivable balance as of August 31, 2022 is \$ 37,187.62

Contingency Fund balance as of August 31, 2022 is \$19,000

Current Liabilities including accounts payable and payroll related items total \$ 8,039.28 as of August 31, 2022.

There were 6 property transfers in August.

Our new part-time bookkeeper started on August 2. Please welcome Kathi O'Leary is you see her working in the office. She is a Bayshore member and has years of experience.

I am recommending that Bayshore purchase a backup program so that our financial and other files on the computer can be recovered if something happens to the computer. Two programs were recommended that could meet our needs. One is Carbonite and the other is Backblaze.

The financial reports are prepared by:

Carolyn Gardner
Corporate Secretary
Board member from district 5

Meeting for August 31, 2022 (7:00 to 8:00 pm) Next meeting - Zoom – September 21st @ 7:00 pm

Attendance: Storr Nelson (Board Liaison), Debbie White (Chair), Elaine Ferguson, Kathi Lenz & Gary Brown

Welcome to newest member Gary Brown. Still short one member & prior volunteers were not approved.

August's BOD meeting issues

Back patio rental – restrooms open full time of rental. (Much discussion.) Resolution: The use of a permanent porta potty. Eliminates further over-time, use of clubhouse and also (potentially) solves the issue of people using the dunes close to the clubhouse as a bathroom spot.

Youth card/Short-term-Long-term rental cards. (Much discussion.) Resolution: The current card use is sufficient. Multiple cards are making things complicated. We will create a ½ sheet page with the actual language for anyone using such cards – simple policy & easy to enforce.

Old Business

Bid process for Long-range planning committee. (Much discussion.) Resolution: Page 56 – When are vendor bids required? (Along with a few other places in P&P)

- 1) Pre-vet vendors for small jobs and/or frequent jobs such as yard-work, minor repairs, etc.
- 2) Change \$500 to \$2,500 for items such as interior or exterior repairs, grounds, & pool.

Sign issue – (Much research.) Will have language that includes - what type of signs, size, quantity.

Committee section – General policies for all committees with streamlining for specific committees.

Bylaws Task-force

There was discussion about what the BoD did AND did not do during the emergency meeting regarding the non-inclusion of any of the P&P committee members in the first meeting of the Bylaws Task Force. Storr will see what can be done about rescheduling the second meeting.

New business – Debbie accepted the position of chair

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Items needing Action from BOD in September

**Action:** Request from Kenn Apel, BOD President. **Draft Backyard Rental Agreement** (With porta-potty resolution)

**Action:** Approval of resolution of concepts for bidding process, actual language will be rewritten to fit (If approved, P&P will come back in October with finalize language for approval)

# CANAL REPORT

SEPTEMBER, 2022

September 18th - Tire removal

Karin L Couch  
Canal Chair

## SOCIAL COMMITTEE, SEPTEMBER 2022: Fall Activities Line-up

I hope you had a chance to come out on our BYOB & Blues events this summer out on the new patio. We had over 90 participants listening to blues music from Mike Tolle while enjoying some great weather and meeting new people. We are looking at providing music monthly next year starting sometime late spring. We hope you'll join us.

Your Bayshore Social Committee got together last week and began planning for this fall's activity schedule. We hope you like what we have to offer and will join us.

Something new I would like to do starting in January is to celebrate members birthdays after the BOD meeting. What I need from you is: your name, birthday month, and contact information (send info to email at bottom of page) your contact info will not be used for any other reason. I will put all (corresponding month) names into a monthly drawing for a gift card to a local restaurant or store. (All December birthday's will be drawn at the November meeting).

\*\*Are there any Veteran's out there who would like to get together for a Coffee Klatch at the Clubhouse? If you are interested in meeting other veterans in the community, please reply to: [social.bayshorebeach@yahoo.com](mailto:social.bayshorebeach@yahoo.com) I have received several replies so far, and am in the process of putting together a gathering time.

- Sept. 9 – (7-9pm) Rock Painting. Join Babe Hamilton as she takes you through the steps to painting a crab on your rock. Just bring a rock to paint, some wine to share, and be ready to have a rocking good time.
- Sept. 17 – After BOD meeting, we will be offering smores out on the back patio (weather permitting)
- Oct. 14 - (6-9pm) – Game Night. We will be offering different games to play like Cribbage, Pinochle, Backgammon, and many more. We will have popcorn available. BYOB.
- Oct. 29 – (6-9pm) – It's a Karaoke Halloween at the clubhouse. Dress up (optional), bring a carved pumpkin, an edible Halloween food item (or potluck item) and have fun listening or singing to your favorite Karaoke tunes. Prizes will be awarded for costumes, best pumpkin, best/scariest food item, and for singing. We will be kicking off our annual food drive. Please bring a can of food for entry. BYOB (This is an adult's only event). - RSVP please
- Nov. 19 – (6-9pm) – Harvest Dance. We are still working out the details, but we will also be celebrating several birthday's including John Westhafer. (Adult's only) - RSVP Please
- Dec. 17 – Annual Christmas Party – Time and details are still being worked out. Space is limited, so please RSVP (This is an adult's only event)

We are still working on creating new and fun activities for 2023, we would love your input. Please send all inquiries and RSVP information to: [social.bayshorebeach@yahoo.com](mailto:social.bayshorebeach@yahoo.com)

Thank you,

Your Bayshore Social Committee members:

Roger Smith – Chair, Ila 'Babe' Hamilton, Karyn Vest, Carol & John Westhafer, Vivian Mills – BOD Liaison

## **Bayshore Safety Committee Meeting Minutes 8-26-22 1:00 pm**

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

The team welcomed Steve Cooper to the Safety committee.

The committee reviewed the June and July Seal Rock Fire District response reports to Bayshore sent by Skip Smith. The Fire District had requested the reports be included in the Breeze publication to increase awareness regarding Fire District services provided. The committee agreed the current report format includes personal information that should not be published in the Breeze and will ask the District to reformat the reports.

The updated cache inventory list was distributed to all members. The committee will review and determine what items will be purchased during the current fiscal year.

Karen reported that September is National Preparedness month. The FEMA publications: "Are you Ready" have been received and were delivered to the Bayshore Office for residents. Lincoln County Emergency Management has scheduled two Readiness Fairs scheduled 9/17/22 in Lincoln City and 10/1/22 in Newport. A safety article will be sent to Breeze notifying residents of these resources.

Steve Sager reported he had researched cache moisture control methods. Options included disposable moisture absorbers and external venting. The committee will continue to research this topic.

Steve Cooper asked for clarification regarding the committee and OSHA related safety topics followed by Bayshore. Steve Sager stated that Bayshore facilities department had reported they oversee and maintain compliance with these requirements. The committee is not aware of the specific items and will review the facilities job description for details.

### Action Items:

- Contact Seal Rock Fire District regarding reformatting of response reports - Karen
- Submit safety article regarding National Safety Preparedness month resources– Karen
- Share cache moisture control options researched with committee – Steve Sager
- Obtain current facilities position job description to review safety requirements – Steve Sager

Next meeting – To be scheduled

Respectfully submitted,

Karen Fitzgerald