

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

Saturday, January 21, 2023 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 November 19, 2022 Board Meeting

Good News

Members' Comment: Agenda Item Comments

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; **Report Submitted**
 - 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; **No Report**
 - e. Social:* Chair Roger Smith, Vivian Løjborg Mills, Liaison; **No Report**
 - f. Communications:* Kenn Apel, Liaison; **Verbal Report**
 - g. Budget/Finance:* Chair Mary Lou Morris, Carolyn Gardner, Liaison; **No Report**
 - h. Canal:* Chair Karin Couch, William Nightingale, Liaison; **No Report**
- D. Task Forces**
 - a. Beach Access Task Force:* **No Report**
 - b. Bylaws Task Force:* **No Report**
- E. Motion to accept all reports for minutes**

Unfinished Business

- A.** Summer swimming lessons (Mills)
- B.** Instructor for summer swimming lessons (Sager)
- C.** Update on capital project: ADA compliant remodel plan for the clubhouse
 - D.** Appeal of BOD fine for failure to follow C&Rs

New Business

- A.** Informational items

- a. HB 2534
- b. Gravel road section: Corvette and Convoy
- c. Recent Bayshore attorney communication re: swimming pool supervision
- B. Member Agenda Items**
 - a. Kate Lansing: Sprinter vans
- C. P&P committee and Board discussion on future directions**
- D. Other**

Member Comments

Executive Session

Adjournment

Zoom link for Bayshore Board of Directors Meeting

Time: January 21, 2023 01:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/89849262766?pwd=Mk0xQWFYVysxNXVmajJMMXpISUxZUT09>

Meeting ID: 898 4926 2766

Passcode: 453529

BAYSHORE BEACH CLUB, INC.

MONTHLY REPORT TO BOARD

December 31, 2022

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

As of December 31, 2022, the 2023 Operating fund balance was \$121,985.11

As of December 31, 2022, the Long Term reserve fund balance is \$369,850.90

Accounts receivable balance as of December 31, 2022 is \$ 27,524.69

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

There were 4 property transfers in October.

An extension was filed for the income taxes 2021-2022. The accountant is working on it, and they should be completed by mid-February.

The financial reports are prepared by:

Carolyn Gardner
Corporate Secretary
Board member from district 5

DATE: Saturday, January 21, 2023

TO: Bayshore Board of Directors

FROM: Bob Tunison, Facilities Manager

SUBJECT: January, 2023, Board Report

*****NO ACTION ITEMS*****

*****ONE DISCUSSION ITEM*****

*****DISCUSSION ITEM*****

Ballroom Floor Refinishing:

The Maplewood ballroom floor was resurfaced and refinished in the Spring of 2020. Previous to this work being done, the floor surface had not previously been properly sanded, cracks and imperfections had not been repaired (the “resurfacing” portion of treating the floor), and a high gloss polyurethane finish was applied to the floor. Due to the lack of having repaired the floor prior to applying the finish and having applied an inferior finish which was easily marred, turned yellow within the first 3-years following application, and made the maintenance of the floor labor intensive if not ineffective, the board approved of the proper resurfacing and refinishing of the floor in 2020. At the time this work was done, the contractor indicated that most floors of this type should be refinished (**only** application of the liquid sealer) every 2-3 years in order to maintain the finish. In line with his recommendation, the floor would be due to be refinished this Spring.

After inspection of the floor, I do not believe that it is in need of refinishing. I believe that the contractor’s impression three years ago was that the floor was used extensively for dances and that it was subject to other heavy usage on a regular basis when he made his recommendation for refinishing the floor every 2-3 years. Also, the poor condition of the floor due to the previous use of an inappropriate finish having been previously applied also created his impression of our high usage of the wood floor.

As indicated on the attached estimate, refinishing of the floor is quoted at \$500.00. While the contractor’s original estimate 3-years ago of the cost of refinishing in the future was approximately \$350.00, the cost of the sealant used on the floor has risen dramatically in the past 3-years as is the case with almost all commercial products on the market.

My suggestion is that Bayshore delay refinishing the floor a minimum of one year until the Spring of 2024 at which time the floor be re-inspected to determine whether refinishing the floor needs to be done at that time. I am sufficiently convinced that the floor is not in need of

refinishing this Spring based on its current condition so that I would venture that an inspection next year will result in a recommendation that the refinishing be further postponed until reinspection in the Spring of 2025.

Update on Boiler Repairs:

Approximately 3-weeks ago, one of three pumps which distribute the heated water in our boiler-provided heat to the clubhouse failed and was replaced. At the time of replacement, an annual inspection and cleaning was also performed on the boiler unit itself. The repairs to the pump resolved the immediate problem and the inspection and cleaning of the boiler revealed that the boiler is in excellent condition and that (barring major breakdown of either of the two main components of the boiler), the boiler should remain in good working order conservatively for another 3-4 years. This is largely due to the current maintenance policy I have adhered to of annual inspections of the boiler to maintain it in good working order which has a very positive impact on the life expectancy of the unit. The cost of the annual inspection has varied between \$200.00 and \$250.00. Although I have not yet received an invoice for the replacement of the pump and annual inspection, I am estimating that the total cost of the work done to be between \$700.00 and \$800.00 (please note that the cost of the new pump alone was approximately \$380.00 not including labor).

Replacement of Pool Heater:

Our pool heater needs to be replaced. The current one was babied through the end of last season and, nonetheless, completely failed causing the pool season to be terminated 5-days ahead of its originally scheduled closing date of September 25, 2022.

I currently have bids coming in from two contractors for purchase and installation of a new heater. I have specifically asked that they submit bids from two specific manufacturers of heaters and that 3-models of each manufacturer be presented to account for different types of systems (i.e., should we consider replacement of our heater with a system that includes a heat exchanger vs. our present system?) and have also requested that variations in the BTU rating be presented to us. I have requested this latter parameter since our current heater is rated to appropriately heat our pool but, in doing so, stretches the rating of the heater to its highest limits dramatically reducing the unit's life expectancy. In approaching the purchase of a pool heater on this basis, the life expectancy of the heater often becomes an extremely negative trade-off between lower acquisition cost and severely limiting the life expectancy of the heater.

I will be presenting these bids to the Long-Range Asset Planning Committee for review and discussion and plan on having their recommendation presented to the board for approval during the February board meeting.

Flag Pole/Flag Problem:

During September of last year, a contractor repairing some damaged soffits in the front of the clubhouse agreed also to re-string the rope used to raise and lower the flag on the flagpole in front of the clubhouse at a very nominal cost. The rope had broken several months previous to that date. The delay in doing the repair was due to the limited approaches to re-stringing the flag. One option was to rent a “cherry picker” from Newport Rentals at a cost of \$345.00 and do the work internally. Due to the height of the flag pole, a ladder would not suffice to reach the top of the flag pole where the rope needs to be threaded through a pulley. The other possibility would be to approach one or more companies that have similar equipment available and have them do the work. Examples of this option would be to approach local fire departments to see if they could assist us or to approach a local Spectrum service truck which uses a cherry picker to service the company’s cables on top of telephone poles as well as other possibilities.

Since previous efforts to contact outside help as indicated above was cut short when our roof repair contractor agreed to use his scaffolding to re-string the flag rope, I plan on contacting all such sources to see if I can find one that is willing to help us out at a cost which is less than that we will incur if we rent the cherry picker needed to get the work done internally.

I plan on reporting the results of my search at the February board meeting. **NOTE:** In the meantime, I ask that any Bayshore member who has a contact or knows someone who has this type of equipment contact me at 541-517-7394. The help would be greatly appreciated.

Personal time off-work:

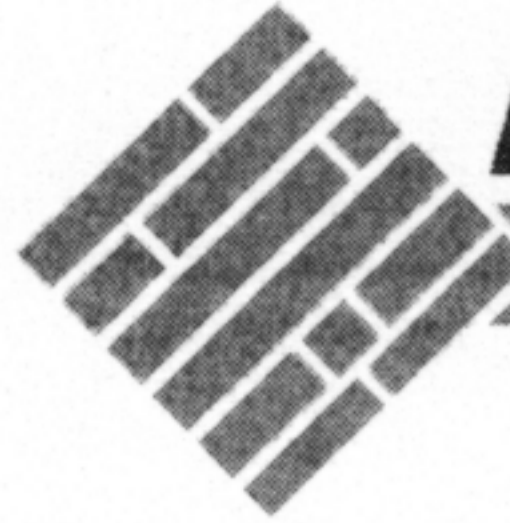
As a follow up to the surgery I had early last year, I will be having an additional surgery on Monday, January 30th. I have notified the board of the surgery schedule, an expected date when I can return to work, and all other particulars during my absence. In any event, I will be back at work to ensure that the increased Spring work load...including the pool...will not be delayed. Beginning Monday (barring complications), February 6th, I will be available by phone at 541-517-7394 to answer member calls. My sincere thanks to the board for their understanding and a special thanks to Bayshore member Roger Smith for volunteering to help out while I am recovering. The clubhouse will continue to remain open from 9 AM to 5 PM, seven days a week while I am gone.

Proposal/Invoice

Page # _____ of _____ pages

- Install
- Sand
- Finish
- Pre-Finish

Mailing Address:
 5239 Springhill Dr.
 Albany, OR 97321



MIDVALLEY
WOOD FLOORS
 541.971.7937

• Contractor
 Services

Rabi Christiansen
 Owner

541-666-0343

CCB #204762

Proposal Submitted To: Bay Shore Beach House	Job Name	Job #
Address: 1512 nw Oceana Dr	Job Location: North waldport	
Waldport, Oregon	Date: 1-13-23	Date of Plans
Phone # 541-517-7394	Fax #	Architect

We hereby submit specifications and estimates for: **Email: Rwtunison@gmail.com**

Buff and re coat maple hardwood floor at flat rate due to size and distance = **\$500.00**
 ****maintenance coat****

Estimated time for completion 1 day and should be dry 4hrs after application

Total job \$500.00

We propose hereby to furnish material and labor — complete in accordance with the above specifications for the sum of:

\$ _____ Dollars

with payments to be made as follows: 50% down to schedule and remaining balance due upon completion

Any alteration or deviation from above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control.

Respectfully
 submitted _____
 Note — this proposal may be withdrawn by us if not accepted within _____ days.

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

Signature _____

Date of Acceptance _____

Signature _____

Planning Committee Report to the Board of Directors, January 11, 2023

- 1) Date report submitted: January 11, 2023. Report covers November 10, 2022 – January 3, 2023
- 2) Planning Committee & Membership Update
 - a) Planning Committee continues to meet on Tuesdays from 9-11AM in the office
 - b) Since the last report, the PC met on 11/22/22, 12/6/22, 12/13/22, 12/27/22, 1/3/23
 - i) The PC did not meet on 11/15/22, 11/29/22 or 12/20/22 due to lack of quorum
 - c) Planning Committee would like to add Mark Thompson. He has shadowed the PC for most of our meetings since the last BOD meeting.
- 3) Since last report:
 - a) PC is continuing to clean up old files
 - i) 91 active construction files (81 approved, 10 pending)
 - ii) 40 active complaint files
 - b) New Construction:
 - i) New Construction: 2 approved, 2 require height variance, 1 pending missing information
 - ii) Height Variance requests for 1609 NW Oceanview Drive and 2009 NW Beachview Drive
 - c) Projects: (approved/submitted)
 - i) Fence – 2/3
 - ii) New roof – 1/1
 - iii) Clear lot – 0/1
 - d) Permits:
 - i) RV – 1
 - ii) Boat – 1
 - e) Complaints filed:
 - i) Commercial Vehicles – 1
 - ii) Inoperable/Unlicensed Vehicles – 1
 - iii) Trailers – 1
 - iv) Commercial Signs – 1
 - v) Scotch Broom – 1
 - vi) Not C&R violations – 2
 - f) Complaint Letters Sent
 - i) Informational – 3 (Scotch Broom – 1; Commercial/Inoperable/Unlicensed Vehicles – 1; Trailers/Commercial Signs – 1)
 - ii) Notice of Violation – 1 (Commercial/Inoperable/Unlicensed Vehicles – 1)
 - iii) Notice of Fine – 0
 - iv) Refer to Board of Directors for Fine – 0
 - g) Complaints Resolved – 4

Planning Committee would like to remind members to let the office or Planning Committee know when projects are complete so we can close out files.

Actions for BOD meeting:

1. Planning Committee recommends adding Mark Thompson to the Planning Committee

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

Bayshore Safety Committee Meeting Minutes 1-5-23

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

Karen and Steve Sager met briefly via zoom. The challenge of member meeting attendance was discussed briefly, and will be reviewed at a later date. It was decided that since there were no urgent safety agenda items to address, the committee will change their scheduled meetings to quarterly.

Next safety meeting to be scheduled in April

Respectfully submitted,

Karen Fitzgerald