

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

Saturday, February 18, 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 January 21, 2023 Board Meeting

Good News

Members' Comment: Agenda Item Comments

Reports

- A. Financial report:** Carolyn Gardner, Secretary/Treasurer; **Report Soon**
- B. Facilities:** Bob Tunison, Facility Manager, **No Report**
- 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; **No Report**
 - d. Policies and Procedures:* Chair Debbie White, Storr Nelson, Liaison; **Report Submitted**
 - e. Social:* Chair Roger Smith, Vivian Løjborg Mills, Liaison; **No Report**
 - f. Communications:* Kenn Apel, Liaison; **No Report**
 - g. Budget/Finance:* Chair Mary Lou Morris, Carolyn Gardner, Liaison; **Report Submitted – Verbal Report for meeting**
 - h. Canal:* Chair Karin Couch, William Nightingale, Liaison; **No Report**
- D. Task Forces**
 - a. Beach Access Task Force:* **No Report**
 - b. Bylaws Task Force:* **Report Submitted**
 - c. ADA Clubhouse Project:* **Verbal Report** (also see architect proposal)
- E. Motion to accept all reports for minutes**

Unfinished Business

- A.** Appointment of Members to Nominating Committee
- B.** Call for Nominations for Election Committee
- C.** Artisans/Mackey Park Update (Paula Brubaker)
- D.** Update on capital project: ADA compliant remodel plan for the clubhouse
- E.** Ideas for providing “common areas and facilities are for the use and enjoyment of the public”

F. Alsi Resort property boundaries

New Business

- A.** Property on Hilton Dr.
- B.** Dogs on leash policy reminder
- C.** Trespassing laws
- D.** Backyard patio: name and crowd density
- E.** Vandalized Bayshore signs
- F.** Member agenda items: N/A
- G.** Other

Member Comments

Executive Session

Adjournment

Zoom link for Bayshore Board of Directors Meeting

Time: February 18, 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

January 31, 2023

As of January 31, 2023, the 2021 Operating fund balance is \$130,998.46 (58,430 is earmarked as reserve funds to transfer for special projects)

As of January 31, 2023, the 2022 Operating fund balance was \$25,665.04

As of January 31, 2023, the 2023 Operating fund balance was \$110,639.54

As of January 31, 2023, the Long Term reserve fund balance is \$370,018.09

Accounts receivable balance as of January 31, 2023 is \$ 20,929.40

Contingency Fund balance as of January 31, 2023 is \$19,000

There were 4 property transfers in January.

The financial reports are prepared by:

Carolyn Gardner
Corporate Secretary
Board member from district 5

Planning Committee Report to the Board of Directors, February 7, 2023

- 1) Date report submitted: February 7, 2023. Report covers January 4, 2023 – February 7, 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 1/10/23, 1/17/23, 1/24/23, 2/6/23
 - i) The PC did not meet on 1/31/23 due to lack of projects
- 3) Since last report:
 - a) PC is continuing to clean up old files
 - i) 94 active construction files (86 approved, 8 pending)
 - ii) 41 active complaint files
 - b) New Construction:
 - i) New Construction: 3 approved
 - ii) Height Variances approved for 1609 NW Oceanview Drive and 2009 NW Beachview Drive
 - c) Projects: (approved/submitted)
 - i) Fence – 1/1
 - ii) Paint – 2/2
 - iii) Deck Replacement – 1/1
 - iv) Patio Extension – 1/1
 - v) Garage Door Replacement – 1/1
 - vi) Shed – 1/2
 - d) Permits: none
 - e) Complaints filed:
 - i) Not C&R violations – 2
 - f) Complaint Letters Sent
 - i) Informational – 0
 - ii) Notice of Violation – 1 (Trailers/Commercial Signs – 1)
 - iii) Notice of Fine – 0
 - iv) Refer to Board of Directors for Fine – 0
 - g) Complaints Resolved – 1

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: None

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

Meeting: February 8, 2023 (7:00 to 8:45 pm) Next meeting (In-person/Zoom) April 12th @ 6:00pm

Attendance: (Zoom) Elaine Ferguson, Kathi Lenz, & Debbie White (Chair)

Excused: Gary Brown & Storr Nelson (Board Liaison),

Discussion and comparisons of Oregon state law and our proposed Bylaw changes. More preparations and comparisons needed to prepare for the next taskforce meeting.

Old Business

- Bid process & language combining both committees (Tabled until further direction is received)
- Election Committee (Tabled till after elections and Bylaws are finished)
- HOA Parking Lot & Grounds (Tabled till summer)
- Rental Agreements for Organizations and Groups (forms) – submit both for action
(This is another opportunity for the inclusion efforts for the 501c4)
- Check list – will submit for action
- Rental agreement (policy) – will submit for action

New Business

Process to edit the P&P main document, for accurate and timely posting of language additions or revisions. The revised version of the P&Ps will be sent to the Board President and the office to be posted on the web. This process should take no more than two weeks.

To minimize delays and maximize meeting time, we will aim for a 3-month editing process of adding/revising language for BoD approval action.

Next Meeting – Wednesday - - April 12th 6:00 Pacific/7:00 Mountain

The meeting in March will be dedicated to the By-laws Taskforce

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**Assignments** Our main focus for March will be on the Bylaws Taskforce

### Action Items for February's BoD meeting - - **These revisions will complete this section of the P&Ps.**

The 2 rental agreements for the clubhouse and backyard patio are nearly identical to the member agreements – one exception is increasing the rental amounts by \$5 (believing that members should have a little better benefit).

**Action:** Request approval Backyard Patio Rental Agreement for Organizations & Groups

**Action:** Request approval Clubhouse Rental Agreement for Organizations & Groups

Revisions of 2 other sections pertaining to renting – minimal revisions were made, just matching wording, as closely as possible to the approved rental agreements so everything reads similarly

**Action:** Request approval (General) Bayshore Beach Club Rental Policy

**Action:** Request approval Bayshore Beach Club Check-off List

# Bayshore Beach Club Rental Check Off List

Check list to assist in redeeming the \$200 refundable Damage/Cleaning deposit.

| Condition Before | BALLROOM                                                                                            | Condition After |
|------------------|-----------------------------------------------------------------------------------------------------|-----------------|
|                  | Added decor is removed                                                                              |                 |
|                  | Any tape is removed from walls and windows                                                          |                 |
|                  | Tables cleaned and disinfected                                                                      |                 |
|                  | Spilled beverages and food cleaned from floor and furniture                                         |                 |
|                  | Chair covers cleaned                                                                                |                 |
|                  | Floors unmarred                                                                                     |                 |
|                  | Tables folded                                                                                       |                 |
|                  |                                                                                                     |                 |
|                  |                                                                                                     |                 |
|                  | <b>KITCHEN</b>                                                                                      |                 |
|                  | Dishes clean and in proper cabinets                                                                 |                 |
|                  | Silverware clean and in proper drawers                                                              |                 |
|                  | Tables, counters, drainboard clean                                                                  |                 |
|                  | Stovetops and ovens clean                                                                           |                 |
|                  | All items, such as coffee servers, creamers, condiments, small appliances, etc. in proper cupboards |                 |
|                  | Refrigerator emptied                                                                                |                 |
|                  | All refuse in large garbage bag by door                                                             |                 |
|                  |                                                                                                     |                 |
|                  |                                                                                                     |                 |
|                  | <b>BACKYARD PATIO</b>                                                                               |                 |
|                  | Grounds and patio cleared                                                                           |                 |
|                  | Garbage disposed of properly                                                                        |                 |
|                  |                                                                                                     |                 |
|                  |                                                                                                     |                 |

Facility Manager is responsible to determine the amount to refund of the deposit. The building and all equipment must be in condition as found. Any damages/cleaning may forfeit the deposit. In such case as the damage/cleaning exceeds the refundable deposit it is agreed that the renter will reimburse Bayshore Beach Club, Inc. in the amount of said excess.

\_\_\_\_\_  
Member or Contact (Organization or Group) Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Print) Name of Member or Contact (Organization or Group)

\_\_\_\_\_  
Bayshore Facilities Manager Signature

\_\_\_\_\_  
Date

## Bayshore Beach Club Rental Policy

1. Because Bayshore Beach Club, Inc is a non-profit organization, the premises shall not be rented to any commercial or non-commercial organization for soliciting, selling, or actual sale and delivery of any material item or service. Non-profit organizations sponsored by BBCI are exempt.
2. Bayshore Beach Club members may rent the Clubhouse for personal social events. Member must be in good standing and must attend the entire event.
3. The Clubhouse may be rented by organizations or groups for social events.
4. Ballroom rental does not include kitchen (additional fee), backyard patio (separate rental agreement), pool, recreation/weight room or downstairs area. Includes the use of the upstairs Clubhouse restrooms only.
5. Kitchen rental does not include backyard patio (separate rental agreement), pool, recreation/weight room or downstairs area. Includes the use of the upstairs Clubhouse restrooms only.
6. Backyard patio rental does not include the ballroom (separate rental agreement), kitchen (separate rental agreement), pool, recreation/weight room or downstairs area. It includes the use of the downstairs Clubhouse restrooms only.
7. Member Rental Rates:
  - Ballroom \$25/hour (16 people or more...)
  - Ballroom \$15/hour (15 people or fewer)
  - Kitchen \$15/hour
  - Backyard Patio \$15/hour
8. Organization or Group Rental Rates:
  - Ballroom \$30/hour (16 people or more...)
  - Ballroom \$20/hour (15 people or fewer)
  - Kitchen \$20/hour
  - Backyard Patio \$20/hour
9. Cleaning deposit: \$200 refundable deposit. If heavy damage occurs during the event, the member will be charged for repairs. To receive refund of deposit, member must meet with Facilities Manager to walk through and inspect the building within 48 hours after the event.
10. Member must sign a Rental Agreement with the Facilities Manager.
11. Member must file their Homeowner's Insurance Policy information in the Bayshore Office before the event.
12. All guests, caterers, servers, and entertainers must sign in before entering the Clubhouse (as per Bayshore insurance policy).
13. The renter the Bayshore Beach Club facility is responsible if liquor is served and must provide proof of liquor liability insurance for the event, as per Oregon State Law. The member must assure that no alcohol is served or consumed by any person under the age of 21 during the event.
14. No smoking is allowed within 15 feet of the Clubhouse.
15. All clean-up is to be completed by 10:00 PM on the day of the event. Building and all equipment used must be left in condition as found.
16. All participants must follow current Lincoln County health and safety protocols during the event.

# Bayshore Backyard Patio – Organization or Group Rental Agreement

Name of Organization or Group: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact: \_\_\_\_\_ Relationship to Organization or Group: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Date Desired: \_\_\_\_\_ Hours Needed: \_\_\_\_\_ to \_\_\_\_\_ # of Guests: \_\_\_\_\_

## Backyard Gazebo area: \$20.00 per hour

- Does not include the use of the clubhouse or kitchen (Separate rental agreement must be completed.)
- Only includes the use of the downstairs Clubhouse restrooms, will be closed by 10:00pm
- Garbage must be dumped (Garbage can north end of cement slab)

Event Hours (includes set up/clean up) \_\_\_\_\_ @ \$20.00 Due \$ \_\_\_\_\_

All Rental charges to be paid in full at least two weeks prior to reserve the date and times requested. The fee shall be paid by check written by the renting member.

**REFUNDABLE DEPOSIT** to be paid in full to reserve the dates and times requested. All Events: Conditional refundable \$200.00 Damage/Cleaning Deposit Total Amount Due "Bayshore Beach Club, Inc." (Deposit will be refunded within 30 days after event, if earned)

**TOTAL AMOUNT DUE:** Rental: \_\_\_\_\_ + \$200.00= \$ \_\_\_\_\_ Make check payable to "Bayshore Beach Club, Inc."

## Bayshore Rental Policy:

- No smoking is allowed within 15 feet of the Clubhouse.
- This agreement only allows the use of the clubhouse restroom. For use of the upstairs areas, member must also complete the Clubhouse rental agreement.
- All clean-up must be completed by 10:00 pm on the event date. Excess garbage that does not fit in designated cans must be carried off premises and disposed of elsewhere.
- All participants must comply with current health and safety protocols. Initial: \_\_\_\_\_
- Facility Manager is responsible to determine the amount to refund of the deposit. Grounds are to be clean, no garbage outside of provided garbage can, and no damage to the area or structures. Any damages/cleaning may forfeit the deposit. In such case as the damage/cleaning exceeds the refundable deposit it is agreed that the renter will reimburse Bayshore Beach Club, Inc. in the amount of said excess. Initial: \_\_\_\_\_
- Per Oregon State Law: the organization or group renting any Bayshore Beach Club Facility is responsible if liquor is served, and required proof of liability insurance for the event. No consumption of alcohol by anyone under 21 years of age is allowed. Initial: \_\_\_\_\_



**Insurance section (below) is (only) required for events where there is the servicing of alcoholic beverages.**

Name of Insured: \_\_\_\_\_

Address of the Insured: \_\_\_\_\_

Name of Insurance Company: \_\_\_\_\_

Policy Number: \_\_\_\_\_

Amount of liability: \$ \_\_\_\_\_ Amount Received: \$ \_\_\_\_\_ Check Number: \_\_\_\_\_

Member Signature \_\_\_\_\_ Date: \_\_\_\_\_

Member Name (Please Print) \_\_\_\_\_

Office Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**To be completed after the event...** Deposit Refunded: Yes No Partial

Amount to be refunded: \$ \_\_\_\_\_ Check Number: \_\_\_\_\_ Date: \_\_\_\_\_

Explanation for amount of refund: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Facility Manager

# Bayshore Beach Clubhouse – Organization or Group Rental Agreement

Name of Organization or Group: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact: \_\_\_\_\_ Relationship to Organization or Group: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Date Desired: \_\_\_\_\_ Hours Needed: \_\_\_\_\_ to \_\_\_\_\_ # of Guests: \_\_\_\_\_

**Ballroom:** \$30.00 per hour (16 people or more...)

- Does not include the use of the kitchen, pool, recreation/weight room, or downstairs area of the clubhouse.
- Does not include the use of Backyard Patio (Separate rental agreement must be completed.)
- Only includes the use of the upstairs Clubhouse restrooms.

Event Hours (includes set up/clean up) \_\_\_\_\_ @ \$30.00 Due \$ \_\_\_\_\_

**Kitchen:** \$20.00 per hour

- Does not include the use of Backyard Patio (Separate rental agreement must be completed.)
- Only includes the use of the upstairs Clubhouse restrooms.
- Does not include the use of the pool or any of the downstairs area of the clubhouse

Event Hours (includes set up/clean up) \_\_\_\_\_ @ \$20.00 Due \$ \_\_\_\_\_

**Ballroom:** \$20.00 per hour (15 people or fewer)

- A special rate of for events of smaller groups, not using the kitchen.

Event Hours (includes set up/clean up) \_\_\_\_\_ @ \$20.00 Due \$ \_\_\_\_\_

All Rental charges to be paid in full at least two weeks prior to reserve the date and times requested. The fee shall be paid by check written by the renting member.

REFUNDABLE DEPOSIT to be paid in full to reserve the dates and times requested. All Events: Conditional refundable \$200.00 Damage/Cleaning Deposit Total Amount Due "Bayshore Beach Club, Inc." (Deposit will be refunded within 30 days after event, if earned)

**TOTAL AMOUNT DUE:** Rental: \_\_\_\_\_ + \$200.00= \$ \_\_\_\_\_ Check payable to "Bayshore Beach Club, Inc."

**Bayshore Rental Policy:**

- No smoking is allowed within 15 feet of the Clubhouse.
- All clean-up must be completed by 10:00 pm on the event date. Excess garbage that does not fit in designated cans must be carried off premises and disposed of elsewhere.
- All participants must comply with current health and safety protocols. Initial: \_\_\_\_\_

- Facility Manager is responsible to determine the amount to refund of the deposit. The building and all equipment must be in condition as found. Any damages/cleaning may forfeit the deposit. In such case as the damage/cleaning exceeds the refundable deposit it is agreed that the renter will reimburse Bayshore Beach Club, Inc. in the amount of said excess. Initial: \_\_\_\_\_
- Per Oregon State Law: the organization or group renting any Bayshore Beach Club Facility is responsible if liquor is served, and required proof of liability insurance for the event. No consumption of alcohol by anyone under 21 years of age is allowed. Initial: \_\_\_\_\_

Because Bayshore Beach Club, Inc is a non-profit organization, the premises shall not be rented to any commercial or non-commercial organization for soliciting, selling, or actual sale and delivery of any material item or service. Non-profit organizations sponsored by BBCI are exempt. See BBCI Bylaws Art IX, Sec 6

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**Insurance section (below) is (only) required for events where there is the servicing of alcoholic beverages.**

Name of Insured: \_\_\_\_\_

Address of the Insured: \_\_\_\_\_

Name of Insurance Company: \_\_\_\_\_

Policy Number: \_\_\_\_\_

Amount of liability: \$ \_\_\_\_\_ Amount Received: \$ \_\_\_\_\_ Check Number: \_\_\_\_\_

Member Signature \_\_\_\_\_ Date: \_\_\_\_\_

Member Name (Please Print) \_\_\_\_\_

Office Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~

**To be completed after the event... Deposit Refunded: Yes No Partial**

Amount to be refunded: \$ \_\_\_\_\_ Check Number: \_\_\_\_\_ Date: \_\_\_\_\_

Explanation for amount of refund: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Signature of Facility Manager

## Budget Committee Report, February 2023:

The Budget Committee will begin meeting in March. Bill Uhlman, Mary Lou Morris, Kathi O'Leary and Carolyn Gardner will work on the proposed budget for 2023-2024. Dwayne Hayden is taking a leave of absence from the committee this year.

All Bayshore committees that have a budget need to have their requests for the coming year in to the Budget Committee by March 1st. The committee requests will be presented to the Board at the March BOD meeting for approval. Budget requests should be submitted to the Bayshore Office.

Report submitted by Mary Lou Morris

## **Bylaws Task Force Report**

February 2, 2023

In attendance: Kathie Boian, Gary Brown, Brittany Bryant, Elaine Ferguson, Kate Guphill, Kathi Lenz, Storr Nelson, John Westhafer, Debbie White

Task Force met to review work that has been accomplished and organize future tasks.

The Task Force discussed the following:

1. Whether to combine Articles IV & V and V & VII which describe the Board of Directors and duties and Officers and duties. It was decided to keep the four articles but streamline the wording.
2. The roles of Corporate Secretary and Secretary-Treasurer. Can these positions be redefined by dividing Secretary-Treasurer and combining Corporate Secretary with Secretary, ensuring the same duties are performed?
3. How to adequately define the numbers of members on committees. If the minimum is not met, may the committee still function? Does a maximum number of members need to be stated?
4. Brainstormed methods to reach out to the community for feedback on our work. An article was written for the Breeze. Will post on social media and create a flyer. Will schedule an in-person/Zoom town hall meeting for February 18.
5. Reviewed wording for including the Policies & Procedures Committee as a standing committee.
6. Schedule our next meeting. February 16, 2023

Respectfully submitted,

Elaine Ferguson Chair  
Bylaws Task Force 2022-2023

# *DHGoebel, Architect*

## Oregon Coast Architecture

147 NE Golf Course Drive Newport, OR 97365 | p. 541.270.2758 | f. 541.265.7679 | www.dhgoebel.com | dietmar@dhgoebel.com

*January 27, 2023*

*Bayshore Club House  
Attn: John Gardner  
1514 NW Oceania Dr.  
Waldport, Oregon 97394*

*RE: Project for Architectural/Engineering services to Design/Remodel portions of the existing Bayshore Building at 1514 NW Oceania Dr., Waldport, Oregon 97394*

*Dear Mr. Gardner,*

*I am pleased to submit this proposal in regard to providing you with architectural/engineering services for the design/remodel for portions of the Bayshore Club House in Waldport, Oregon.*

*The first step will be to research for some drawings and develop as-builts of the building, site conditions and talk with relevant jurisdictions to determine their requirements. Once that is done and understood, we can begin the design process for the various items discussed at our site meeting. The design process is one of design, presentation/review/comment. This may take some rounds to get the design finalized. We should also have additional discussions to determine the final program for the project.*

*The meeting, phone calls and other gathered information will be used to develop the preliminary design and concept for the building remodel. Once the design has been approved, construction drawings will be developed and helping with obtaining jurisdictional approval and permits.*

### **SCOPE OF PROJECTS**

*Items of understanding, taken at our site meeting:*

- 1. Look for plans of the building and develop as-builts for the building, this to include complete site information,*
- 2. New 2-level elevator (LULA) on exterior of building, by the office entry,*
- 3. Remodel of the two downstairs bath/dressing rooms to comply with ADA requirements,*
- 4. Revise main exterior entry door at the office to comply with ADA requirements,*
- 5. Analyze whether the number of toilets can be reduced to accommodate ADA requirements,*
- 6. Upgrade the entry sidewalk, at the east end, to accommodate ADA requirements.*

### **SCOPE OF SERVICES**

*The proposed basic services will be normal architectural/engineering services to include the following:*

- 1. Relevant architectural work (design, construction documents, specification of materials, design and detailing of anything built into the building),*
- 2. Relevant structural engineering (engineering to comply with current codes for wind and earthquake loading),*
- 3. Relevant mechanical and electrical design (design and documentation of mechanical/plumbing systems together with selection of fixtures and fittings, design and layout of electrical systems to include lighting and switching),*
- 4. Relevant civil engineering as pertaining to grading of exterior, connections to public utilities, and sidewalk areas,*
- 5. If requested, construction and bidding services, (selection of contractors, construction review when necessary, obtain bids from contractors and work with the selected contractor during the construction phase, review the construction as necessary to make sure it complies with the drawings, review and approve payment request from the contractor).*
- 6. If the owner would like to hire MEP and civil engineers, they would be additional to the fee indicated for the architect. This project is of limited scope and these services could be provided by the selected contractor on a design build basis.*
- 7. A specification writer would be desired and have worked with Linn West out of Yachats. His fee is not included in the A/E fee indicated below.*

### **COST OF CONSTRUCTION**

*The Construction Budget for these ADA improvements to be a maximum of \$200,000.00+/- . This budget is based on a level of detail discussed at our meeting. Soft cost would be in addition to the construction costs.*

### **TIME TABLE**

*The earliest I could start this project would around June of 2023. Design phase would be 2 months with construction drawings 2.5 months, City approval/permitting 1.5 months and construction 6-8 months (estimate, depending on lead time for materials and equipment). This would allow for completion to be around June/August 2024.*

### **SURVEY AND GEOLOGICAL REPORT**

*A site specific geological report should not be necessary but will check with the appropriate Jurisdictions. A boundary survey and building location may be required to locate the building on the site. A topographic survey would also be necessary but can work with County information to develop preliminary designs. We will also need to check with the County/City for any flood plain/"V" Zone requirements, if any.*

**ARCHITECTURAAL/ENGINEERING SERVICES**

The fee for the above services is broken down as follows:

|                   |                 |
|-------------------|-----------------|
| As-built plans    | 2,000.00        |
| Design            | 8,000.00        |
| Construction Docs | 10,000.00       |
| <u>Permitting</u> | <u>2,000.00</u> |
| TOTAL             | 22,000.00       |

A retainer of 10% is requested - 2,200.00 - which will be credited to the final invoice. Authorized reimbursable items and services of any consultants required to complete the project are billed on a direct reimbursement basis. Again, I am pleased to submit this proposal and look forward to working with you on this project. If you have any questions prior to your acceptance of this proposal, please call on me.

Sincerely,

DHGoebel, Architect  
Oregon Coast Architecture

Accepted \_\_\_\_\_ Date \_\_\_\_\_  
John Gardner