

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

**Saturday, March 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 February 18, 2023 Board Meeting**

**Approval of Minutes of March 1, 2023 Special 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, **No Report**
- C. Committees**
  - a. Planning:** Michael Vest, Liaison; **Report Submitted**
  - b. Long Range Reserve & Physical Assets:** Tom Hurt, Liaison, **Report Submitted;**  
**Verbal Report for meeting**
  - c. Safety:** Chair needed, Steve Sager, Liaison; **No Report**
  - d. Policies and Procedures:** Chair needed, Storr Nelson, Liaison; **No Report**
  - e. Social:** Chair Roger Smith, Vivian Løjborg Mills, Liaison; **No Report**
  - f. Communications:** Kenn Apel and Vivian Mills, Co-Liaisons; **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**
  - i. Nominating Committee:** Chair Trish Ferrel French, Mike Vest, Liaison; **Verbal Report**
- D. Task Forces**
  - a. Beach Access Task Force:** **No Report**
  - b. Bylaws Task Force:** **Report Submitted**
  - c. Clubhouse Project:** **No Report**
- E. Motion to accept all reports for minutes.**

**Unfinished Business**

- A. Appointment of Members to Election Committee**
- B. Property on Hilton Dr.**

- C. Summer Swimming Lessons
- D. Update from Special Board Meeting

#### **New Business**

- A. Summary of Emergency Executive Session March 6, 2023
- B. What is “Fair Housing/Equal Access to Facilities?”
- C. Wind Turbines (submitted by Bernadette Williams)
- D. ADA Chair Lift for Pool
- E. Member question: Pool Enclosure
- F. Minutes for future meetings
- G. Member agenda items: N/A
- H. Other

#### **Member Comments**

#### **Executive Session**

#### **Adjournment**

**Zoom link for Bayshore Board of Directors Meeting**

**Time: March 18, 2023 01:00 PM Pacific Time (US and Canada)**

**Join Zoom Meeting**

**<https://us06web.zoom.us/j/87921342571?pwd=bmo0dkxlbWVDTlJlMjRqOHY4TkNVZz02>**

**Meeting ID: 879 2134 2571**

**Passcode: 234446**

**BAYSHORE BEACH CLUB, INC.**

**MONTHLY REPORT TO BOARD**

**February 28, 2023**

As of February 28, 2023, the 2021 Operating fund balance is \$130,998.46 (58,430 is earmarked as reserve funds to transfer for special projects)

As of February 28, 2023, the 2022 Operating fund balance was \$25,665.04

As of February 28, 2023, the 2023 Operating fund balance was \$103,327.93

As of February 28, 2023, the Long Term reserve fund balance is \$370,018.09

Accounts receivable balance as of February 28, 2023 is \$ 18,119.35

Current Liabilities including accounts payable and payroll related items total \$27,403.22 as of February 28, 2023

Contingency Fund balance as of February 28, 2023 is \$19,000

There were 0 property transfers in February.

With the increase rates in CD's, I recommend that the finance committee look at the reserve fund and determine how much can be moved to a CD.

The financial reports are prepared by:

Carolyn Gardner  
Corporate Secretary  
Board member from district 5

## Planning Committee Report to the Board of Directors, March 7, 2023

- 1) Date report submitted: March 7, 2023. Report covers February 8, 2023 – March 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 2/21/23, 2/28/23 & 3/7/23
    - i) The PC did not meet on 2/14/23 due to lack of projects
- 3) Since last report:
  - a) PC is continuing to clean up old files
    - i) 90 active construction files (80 approved, 10 pending)
    - ii) 44 active complaint files
  - b) New Construction:
    - i) New Construction: 2 submitted, 0 approved
  - c) Projects: (approved/submitted)
    - i) Fence – 3/3
    - ii) Paint – 2/2
    - iii) Deck Replacement – 2/2
    - iv) Deck Cover – 1/1
    - v) Window Replacement – 1/1
  - d) Permits: none
  - e) Complaints filed:
    - i) Bright Street Light – 8
    - ii) Unapproved Grading – 1
    - iii) Scotch Broom – 1
    - iv) Unleashed Dogs – 1
  - f) Complaint Letters Sent
    - i) Informational – 4 (Bright Street Light – 1, Unapproved Grading – 1, Scotch Broom – 1, Unleashed Dogs – 1)
    - ii) Notice of Violation – 0
    - iii) Notice of Fine – 0
    - iv) Refer to Board of Directors for Fine – 0

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)

To: BBC Board of Directors  
From: Long Range Asset Planning Committee  
Date: 3-13-23

Committee Met Via Zoom on :

Monday, February 13 Via Zoom. Attending, T. Hurt, B. Tunison, G. Kressley. Absent, M. Mugnai.

Friday, February 24 Via Zoom. Attending, T. Hurt, B. Tunison, G. Kressley. Absent, M. Mugnai.

Tuesday, February 28 Via Zoom. Attending, T. Hurt, B. Tunison, G. Kressley. Absent, M. Mugnai

Thursday, March 10 Via Zoom. Attending, T. Hurt, B. Tunison, G. Kressley, M. Mugnai

**Item One: Proposal to BBC Board, Proposed Clarification of Bayshore Capital Planning and Spending Limits.**

**Item Two: Recommendation for Replacement of Water Heating Equipment**

Item One: Proposal to BBC Board, Proposed Clarification of Bayshore Capital Planning and Spending Limits.

The Committee discussed and would recommend the following process and clarifications to the BOD.

Background:

There are five main types of planned capital asset spending:

- Maintenance of existing assets,

- Emergency repairs of existing assets,
- Planned and approved current year new capital projects
- Planned and approved long-term capital projects
- Proposed but unapproved capital projects.

Budgeting: Maintenance, emergency repairs and current year approved capital budget are included in the annual budget along with new planned and approved capital projects for the current budget year.

Capital Planning: Future planned and approved capital expenditures are included in the Long-Range Capital Plan.

Planning Guidelines:

1. All capital expenses must be approved by the Board, as part of the annual budget or the long-range capital planning process.
2. Existing asset maintenance expenses should be funded in the annual expense budgeting process as a line item budget. There should be a reserve for emergencies. Existing asset maintenance is the responsibility of the Facility Manager with assistance, as needed, from the LRPA
3. New capital expenses are approved by the Board during the annual budget cycle as a list of new projects for the coming year, using the capital expense approval process.
4. All approved long-term capital projects should be included in the long range capital plan.
5. The Long Range Asset Planning committee is responsible for the development of the annual capital plan and must be approved by the Board.

Proposed Capital Expense Approval Process

1. A project (by the Facilities Manager or a committee) is brought before the Board;
2. If deemed worthy to the HOA, the Board then directs the Committee to develop a set of options for the contract.
3. The Committee researches the options, with the appropriate level of due diligence, then presents the options available to the Board, including the pros and cons of each option.

4. The Board reviews, chooses an option and approves the project. Approved projects for the planning cycle go into the annual budget and will be implemented by Facilities.
5. When completed, Facilities presents a final report as part of their monthly review.

Note: The idea behind this process is to reduce risk to membership funds and ensure complete transparency.

#### Proposed Capital Spending Authorization Process:

The Long-Range Asset Planning (LRAP) committee is proposing the following guidelines to follow when authorizing *unplanned* Bayshore expenditures. These suggestions address emergency or unplanned capital (asset) expenditures and *specifically exclude expenses related to regular maintenance of existing Bayshore assets* budgeted for the current year.

1. Any proposed capital expense which is approved per the Capital Expense Approval process and included in Bayshore's current fiscal budget need not be submitted to the LRAP committee or board of directors for further approval and are managed by the Facilities Manager with help from LRAP if required. Such expenses should be presented to the Bayshore office for payment and must be accompanied by paperwork supporting the proposed expense.
3. Any required expense (example, emergency repairs) up to \$2,500.00 which is not included in Bayshore's current budget must be submitted to the LRAP committee for approval. This category of proposed expenses does not, as a matter of policy, require board approval and is funded by the emergency reserve. However, the LRAP may choose to forward a proposed expenditure to the board for approval in the event that it deems appropriate to do so. Sufficient documentation outlining the expense amount must be submitted to the LRAP committee along with the amount of the proposed request. Although vendor bids are not necessarily required for such proposed expenses, a bid(s) is encouraged when available.
4. Any proposed unbudgeted expenses from \$2,500.00 to \$7,500.00 must be submitted to the LRAP committee for approval before being submitted to the Board of Directors for final discussion and approval. Requests for authorization of proposed expenses falling into this category of expenses

should be accompanied by at least two competing vendor bids when possible. In any event, sufficient documentation outlining the expense amount must be submitted to the LRAP committee along with the amount of the proposed request.

5. Any proposed expenses above \$7,500.00 must be submitted to the LRAP committee for approval before being submitted to the board of directors for final discussion and approval. Requests for authorization of proposed expenses falling into this category of expenses should be accompanied by as many competing vendor bids as feasible. In any event, sufficient documentation outlining the expense amount must be submitted to the LRAP committee along with the amount of the proposed request.

#### For Reference: Definition of Long Range Physical Assets Plan

- 1) This plan contains Bayshore Beach Club properties, buildings and facilities, equipment and vehicles, that are considered as physical assets worth maintaining for the benefit of members, guests, and other community users.
- 2) It also lists those physical assets deemed important to add to meet present and future needs.
- 3) It considers replacement and maintenance needed over the next 10 years.

#### Included in the Long Range Physical Assets Plan

- 1) Property: Land owned and maintained by BBC.
- 2) Buildings and Facilities: Those owned and maintained by BBC.
- 3) Major Equipment: Equipment necessary to maintain and operate facilities, lands and buildings owned and maintained by BBC.
- 4) Planned Capital Projects: Any projects requiring spending during the year, including consultants, architects.
- 5) Future Capital Projects: Including new assets spending and future required spending (new roof, for example.)



6) NOT INCLUDED: Small tools, consumables, items that should be covered in the annual maintenance budget.

End of Item One

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Item Two: Recommendation for Replacement of Pool Water Heating Equipment

March 1, 2023

**TO:** Bayshore Long Range Asset Planning (LRAP) Committee; Bayshore Board of Directors

**FROM:** Bob Tunison, Bayshore Facilities Manager

**SUBJECT:** Bid proposals for new swimming pool heater

Our current swimming pool heater (purchased in 2015) needs to be replaced due to normal wear and tear leading to the end of its useful life at the end of the 2022 pool season which the manufacturer stated as being 10-12 years. In the discussion below related to the useful life of pool heaters, it is important to note that heaters installed on the coast consistently fail at the lower end of their published life expectancy range due to harsh climates which is why our heater failed. Manufacturer's published figures of life expectancy ranges are primarily used to accommodate various limits of heater usage (How many days per year? How many hours per day?).

The most critical specification in researching pool heaters is the selection of a heater that produces a calculated number of BTU's (British Thermal Units) to efficiently heat a given pool (efficiently translates into the ability to increase the water temperature at the rate of 1-degree per hour). As determined by a standardized formula, the two key measurements needed to calculate Bayshore's correct pool heater BTU requirement is the surface area (28 ft. x 60 ft. = 1,680 sq. ft) and the number of gallons of water that our pool holds, which is approximately 70,000 gallons. Using these two figures in that formula results in the need to have our new pool heater's rating be approximately 400,000 BTU's.

In order to target manufacturers that fit our needs, consideration was given to three generally broad classifications of the types of pool heaters available on the market: 1) Residential Pool Heaters, 2) Commercial Pool Heaters, and 3) Professional Heaters.

The main distinction between these three categories is the increasing size of the (BTU) output but, more importantly, the distinction between these categories lays in other, critical, areas. Generally speaking, key internal components of commercial pool heaters are built with materials that *substantially* extend the useful lifetime of the heater.

As an example, our current heater is a residential heater made by Lochinvar, one of the top three rated pool heater manufacturers. This heater produces 399,000 BTU's which meets the first critical criteria for our needs. However, our heater failed seven year's following installation due, primarily, to the less durable composition of the key internal components since it was designed and built as a residential heater. Lochinvar manufactures a commercial heater with an almost identical BTU rating which carries a higher retail price and somewhat higher life expectancy, the latter of which is due to more durable component parts.

I have looked into manufacturers who have models that produce output close to our requirement of 400,000 BTU's. In doing so and in every case, I discovered that our required BTU range places available products at the entry level of commercial heaters as well as the entry level of the Professional category of heaters. The professional category of heaters include models that are primarily designed for multiple pool or multiple pool/spa combinations and as such retail at a minimum of 3 times those of similar ratings in the commercial category. The "overkill" in both intended usage and pricing eliminated further research into this category.

When I looked into general specifications of Residential vs. Commercial heaters, comparison of two specifications were notable. Commercial heaters shared a considerable increase in life expectancy (discussed earlier) and efficiency. The efficiency of a heater is rated as a percentage and is defined as the amount of supplied fuel converted to usable heat. As an example, a heater with an efficiency rating of 80% means that 80% of the fuel (in our case, propane) is converted into actual use in heating the pool water. Generally speaking, and in the range of heaters that meet our needs, the residential heater's efficiency range is between 76% and 78%. The commercial heaters that meet our needs have efficiency ranges between 82% and 84%. A practical way of looking at the significance of this rating is to translate this into fuel savings per season. Based on an educated estimate that Bayshore spends approximately \$15,000.00 on propane each season heating our pool, the increased efficiency of a commercial heater over a residential heater is approximately 7.5% or approximately \$1,125.00 in savings in our propane costs per season. That is a substantial figure and can be looked at as being a discount in the original purchase price of a new commercial heater (approximately 8%) in the first year alone.

Having compared residential and commercial heaters as discussed above and taking into account the relatively small cost difference in these categories, I eliminated

residential pool heaters and concentrated on finding commercial pool heaters that fit our main requirement...production of approximately 400,000 BTU's output.

It didn't take a great deal of research to find out that only two manufacturers of commercial pool heaters had models close enough to our needs. Manufacturers of the closest model producing less than our requirement were too far below our requirement to consider and manufacturers of the next highest BTU output were accompanied in most cases by extremely higher costs. The extremely higher costs were due to the fact that all models available above our BTU requirements were also in the Professional range of heaters which priced those models far beyond acceptable pricing. In the end, I was able to find two manufacturers producing a model that met our needs but did not require us to pay a premium for those in the professional category or those somewhat less costly but suffering from the drawbacks of being in the residential category as previously described.

### **Lochinvar Energyrite ERN-402 "Residential/Light Commercial" Pool Heater**

Attached is a brochure covering features of this model. This is factory rated, 399,000 BTU heater described in their brochure as a "Residential/*Light Commercial*" heater which was added to their line of heaters to compete with Rapack's 399,000 BTU heater, a very high selling model by Raypak (which also happens to be the other heater listed after this one). The important thing to note is that this **ONLY** becomes a truly commercial heater when all of the internal components listed on the lower part of page 3 in the brochure are purchased and substituted for their corresponding parts which render this a residential heater. It also adds a significant price increase to the base (residential) model. In all fairness, the base model without the "options" does include a commercial heat exchanger only found in commercial models but the many listed options also contribute greatly to the significant increase in the life expectancy of the heater. While Lochinvar publishes a life expectancy for the base model of 7-10 years (a very common life expectancy for residential heaters across the board), it strangely enough does not publish a higher life expectancy after upgrading the basic model with the commercial "options".

This is the same model that we currently have with the addition of commercial upgrades which, on a positive note, would qualify with an 84% efficiency rating for substantial propane savings. Lochinvar produces an excellent heater. However, most of their production is in residential heaters and while not promoting an increase in life expectancy is somewhat troubling, I chose this heater as a possible candidate since I have been very pleased with the performance and operation of Lochinvar. Enough so that I received a quote from the only Oregon vendor that represents Lochinvar in our state.

Mechanical Heating and Air, Inc., is based out of Eugene and they have been servicing our existing Lochinvar pool heater and our clubhouse-heating boiler for several years. They have submitted a bid of \$12,600.00 which includes the purchase, delivery, installation, and any necessary permits for the Lochinvar Energyrite ERN-402 "Residential/Light Commercial" Pool Heater. The unit being purchased is the model with all upgrades that renders it their version of a commercial heater. I have no problem with that claim. The updated items entail all components that distinguish a heater as being a commercial heater. Rather, my problem is with the cost. I looked up the cost of the basic residential version and found it to be approximately \$8,200.00. Just as is the case with higher pricing on options purchased when buying a car, options plus base price in this case seemed to be greater than building the model strictly as a commercial heater. This turned out to be true when I compared this bid to the one I received for a Raypak pool heater.

### **Raypak 406A Digital Commercial Pool and Spa Heater**

Raypak is the leading company in the design and production of pool heaters and boilers. The company has been in existence for 70-years. Like all other pool heater manufacturers, it produces heaters in residential, commercial, and professional categories depending on the BTU requirements. A distinct difference between Raypak and all other companies I researched is that Raypak manufactures a strictly commercial pool heater that fits our needs. This Raypak model also produces 399,000 BTU's in output but also has several improvements in its components over the Lochinvar model which, in combination with all other high-endurance components, yields a model that has a published lifetime expectancy of 15-17 years. Note should be made that this claim should not be reasonably expected for a coastal installation. Nevertheless, it seems that a life expectancy of a minimum 10 years is probable. If achieved, this represents an increase in life expectancy of over 40% above our current heater situation. This model has an efficiency rating of 84% which represents a significant savings in propane costs. Unlike the Lochinvar model, the bid for this model includes a heater mounted blower for more efficient operation of the unit as well as the installation of a stainless-steel exhaust stack which would put an end to consistent repairs of the old exhaust system.(add 1000+-200 cost of exhaust materials

The only Raypak distributor in Oregon, Hood to Coast Pool and Spa Service, Inc., is located in the Portland area. They have submitted a bid for the purchase and installation of the model, blower and including installation of the exhaust system in the amount of \$9,393.56. They are still working on the materials cost for the stainless-steel exhaust system. I have been given an unconfirmed estimate of \$1,000.00 plus or minus \$200.00

for the materials. Adding the higher limit for the exhaust system materials of \$1,200.00, the estimate becomes \$10,0593.56.

I am strongly recommending that the LRAP Committee and Board of Directors approve the purchase of the Raypak model. Purchase terms are 50% upon presentation of the completed bid (including the exact cost of exhaust materials) and the balance due on completion of installation and testing of the system.

I am recommending this purchase because I do not think that there is a better or more affordable pool heater on the market that meets our needs. I also believe that the extended life expectancy, savings in propane usage, and reliance on this company's reputation contribute to my recommending this model.

Bob Tunison  
Facilities Manager

The committee reviewed two bids for the replacement of the hot water heating the pool. The bids and supporting information is attached. It is the recommendation of the LRAP committee to follow Bob's recommendation due to cost and commercial certification of the equipment.



Hood to Coast Pool and Spa Service, Inc.

33806 Lake Front Drive  
Warrenton OR 97146

**POOL & SPA SERVICE Inc**  
33806 Lake Front Dr., Warrenton OR 97146  
Phone 503-717-9393 Fax 503-861-0882

# Estimate

Date	Estimate #
2/22/2023	333

Name / Address
Bayshore Beach Club 1512 NW Oceania Dr Waldport, OR 97394

Description	Qty	Rate	Total
ASME DIGITAL W/BRONZE HEADERS ELECTRONIC IGNITION PROPANE GAS	1	7,630.96	7,630.96
D-10 INDOOR TOP 406	1	309.08	309.08
POWER VENT D2 336A-407A IID ONLY	1	1,453.52	1,453.52
labor included, Plus mileage \$1.00 per mile round trip			
Not sure if we need blower or just an indoor stack. Its been to long to know what I need for stack so please send me pistures of all the exhaust stack from heater to out side and the diameter.			

Phone #	Fax #
503-440-5475	

**Total** \$9,393.56



## Mechanical Heating and Air Inc.

1512 Nw Oceana Drive  
Waldport, OR 97394

☎ (541) 563-3040

✉ office@BayshoreBeach.com

ESTIMATE	#2258
TOTAL	\$12,600.00

### CONTACT US

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PO Box 41988  
Eugene, OR 97404

☎ (541) 688-0969

✉ info@mhaoregon.com

## ESTIMATE

Services	qty	unit price	amount
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Terms and Conditions

**BUDGET COMMITTEE REPORT**  
**MARCH 2023 BOARD OF DIRECTORS MEETING**

The Budget Committee will have their first meeting on March 24<sup>th</sup>.

The various Bayshore Committees have been asked to submit their requests for the 2023-2024 year.

We have received request/reports from all of the committees. Thank you!

Board of Directors – Written request for \$1000.

Canal Committee – Written request for \$1500.

Social Committee – Written request for \$6000 (see attached).

Safety Committee – Written request for \$1100.

Planning Committee – Written request for \$500.

Nominating Committee – Written request for \$800.

Communications Committee – Written request for \$100.

Long Range Planning/Physical Assets Committee – Written request for \$13,000 (see attached).

Other line items for the Boards consideration:

Spring Clean-up – There is \$2000 in this year's budget (2022-23), but there have been no plans for the clean-up. The Board decided last year to keep this item in the budget after no funds were used in the 2021-22 budget. Does the Board want to retain this amount in the budget for 2023-24?

Doggie Pot Station – There is \$1000 in this year's budget, but nothing has been spent. The same is true for the 2021-22 budget. Does the Board want to retain this amount in the budget for 2023-24?

Submitted by

Mary Lou Morris

Bayshore Budget Committee



## **Bylaws Task Force Report**

March 2, 2023

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

Excused: Kate Guptill

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

The Task Force discussed the following:

1. Debriefed informational meeting, including questions raised by members.
2. Carefully reviewed the DRAFT revisions to the Bylaws, article by article.
3. Quorum. Still a quandary.
4. How to conduct vote on revision of Bylaws.

Scheduled next meeting for March 16

Respectfully submitted,

Elaine Ferguson Chair  
Bylaws Task Force 2022-2023