

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

**Saturday, October 21, 2023 Agenda**

**Quorum**

		Attending	Absent
Kenn Apel, Vice President	Division 1	_____	_____
Kate Guptill, Director	Division 1	_____	_____
Roger Smith, Director	Division 3	_____	_____
Josh Hanselman, Director	Division 4	_____	_____
Carolyn Gardner, Corporate Secretary	Division 5	_____	_____
Storr Nelson, Director	Division 5	_____	_____
William Nightingale, Director	Division 7	_____	_____
Michael Vest, President	Division 7	_____	_____

**Approval of Minutes of September 16, 2023 Board of Directors Meeting**

**Motion for Executive Session**

**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**
  - 1. **Planning:** Paul Williams, Chair; Roger Smith, Liaison; **Report Submitted (Actions)**
  - 2. **Long Range Reserve & Physical Assets:** George Kreesley, Chair; Storr Nelson, Liaison, **No Report**
  - 3. **Safety:** Chair needed, Josh Hanselman, Liaison; **No Report**
  - 4. **Policies and Procedures:** Kathi Lenz, Chair; Michael Vest, Liaison; **Verbal Report (Actions)**
  - 5. **Social:** Ila "Babe" Hamilton, William Nightingale, Liaison; **Report Submitted (Actions)**
  - 6. **Communications:** Chair needed; Kate Guptill, Liaison; **No Report**
  - 7. **Budget/Finance:** Mary Lou Morris, Chair; Carolyn Gardner, Liaison; **No Report**
  - 8. **Canal:** Karin Couch, Chair; William Nightingale, Liaison; **No Report**
  - 9. **Sand Lobby:** Clark Schaefer, Chair; Michael Vest, Liaison; **No Report**
- D. Task Forces**
  - 1. **Beach Access Task Force:** Chair needed; Kenn Apel, Liaison; **Report Submitted**
  - 2. **Bylaws Task Force:** Elaine Ferguson, Chair; Kate Guptill, Liaison **No Report**
  - 3. **Clubhouse Project:** Chair needed; **Verbal Report**
  - 4. **Virtual Voting Task Force:** Chair needed; Kenn Apel, Liaison; **Report Submitted**
- E. Motion to include all reports for minutes**

**Unfinished Business**

- A. Clubhouse Project Update
- B. Facility Manager Update
- C. Artisans Update

**New Business**

- A. Clubhouse Deep Clean

**Member Comments**

- A. Special Presentation from Bayshore Special Road District – Paul Wellington
- B. Banning Door to Door Solicitations – Jane Margulis
- C. Adding Street Light on Admiralty Circle – Greg Dino
- D. tbd

**Adjournment****Zoom Link for Bayshore Board of Directors Meeting**

Time: October 21, 2023, 1:00 PM Pacific Time

Join Zoom Meeting

<https://us06web.zoom.us/j/87921342571?pwd=bmo0dkxlbWVDTlJlMjRqOHY4TkNVZz09>

Meeting ID: 879 2134 2571

Passcode: 234446

**BAYSHORE BEACH CLUB, INC.**

**MONTHLY REPORT TO BOARD**

As of September 30, 2023 the 2024 Operating fund balance was \$143,110.11

As of September 30, 2023, Money Market reserve \$51,114.52

As of September 30, 2023, the Long Term (Cetera) reserve fund balance is \$371,761.67

As of September 30, 2023 the secure Money Market CD account is \$10,016.51

As of September 30, 2023 Long Term CD \$130,628.81

Accounts receivable balance as of September 30, 2023 is \$ 23,137.21

Current Liabilities including accounts payable and payroll related items total \$27,530.51 as of September 30, 2023

Contingency Fund balance as of September 30, 2023 is \$11,960.00

There were 19 property transfers in September.

The financial reports are prepared by:

Carolyn Gardner  
Corporate Secretary  
Board member from district 5

## **Planning Committee Report to the Board of Directors, October 21, 2023**

- 1) Date report submitted: October 16, 2023. Report covers: September 13 – October 10
- 2) Planning Committee & Membership Update
  - a) Since the last report, the PC met on 9/19, 9/26, 10/3, & 10/10.
- 3) Since last report:
  - a) PC has closed:
    - a. Construction Files: 18
    - b. Violation Complaints: 13
  - b) Projects: (approved)
    - a. Fence: 3
    - b. Paint: 2
    - c. Shed: 2
    - d. Siding: 3
    - e. Windows: 1
    - f. Deck: 2
    - g. Roof: 2
  - c) Complaints filed:
    - a. Scotch Broom: 3
    - b. Shed: 1
    - c. RV: 3
    - d. Paint: 1
    - e. Trees: 5
  - d) Complaint Letters Sent:
    - a. Informational: 6
    - b. Notice of Violations: 3
    - c. Notice of Fine: 0

Action items this month.

1. Guidelines for Determination update to Commercial and Multi-Family Guidelines – Michael Vest and our attorney asked for members to help put some bite into our Commercial and Multi-Family Guidelines. With the help from Jeri Reinhart, Norman Fernandes, Mary Lou Morris, Jacque Smith & myself, we met several times during the last month to update and beef up the guidelines regarding Commercial and Multi-Family uses. Attached is a copy of the new guidelines.
2. The Planning Committee will start meeting on the 1<sup>st</sup> & 3<sup>rd</sup> Tuesdays (9a-11a) for the next few months starting in November. With construction projects slowing down, it will be time for our members to take a break. I would like to thank all PC members for their time and commitment.

Report submitted by Bayshore Planning Committee: Becky Hanken, Jeri Reinhart, Mark Thompson, Roger Smith (BOD Liaison), & Paul Williams (Chair)

**COMMERCIAL AND MULTI-FAMILY GUIDELINES**

**C & R Article II:**

All of Article II, ~~Subsections 1 through 3~~ applies to Commercial and Multi-Family Buildings.

Any building or structure over 15 feet above average original grade must submit a Height Variance Request and have prior written approval of the Planning Committee. All commercial uses and duplex residences must have prior written approval of the Planning Committee. Any change from the current approved usage cannot be subsequently modified without the prior written approval of the Planning Committee.

**GUIDELINES FOR COMMERCIAL DETERMINATIONS:**

**Land Use:**

Zoning created by protective covenants, Lincoln County Zoning Ordinances, or local zoning authority, whichever is more restrictive, shall prevail.

As specified in C & Rs, Article II, Section 1 – Land Use: “Lots, tracts and parcels specifically designated upon the plat for park or recreational purposes” cannot be changed for a commercial purpose.

Commercial Requirements: A commercial use shall be determined appropriate if it meets the following requirements:

1. Will benefit the residents of all seven divisions of Bayshore, including but not limited to services, shopping and/or tourist related activities.
2. Provide for an agreement whereby commercial users would pay a proportionate amount for maintenance of Bayshore Drive and any other impacted Bayshore roads maintained by the Bayshore Road District.
3. Any business sign erected or replaced on property within the confines of the Bayshore subdivision shall have prior written approval of the Planning Committee if it is over two feet square per establishment. The number of signs to be erected in excess of one shall require prior written approval.

**Information Required for Determination:**

Size of building, number of occupants, estimated traffic load, estimated parking space, appearance of building, desirability for the needs of the Bayshore community, aesthetic value, architectural design blending with structures in existence, landscaping to be done and maintained.

**Appeal of Determination:**

If the Planning Committee makes an unfavorable determination, the Petitioner may take the proposal to the next regularly scheduled Board of Directors meeting. The Petitioner shall notify the board at least (2) two ~~one~~ weeks prior to a scheduled meeting, requesting inclusion of the appeal on the agenda.

**Fines for Non-Compliance:**

Deviations from guidelines are subject to fines as defined by the C & R Violations Fine Schedule.

~~~~~

Addition to C & R Violation Fine Schedule as the last item:

| Commercial and Multi-Family Violations                                                                                                 | C & R/Guideline Ref | Amount*  |
|----------------------------------------------------------------------------------------------------------------------------------------|---------------------|----------|
| Change of Commercial and/or Multi-Family Property usage from its current usage without the Planning Committee's prior written approval | Art. 2, Sub 1       | \$10,000 |

Social Committee

Up coming events –

- |                            |                                                                                                                                               |
|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| Saturday October 28, 2023  | Halloween Rock and Pot luck<br>Rock Painting -5pm Potluck to follow                                                                           |
| Saturday December 16, 2023 | Holiday Party<br>Registration and Picture's 5-6pm<br>Dinner 6-7:30pm Provided by the Social Committee<br>Social time & raffle prizes 7:30-9pm |
| Sunday February 11, 2023   | Super Bowl Sunday Details not yet determined                                                                                                  |

Action Item: As of September of 2023, Social Committee is short members with the resignation of Karyn Vest.

We would like to submit the nomination of Wynell Elzenga and Lynda Claro for the board's approval to be added to the committee. This will bring the committee to 5 members.

Thank you

Ila (Babe) Hamilton, Chair

John Westhafer

Carol Westhafer

# Beach Access Task Force Report

## October 2023

Members: Jana Hanford, John Westhafer, Kenn Apel (Board Liaison)

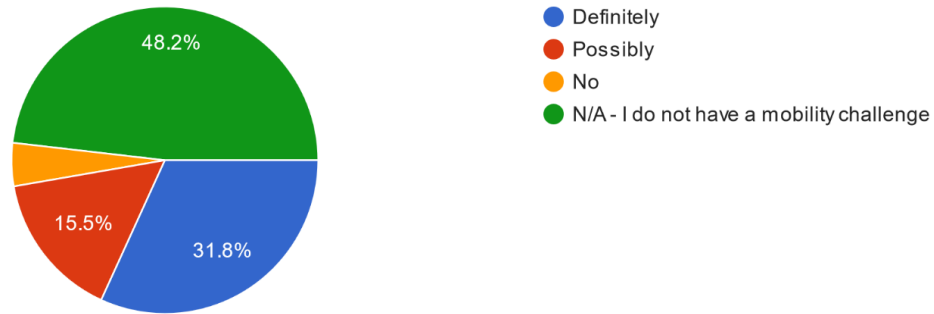
A summary of the results of the survey disseminated by the Task Force is provided below. Members of the Task Force are working on obtaining cost estimates to either create an accessible “boardwalk” or obtain a motorized beach wheelchair that will then be shared with the Board.

Submitted by Kenn Apel

### Basic Summary of Survey

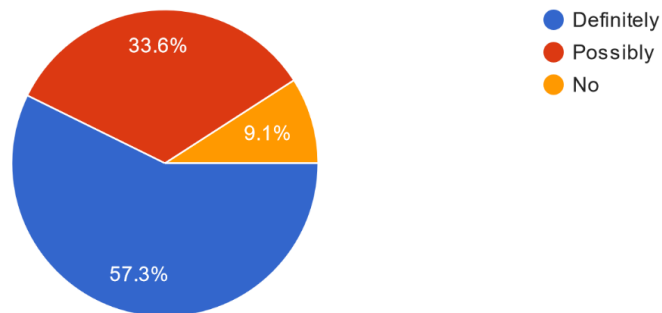
If you and/or a family member/friend have mobility challenges, would you like increased access to Bayshore's beach (e.g., beach wheelchair, "sand mats")?

110 responses



Do you support Bayshore purchasing equipment for increased access to its beach for individuals with mobility challenges if a large percentage of the cost can be covered by a grant(s)?

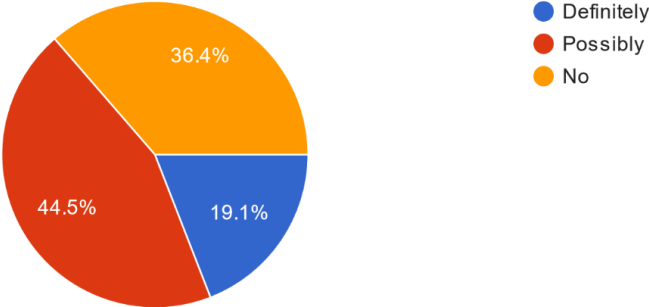
110 responses





Would you be interested in contributing to a fundraiser to help cover some of the costs to purchase equipment for increased access to the beach for individuals with mobility challenges?

110 responses



## **Virtual Voting Task Force Monthly Report**

October 2023

Members: Norm Fernandes, Dan Gardner, Kate Lansing, Pat Gagnon. Board Liaison: Kenn Apel

As mentioned previously, the Task Force is working on a process by which members who wish to vote on motions from the floor during a members meeting can do so via Zoom. After the practice mock members session on September 11<sup>th</sup>, the Task Force examined ways to deal with some of the “bugs” to the process it experienced. Those problems seem to have been resolved and a second practice session is scheduled for October 26<sup>th</sup>.

Submitted by Kenn Apel



**ASSOCIATED CLEANING SERVICES, INC.**

P.O. BOX 771  
NEWPORT, OR 97365  
[ACS@AssociatedCleaning.net](mailto:ACS@AssociatedCleaning.net)  
[www.acspnw.com](http://www.acspnw.com)  
541-867-7879

# Quote

Customer No.: 1BBC19  
Quote No.: 1065

Quote To: **Bayshore Beach Club**  
1512 NW Oceania Dr.  
WALDPOR, OR 97394

Ship To: **Bayshore Beach Club**  
1512 NW Oceania Dr.  
WALDPOR, OR 97394

|                        |               |        |
|------------------------|---------------|--------|
| Quote Date: 10/13/2023 | Sales Person: | Terms: |
|------------------------|---------------|--------|

| Quantity | Item Number | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Unit Price | Amount |
|----------|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|--------|
| 1        | 1002.2      | CLEANING<br>OF ITEMS REQUESTED<br>o Cobwebs<br>o Dust Outside of Light<br>Fixtures Upstairs Will need a ladder<br>o Dust Ceiling Fan<br>o Vents<br>o Dusting Furniture<br>o Dust all horizontal surfaces<br>o Vacuum Seating<br>o Door, Door Frame,<br>Thresholds & Handles<br>o Light Switches & Plug<br>Plates<br>o Baseboards<br>o Vacuum all carpet<br>o Sweep all resilient floors<br>o Mop all resilient floors<br>o Disinfect Exercise<br>Equipment<br>o Clean Ping Pong Table<br><br>Kitchen:<br>o Dust Tops of Cabinets<br>o Hood<br>o Cabinet Faces<br>o Wash Counter Top<br>o Sink | 624.00     | 624.00 |
| 1        | 1001        | WINDOWS IN & OUT<br>TRACK, SCREENS & FRAMES<br>IN: 8SL, 17RL, 28LL<br>OUT: 8SL, 15RL, 29LL, 2RU<br>9 Screens                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 525.00     | 525.00 |
| 1        | 1002.2      | HOUSE CLEANING<br>APARTMENT                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 556.00     | 556.00 |

## Notice

If you are scheduling services on behalf of someone else you may be liable for charges if they fail to pay.

Please notify ACS if you or any of your requested service items and or areas require special attention.

ACS does not warrant or hold liability for any items not disclosed prior to service being performed. Please pass all additional service request to the office.

If you require anything, have questions or comment after services have been performed please notify the office within one business day.

Quotes are based on information provide by customer and the condition of facility upon time of bid.

Missed information or changes in condition from time of bid may result in higher billing



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|----------|-------------|-------------|------------|--------|
|----------|-------------|-------------|------------|--------|

Quote subtotal 1705.00

Quote total 1705.00

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