

Bayshore Breeze

November 2016



CONTACT INFORMATION

Bayshore Beach Club
1512 NW Oceania Dr.
Waldport, OR 97394

Phone (541) 563-3040
 Fax: (541) 563-6489
 E-Mail baybeach@peak.org
 Web Site www.pioneer.net/~baybeach
 Caretakers--Jesse & Marsha 541 563-7253
 Pool 541 563-3871

Office Manager Hours

The board voted to allow flex hours for the Office Manager/Secretary-Treasurer so as to allow her to deal with family health concerns.

A call the office prior to visiting will prevent finding a locked office.
(541) 563-3040

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Mark Your Calendar 2016 -17 BOD Meetings

January 21
 February 18
 March 18
 April 15
 May 20

~~ NOTICE ~~

Bayshore is in the process of updating our information regarding the clubs and/or groups using the Clubhouse.

If you wish to continue to utilize the Clubhouse for your activities, please complete a new activity sheet (attached) and return it to the office by Wednesday, November 30, 2016.

Dates and times for clubs/groups who do not complete and/or update their information sheet will be re-assigned to other clubs/groups who are interested in using the Clubhouse for their activities.

Thank you in advance for your prompt response.

Following is a list of clubs/groups
that are currently listed as using the Bayshore Clubhouse.

Exercise Group	M, W, F	9-10 AM
Knitters	Mondays	1:30-4:00 PM
Yoga Class	Tuesdays	10 AM-12:15 PM
Mahjongg	Tuesdays	12:30-4 PM
Zumba	Wednesdays	10-11 AM
Line Dancing	Wednesdays	12:30-3 PM
Art Class	2nd Thursday	9 AM-4 PM
Bridge Club	Thursdays	10 AM-4 PM
Yoga Class	Thursdays	4:15-5:30 PM
Central Coast Fly-Fishers	1st, 2nd, 3rd Thurs	6 PM
Bayshore Quilters	Fridays	10 AM-4 PM

Proposed Planning Calendar for Board of Directors

MAY

- o Spring Clean-Up--not 3rd Sat.*
- o Annual Meeting of the members is held on the third Saturday in May.
- o Board elections are held at the annual meeting
- o Organizational Meeting
- o Elect Board Officers.
- o Select Secretary-Treasurer.
- o Approve Budget.
- o Select Budget Coordinator.
- o Fix the annual dues.

JUNE

- o June 30th, last day of fiscal year.

JULY

- o July 1, first day of fiscal year.
- o Orders an annual review of the financial statement by an independent CPA within 180 days after the end of the fiscal year,

AUGUST

SEPTEMBER

OCTOBER

- o Conduct property inventory

NOVEMBER

- o Property inventory to Board

DECEMBER

- o No Regular BOD meeting.
- o Holiday Food Drive
- o Employee Evaluations

JANUARY

- o Committees to prepare budget requests for submission next month.
- o Appoint Financial Audit Committee. Orders an annual review of the financial statement by an independent CPA within 180 days after the end of the fiscal year, and ensures that necessary income tax returns are filed annually.
- o Present employee evaluations. (Executive Session)
- o Set Employee compensation retroactive to January 1.
- o Review Insurance coverage

FEBRUARY

- o Appoint Nominating Committee. Selects a board member (may not be the president or member eligible for reelection) and approves the appointment of two members-at-large to serve on the nominating

committee.

- o Committees submit budget requests.

MARCH

- o Tsunami Preparedness & Walk Out Exercise.
- o Financial Audit Report due.

APRIL

- o Election packets prepared and mailed.
- o Need volunteers to count ballots.
- o Present slate of candidates.
- o Confirm candidate's standing.
- o Present Budget.
- o Select Pool attendants interview committee.
- o Set Pool dates. (Opens 3rd Saturday in May, closes the Sunday following the 4th Saturday in September. 135 days)

*Spring Clean up has been previously held on the third Saturday--Members Meeting

Director Interviews

Terry Pina Director Division 2

This is the fourth in the Communication Committee's *Meet Your Directors* feature.

Our intent is to feature one returning director and one new director each month until all returning directors are interviewed. Our new director did not respond to our request. We will attempt have that interview in January.

1) What are the three most important issues/problems the BOD should address and resolve in 2016-17?

Community involvement, Safety and Homeowner livability.

2) What information/preparation does the Board need to address these problems?

Continued feedback from homeowners. If the homeowners are not involved the Board can only address what they know about.

3) What is the best way for Board members to resolve disagreements and work together as a team?

Be well informed and impartial.

4) How can you assist in conflict resolution?

Hopefully my past training as a therapist and crisis counselor will lend itself to deflating arguments and help bring people into constructive conversation about pressing issues before the board.

5) The following survey response from one member is

similar to comments from several. What is the best way for the Board to address this particular observation/perception? "I think the Board exceeded its authority and failed to consult the Bylaws and P&Rs concerning several issues this last year."

I believe the Board is correcting any issues that they were made aware of, and making sure that this Board is checking Bylaws, C and Rs and P and Rs.

6) What role does humor play in a well-functioning Board?

I'm not sure, I usually get a chuckle out of something that is said.

7) What else would you like to tell members?

The Board volunteers to work for the betterment of the Association. We have no limit on how many people can get involved in what's going on in their community or serve on committees and without their input we end up just seeing their complaints after the fact.



Bayshore Sales Report November 2016

	Currently Listed	Listed Price Range		Sold Price Range	Sold 2016	Sold Price Range
Residential Site-Built	31	\$175k-\$579k	3	\$333k-\$549k	38	\$99k-\$549k
Manufactured Homes	0	.0	0		3	\$165k--225K
Vacant land	29	\$15k-\$209k	1	\$28k	5	\$226kK--\$98k

Information made available from the Lincoln County Flexmls database & is not guaranteed

Paul Cohen, Broker Edgewater Realty

120 NW Hwy 101

www.Edgewater-Realty.com--541.563.3161

BAYSHORE HOLIDAY GET-TOGETHER

Saturday, December 17th, 1 - 3 pm

Upstairs at the Clubhouse

This will be a potluck so please bring your favorite dish!
Coffee and punch will be provided.

It's suggested everyone bring a non-perishable food item
to be donated to the Waldport Food Pantry.



Departed Member

Attached is the obituary notice for Hal Culbertson. Hal was a longtime resident of Bayshore and the best neighbor anyone could ask for. He, along with Barb, were friendly and fascinating people and all who knew Hal will greatly miss him.

Their sons have relocated Barbara to Keizer, OR to be closer to them and receive the assistance she needs with Hal gone. We wish her nothing but the best.

Tim & Gerri Malone
Bayshore

HAROLD (HAL) ANSON CULBERTSON

May 8, 1929 - November 2, 2016



Hal Culbertson was born on May 8, 1929 in Bandon, Oregon to Doris Doane Culbertson and Anson Oliver Culbertson. His family, including older sister, Juanita, moved to Salem where he graduated high school in 1947. While in high school he met Barbara Byerley, to whom he was married on April 9, 1949. They had two sons, Michael and Guy.

Hal worked for Blue Lake Packers before taking over his father's interest in Acme Cleaning Service, later known as Culbertson's Inc. He and his partner also established the Murli Gras Restaurant. Later, his partner took over the restaurant business and Hal took over Acme Cleaning Service which he expanded from a janitorial business to include rug and furniture cleaning as well as fire restoration.

Over the years, Hal and Barbara enjoyed many adventures traveling the world together and with friends. They visited China not long after the country opened its doors to the West. They also enjoyed Russia, Africa, Hong Kong, Thailand, Tahiti, the Panama Canal, and they considered Hawaii a second home. When Hal retired, he and Barbara moved to Waldport to a home that they built together. They have lived there for the past 25 years.

Hal is survived by Barbara, his wife of 67 years, sons Mike (JoAnn) and Guy (Sue), five grandchildren, and five great-grandchildren. His parents, sister and one grandson predeceased him.

A Celebration of Life will be held at the home of Mike and JoAnn Culbertson, 6176 Lillian St. SE, Salem, OR 97306 on Saturday, November 26, 2016, 4 p.m. to 6 p.m.

Bayshore Contact Information 2016-17

Title	Name	Division	Term Expires	Phone Number	e-mail
President	Skip Smith	3	2019	541-689-9654	sdskipsmith@msn.com
Vice President	John Pat Johnson	1	2019	541-264-1537	johnjohnson8720@sbcglobal.net
Corporate Secretary	Julie Sedlachek	4	2017	541-563-5939	jjulsed@hotmail.com
Board Member	Terry Pina	2	2018	541-563-2851	mikeandterry1@charter.net
Board Member	Mel Blecher	4	2017	541-563-4282	mel59901@yahoo.com
Board Member	Mike McReynolds	6	2017	541-563-6072	mikemcr@peak.org
Board Member	Ann Turner	7	2018	541-760-3296	turners.j@comcast.net

Yaquina Head Light

Ron Potter

The Oregon coast has always been a dangerous place for maritime activities. In just the area around the mouth of the Columbia River, over 2,000 ships have sunk to date. They were sinking frequently along our coast after the Civil War when maritime traffic was increasing at a rapid pace, with most ships trading between San Francisco Bay and several Oregon ports. But the coast was a dangerous place and there were no warning devices in place to guide mariners safely to their destination. Concerned over their own safety and the safety of their cargo, ship owners, captains, crew and shippers lobbied the United States Lighthouse Board to erect facilities along their route. In 1866, the Cape Arago Light was the first to be constructed. Located at the mouth of Coos Bay, it guided lumber freighters into the bay, just as it still does today. The second was a minor light at Yaquina Bay, erected in 1871, but it was designed to guide mariners into the bay and was deemed insufficient to assist mariners past more dangerous waters.

Knowing other lights were necessary to protect the sailors, the Lighthouse Board determined the next light should be constructed in the area of Cape Foulweather, one of the more dangerous places for shipping. After much review and discussion, it was decided to build a light on Yaquina Point, just 5 miles north of an emerging community

named Newport and 9 miles south of Cape Foulweather. The Board determined a tall lighthouse capable of being seen miles out to sea was necessary to guide ships safely along the coast. Funding was acquired and in 1871 construction was started.

Constructing a lighthouse on Yaquina Point was not an easy task. There were no roads to the area, merely tracks not much better than animal trails, routes that wound from highlands to beaches, following the path of least resistance. Since it was not feasible to haul supplies



on horseback or mule train, ships were used. A tender dropped off supplies at the beach nearest the Point and then workers manhandled the supplies up the cliffs to the building site.

The Light was designed and built to last. The walls are 5 feet thick at its base. It rises 93 feet above the point and is still the tallest light on the Oregon coast. It sports a first order Fresnel Lens, manufactured in Paris, then shipped across the Atlantic to Panama, transported by mule train across the isthmus to a waiting ship on the Pacific side and carried north to the site. A two-story Keeper's quarters was constructed adjacent to the light, as was a smaller house, stable and workshop. The light was to be managed by two keepers and their families, who lived in the quarters. A third keeper was added, a bachelor who was housed in the smaller house. The keepers managed a garden to

supplement food supplies delivered to the site by ship.

The four-wick light, using lard oil as fuel, was first lit on the evening of August 20, 1873. It has been in continuous operation since then. In the 1930s, the light was converted to electricity, using a 1000 watt theatrical lamp, extending its visibility to 19 miles out to sea. In 1939 the Lighthouse Service became part of the US Coast Guard. At that time, the light was changed from a continuous light to a signature light, one that the ships could use to determine their position on the coast. Yaquina Head's signature is two seconds on, two seconds off, two seconds on, fourteen seconds off, and then repeating the cycle. It retains its signature today.

1966 brought further changes to Yaquina Head light. Computer automation was implemented to manage the light and the Keepers positions eliminated. Without staff to maintain them, the Keepers quarters and adjacent buildings soon deteriorated in the harsh weather conditions and were demolished in 1984.

Today, the area around the light is open to visitors from 8 am to sunset. An interpretive center and gift shop are located on the grounds and is open daily from 10 am to 4 pm. Guided tours are available on a first come, first served basis. For times, please go to the Friends of Yaquina Lighthouses website <http://yaquina-lights.org/> or call (541) 574-3100. There is a \$7 entrance fee for Yaquina Head Outstanding Natural Area, a BLM-managed park where the light is located. They also honor the America the Beautiful- National Parks and Federal Lands Pass, the "Golden Age", Golden Eagle, & Golden Access Passes, and the Oregon Pacific Coast Passports

Bayshore Gardens

Margaret Partlow

Our visit to Portland in late October afforded us a chance to see the city glowing with autumn color. Everywhere we walked maples, alders, oaks and liquidambar festooned jewel tinted leaves upon our shoulders; a few came home with us to sit on our mantel. On our last day we visited the Japanese Gardens and were dazzled by the explosion of color throughout.

Why do leaves change color in the fall? Not all do of course, only broadleaf deciduous lose their leaves in autumn; - pines, spruces, firs, hemlocks, cedars, etc. - are evergreen. Needle-like leaves remain green the year round, often staying on for two or more years. Chlorophyll's life cycle plays a major role in leaves' pigmentation fluctuations.

Leaves produce most of the nutrients essential for a tree's growth during spring and summer when there is abundant sunlight. Chlorophyll absorbs from sunlight the

energy that is used in transforming carbon dioxide and water to carbohydrates, such as sugars and starch. Its green tones mask most other pigments present in leaves during these seasons.

Come fall, shorter daylight hours and changes in temperature, chlorophyll breaks down, the green color disappears, and the yellow to orange colors become visible as the leaves stop their food-making process. Other chemical changes occur within the leaves and reds, oranges and purples deepen. As autumn marches on, the natural detachment

of leaves carpets the ground below trees. Many trees and shrubs lose their leaves when they are still very vibrant. Some plants retain a great deal of their foliage through much of the winter, but the leaves do not retain their color for long. Like chlorophyll, the other pigments eventually break down in light or when they are frozen. The only pigments that remain are brown tannins.

Every autumn is unique, every autumn is beautiful. We Oregonians were fortunate to experience a particularly splendid one in 2016.



The Bayshore Book Club

Marv Waterstone marv.waterstone@gmail.com) or by phone (520-326-9571).

His Bloody Project: Documents Relating to the Case of Roderick Macrae

The Bayshore Book Club met on 7 November to discuss Graeme Macrae Burnet's *His Bloody Project: Documents Relating to the Case of Roderick Macrae*. This novel was short-listed for the 2016 Man Booker Prize. The main character is a 17 year old boy, Roderick (Roddy) Macrae of the subtitle. Other characters include Roddy's family (father, older sister, and two younger twin sisters), his neighbors, and a few additional people from the surrounding villages and towns. The book uses several narrative styles (a first person journal, various witness and acquaintance reports, professional and amateur criminologist accounts, medical examiners' findings, and a journalistic story of Roderick's trial) to tell the supposedly true story of a brutal triple murder in a very small Scottish village in 1869. Burnett presents the tale as though it were based on documents unearthed as he (Burnett) was investigating his own Scottish roots, and the book, therefore, comes across as a kind of true crime story. There is no mystery regarding who committed the murders or why. Roddy deliberately killed the local constable, Lachlan Mackenzie, for persecuting Roddy's father and hounding the family to the point of desperation and eviction from their home and small plot of land. When Roddy comes to Mackenzie's house to do the deed, he encounters (and inadvertently murders) Mackenzie's daughter and young son. The first person account (Roddy's journal, written while awaiting trial) pro-

vides the bulk of the narrative, and tells the tale of an intelligent young boy and man, who is trapped by the feudal system in which he and his family live, and who is pressed by the tyranny of a petty bureaucrat (the constable, Mackenzie) beyond endurance. His account is seemingly straight-forward, and Roddy makes no attempt to either disavow the murder or to show any remorse.

The tension in the book revolves around Burnet's portrayal of class relations at the time, and his focus on newly emerging sciences of psychology and anthropological criminology. The trial eventually turns on a highly contentious kind of defense put forward by Roddy's lawyer that claims a "moral insanity" on Roddy's part. The concept has recently emerged from then novel anthropological theories, and is similar to the modern notion of temporary insanity. A number of the other people in the book are called upon as witnesses to testify either to Roddy's good character or otherwise, and provide a conflicting picture. Several of the

representatives of the "higher" classes, including a local clergyman and a psychologist (based on an actual prison doctor of the time) are certain about the inevitability of the actions of members of the "criminal" class, and find no hopes for redemption or recuperation. The class lines are rigid and, for the most part, uncrossable. Roddy's station in life, as much as any other factor, determines his fate.

Our group thought that Burnet did a marvelous job of portraying small village life in the mid- to late-1800s in Scotland, and handled the story with dexterity and verve. His *Bloody Project* is well worth a read.

We will be meeting next on 5 December to discuss Helene Wecker's fantasy novel *The Golem and the Jinni*. After that, on a date TBD, we will take up Erik Tarloff's hilarious academic novel, *The Man Who Wrote the Book*.

If you are interested in joining us, and we welcome new members, please contact me either by email at marv.waterstone@gmail.com or by phone at 520-326-9571.



Bayshore
Road District

P.O. Box 577
Waldport, OR 97394

Glen Morris . Chairman
Dick Meloy, Treasurer
Lee Davis, Secretary

Bayshore Special Road District

**Next Month's Agenda for
Thursday, December 8, 2016**

The Bayshore Special Road District will meet at the Bayshore Beach Club House, in the office, at 1:00 pm on the date above. The public is invited to attend and may participate in the public meeting.

1. Call the Meeting to Order/Approve the Minutes
2. Public Comment
3. Old Business
 - a. Treasurer's Report
 - b. Correspondence
 - c. Pay Bills
4. New Business

**Meeting Minutes for
October 13, 2016**

Attendance:

Glen Morris- Chairman
Dick Meloy- Treasurer
Lee Davis- Secretary

The meeting was called to order and the minutes approved. The next meeting will be December 8, 2016 at 1:00 pm.

Old Business:

The Treasurer's Report, dated September 8, 2016, was presented with a balance \$30,200 as of October 31, 2016.

Correspondence:

None

New Business:

1. The Water District's removal of sand for water line replacement has resulted in road-base and road-surface damage. The area where repairs have not been completed are Oceania and its side streets south of the clubhouse and Admiralty circle near the canal. Additionally, water line repairs have resulted in road damage in east Bayshore, and those repairs are not complete either.

2. Discussion of road base and road surface repairs, current and historical, resulting from Seal Rock Water District projects.

PLANNING COMMITTEE

Every Monday--1:00 pm Contact committee members via the office
at 541-563-3040 or baybeach@peak.org

Mary Lou Morris--co-chair
Norman Fernandes--co chair
Robin Adcock--Member
Pat Johnson, Board Liaison

Statistics--10/11/16 to 11/14/16

TREES

Response to Denial of Appeals

- 1 NV Letter
- 1 Info Letter
- 5 Complaints In Progress
- 1 Completion

VEHICLES

- 1 Complaint – Log Truck
- 1 Info Letter
- 1 Completion – Trailer

OTHER

- 1 NF – Unkempt Lot
- 1 Email response to complainant – Unkempt Lot
- 1 Info Letter – Culvert
- 3 Complaints In Progress
- 1 Completion – Basketball Hoop Laying on Ground

CONSTRUCTION

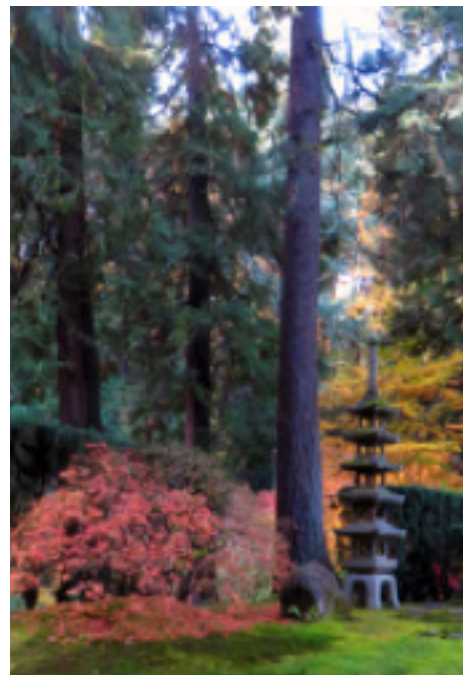
Approved

- 1 Replace Deck
- 1 new house
- 1 new garage door
- 17 In Progress
- 6 Completions

Ditch

DONE. Recommend grate in front of culvert near Westward and maintain next spring

MSP unanimously to move \$250.00 from Parks to Reserve to pay for the grate for the ditch. Motion passed unanimously.



PHYSICAL ASSETS COMMITTEE

PAC CAPITAL OUTLAY BUDGET ITEMS

Janet Golway - Chair
 Marcella Brodowy
 Jesse Thomas (ex-officio)
 Board Liaison--Vacant

Project	Comm	Appvd	Complete	Description
Pool Heater	PAC	\$8760	2016	Updated cost \$9200
Roof Repair	PAC		2016	Vision Bldrs-Replace 1 Sawtooth Section
Sign on Pool Fence	PAC	1788	2016	1" Urethane
Beach Access Poles	PAC	675	2017	Ordered from OPRD/Jesse
Deck/picket repair & stairs (N)	PAC	8000	2017	Blakely Construction \$7780
Dry Rot	PAC	1000	2017	Blakely Construction @ deck repair
Flooring-Office & Hall	PAC	2525	2016	Alsea Bay Granite (Updated cost \$2700)
Storage Container Rental	PAC		2017	\$150 2-way transport, \$90/mo = \$330 (2 mo)
Boiler Room Repair	PAC	5000	2017	Vision Bldrs—Time/Materials up to \$5000
Garage	PAC	5000	2017	Vision Bldrs-Time/Materials up to \$5000
Bathroom/Shower Room Floor	PAC	9780	2017	Recommend remove paint & seal, more decking
Gravel East Parking Lot	PAC	1500	2017	
Roof Crickets	PAC	700	2017	Summer 2017 Project
Eave Repair	PAC	1000	2017	NW Roof Maintenance
Completed Projects				
Fire Door Caretakers Apt.	PAC		11.14.19	Lincoln Glass—\$1239.14 Contingency Fund)
Windows Upstairs	P&P	\$2500	9.16	Lincoln Glass
Pool Heater	PAC	8760	2016	Updated cost \$9200
Roof Repair	PAC		2016	Vision Bldrs-Replace 1 Sawtooth Section

Recommendations: The following items should be ordered at this time:

1. Pool Heater—This heater has a warranty of 10 years and should cut propane costs significantly. The current heaters, at least 7 years old, ran full time during this years' swim season. The pool heater has been on the budget request list for the past two years. The original bid was from 2014 was \$8760 and the current cost is now \$9200. An additional \$440 needs to be approved. This could take 2-3 weeks to be installed. (This needs to be in place prior to repairing boiler room roof)
2. Boiler room roof—It has been determined that one entire saw tooth section above the boiler room needs to be replaced. This repair is to take place after the new pool heater and roof vents are installed. Replace flashings around two south beams where water is seeping into boiler room and garage.
3. Office and hall flooring. Alsea Bay Granite. Cost increase to \$2700
4. North deck, railings and stair repair. Two bids
5. Wood rot under north upstairs door. At time the deck is repaired. Not to exceed \$1000 without additional approval.
6. Pool Fence Sign. The sign is constructed using 1" HDU (high density urethane), painted white with automotive paint. Current bid is for 25" letters.
7. Storage Container. Order 20'x8'x8' storage container dropped by the south side of garage. Necessary to secure Jesse's personal tools along with Bayshore's tools and materials from the garage to facilitate work within the garage. \$330 to drop and pick up container and two months rent.

PHYSICAL ASSETS

BOD action November 19, 2016

MSP unanimously to approve \$440.00 in funds be moved from Pool Repair and Improvement.

MSP unanimously to approve purchase of the new pool heater.

MSP unanimously to move \$1788.00 from the pool sign to pay for the boiler room roof repair, and to approve the repair.

MSP unanimously to approve the flooring for the office and hall, IF it is commercial grade, for the cost of \$2700.00.

MSP unanimously to move \$175.00 from the upstairs window repair to cover the increased cost of the flooring.

MSP unanimously to approve \$6500.00 to order and begin the repair to the North deck, stair and railings.

MSP unanimously to approve \$1000.00 for eave repair and wood rot under the north upstairs door.

POLICY AND PROCEDURES COMMITTEE

BOD Report Nov 19, 2016

Bobbie MacPhee
Vivian Mills
Skip Smith

P&P Manual	Description	Recommendation	Justifications
M-1, #10.	Membership Cards & Club Privileges	Old Business: 10/15/16 BOD Approved Alcohol Usage as stated in the Manual.	To preserve current wording, BOD needs to approve current wording.
B-5, #1	Elected BOD members serve 3 yr terms.	Old Business: 10/15/16 BOD Approved Alcohol Usage as stated in the Manual.	
B-2	Duties & Responsibilities of Pres AKA D&Rs of Pres)	BOD Approval Required: Add #9 to B-2, Duties & Responsibilities of the Pres: ORS HOA Statutes 94.657.	Gives greater clarification for boards in the future to this often asked question. "Per ORS HOA Statutes 94.657 & Robert's Rules of Order, the Pres is a member of the board and has exactly the same rights and privileges as all other members have, including the right to make motions, speak in debate. And vote on all questions."
B-6	Meetings & Minutes	BOD Approval Required: Add: Citing Source: ORS 94.641 Emergency Meetings at the end of B-6, #2 Special BOD Meetings.	When a topic is not in the Bylaws, ORS can be cited as the authority. ORS 94.641 states: 'Emergency meetings of the BOD may be held without notice, if the reason for the emergency is stated in the minutes of the meeting and emergency meetings may be conducted by telephonic communication.
B 7	Board Agendas & Meetings	BOD Approval Required: Change the timeline for BOD Agenda Items to the Office Manager from 2 wks to 5 days	The current 2 wks is unrealistic
C 9, 10, 11	C-1. Planning Comm begins in the current Manual (8/20/16) on page 23	C-9 Tree Heights; C-10 Height Variance C-11 Appeal of Planning Comm decisions are misplaced on p 37 of current Manual (separated from Planning committee by 7 other committees)Appears to be a simple error of misplacement. BOD Approval Required: Renumber & Place C-9, 10 & 11 under C-1 as: C-1a; C-1b and C-1cBOD Approval Required: Move all of M-4 to C Planning Committee as C-1d.	
E-2	Secretary-Treasurer (Office Manager) Job Description.	Superficial change that reflects the job is as Office Manager & per Bylaws is appointed by the BOD as Secretary-Treasurer. OFFICE MANAGER (SECRETARY TREASURER) Salary range should be automatically updated as fixed by the BOD	P&P states that the BOD fixes compensation.P&P states the BOD has authority over pay plans. P&P states employee job descriptions outline the usual pay range for each position.
E-3	F A C I L I T I E S MANAGER Job Description	Salary range should be automatically updated as fixed by the BOD.	
E-4	Pool Manager position title	BOD Approval Required: Replace: "Title of position: Pool Manager with: Eliminate the Department reference.Job Description Pool Manager Position:	

POLICY AND PROCEDURES COMMITTEE

BOD Report November 19, 2016

Bobbie MacPhee
Vivian Mills
Skip Smith

BOD action November 19, 2016

MSP--unanimously, that Section E-2 be amended as follows: Secretary/Treasurer (Office Manager) be changed to Office Manager (Secretary/Treasurer) and that the salary range should be automatically updated as fixed by the Board of Directors, as recommended by the Committee.

MSP--unanimously, that Section E-3, Job Description – Facilities Manager: Salary range should be automatically updated as fixed by the Board of Directors, as recommended by the Committee.

MSP--unanimously, that Section E-4 be amended as follows: Title of Position, be replaced with Job Description: Pool Manager. Department: Bayshore Recreation, to be removed and replaced with Report to: Bayshore Employee Supervisor, as recommended by the Committee.

MSP--unanimously, that Section M-1, Membership Cards and Club Privileges, #10 be adopted as follows: Members are allowed to bring their own alcohol to Bayshore sponsored events for their own consumption, as recommended by the Committee.

MSP--unanimously, that the following be added to Section B-2, Duties of the President; #9 – Per ORS HOA Statutes 94.657 and Roberts Rules of Order, the President is a member of the board and has exactly the same rights and privileges as all other members have, including the right to make motions, speak in debate, and vote on all questions, as recommended by the Committee.

MSP--unanimously, that Section B-6, Special Board of Directors Meeting, be amended as follows: Emergency meetings may be held without notice if the reason for the emergency is stated in the minutes. Emergency meetings may be conducted by telephonic communication. ORS 94.640 (10) (b) and (c), as recommended by the Committee.

MSP--unanimously, that Section B-7, Creating a timeline for developing board agendas; and managing board meetings be amended as follows: The Board of Directors shall require the Office Secretary or the Corporate Secretary to have the Agenda prepared and emailed five days prior to the Board of Directors meeting, as recommended by the Committee.

MSP--unanimously that Section C-9 Management of Tree Height Complaints, C-10 Height Variance Procedure, and C-11 Appeal of Planning Committee Decisions be renumbered and placed after C-1 Planning Committee and designated as C-1a, C-1b and C-1c respectively, as recommended by the Committee.

MSP--unanimously, to move all of Section M-4 to Section C-1, to Planning Committee, Duties and Responsibilities #6, and that Section M-4, C&R Violations and Fine System, be placed following Section C-1c and renumbered Section C-1d, as recommended by the Committee.

Sand Lobby Committee

November Report:

John Smith
Gary Prothero
Janet Golway
Ann Turner, Board Liaison

Email from Onno Husing:

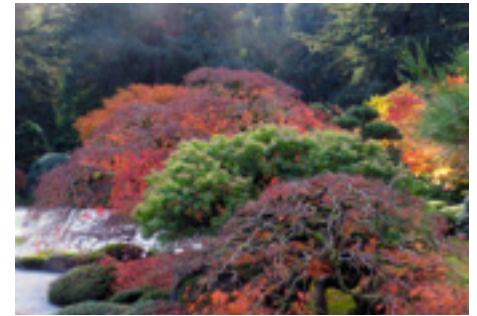
- o Onno Husing confirmed he has almost completed laying the ground work for the meeting. He stated he needs another week or so to be ready. We will continue to pressure Onno for a specific date and time.
- o Sent all information previously sent to Laren Woolley to Meg Gardner, Oregon Dept. of Land Conservation and Development.

- o New information may be coming and this report will be amended to reflect any changes at the board meeting.

Updates

- All previous requests for information, definitions, and comments to Lincoln County are still outstanding. We continue to pursue this on a weekly basis. This report is approved by all

members of the Sand Lobby Committee and submitted by John Smith



Long Range Reserve

November Report: Mokmak Lake

Terry Pina; Chair
Marcella Brodowy;
Jesse Thomas (ex-officio);

Report Submitted For November Long Range Reserves.

I have been talking to Mark and the fly fishers Club about Mokmak lake. They take on projects to help communities. They do not charge for their work. The Central Coast Flyfishers and the Federation of Flyfishers are prepared to participate with this urban forestry project by planting trout twice a year in our Mokmak lake, with your permission. This club would also like to

clean out the current old trail down to the lake. This will make stocking the lake easier. We can ask Job Core to clean out the trail with the Flyfishers club. We are asking approval from the board to move forward with this project.

Report From November 19 Minutes For Long Range Reserves.

Marcella Brodowy gave an explanation of the Committee and their functions. No written report available.

MSP--unanimously to approve moving forward with the Mokmak Lake project, and to provide lunch, up to a cost of \$200.00, for the Job Corp. workers.

SAFETY COMMITTEE

Meets as needed. Contact committee members via the office
at 541-563-3040 or baybeach@peak.org

Melissa Chown - Chair
Judy McNeil
Mike McReynolds

No written report available. Following from November 19 minutes.

Judith McNeil presented bids for the site preparation for the emergency cache. The Committee requested approval of funds to order the site preparation.

SAFETY COMMITTEE

BOD action November 19, 2016

MSP-5-0-1 to approve \$1800.00 from the Contingency Funds to pay for site preparation, and to approve the site preparation.

BUDGET COMMITTEE

Meets as needed. Contact committee members via the office at 541-563-3040 or baybeach@peak.org

Chair, Mary Lou Morris;
Members: Terry Pina; Liz Goodin;
Ex-officio: Kathi Loughman; Jerry Musial

No Report

Members Appointed in January

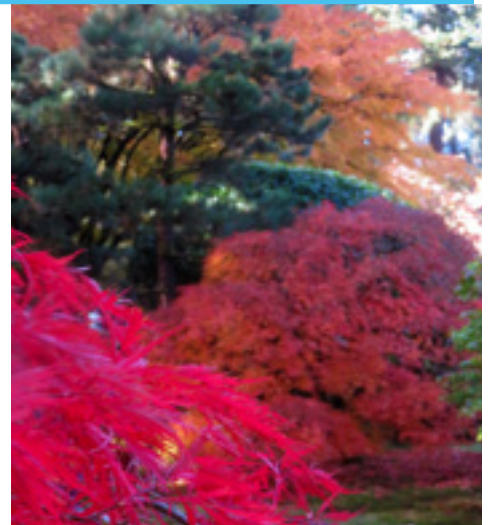
NOMINATING COMMITTEE

No Members

Members must be selected not less than 90 days before the annual meeting--March 15.

SOCIAL COMMITTEE

No Members



Meet Your Committees--Budget Committee

The Budget Committee is featured this month in our series of committee introductions designed to familiarize members with our committees' purposes and responsibilities.

Bayshore Budget Committee

The authors of the Policies and Procedures reassigned responsibilities of the Board to the Budget Committee.

The Budget Committee is responsible for preparation of the proposed budget for the succeeding year, with the chair presenting the budget to the Board for approval. It is the committee's responsibility to review monthly financial reports¹ and help guide the Board through the imple-

¹ Statement of Financial Position (Comparative Balance Sheet) and Profit and Loss Budget to Actual Comparison.

mentation and compliance of current budget. Committee members should have varying backgrounds including but not limited to knowledge of accounting, purchasing, construction costs, and fiscal responsibility. They should be able to analyze financial documents. Budget Committee members are appointed by the Board each January. The committee consists of three or more members and are appointed by the Board. The Secretary-Treasurer and the Accountant will participate as active ex-officio members of this committee.

Ethical Standards

1. Members are expected to do everything in their power to keep operating and capital expenditures as cost effective as possible.
2. Members are expected to keep the needs and desires of the membership at the heart of all tasks performed.
3. Members act as representatives of the board, and therefore must adhere to the highest ethical standards in the conduct of Beach Club business.

Membership

1. The committee consists of three or more members in good standing. Volunteers are appointed by the board. The Secretary-Treasurer and the Accountant will participate as active ex-officio members of this committee.
2. The members should have varying backgrounds including but not limited to knowledge of accounting, purchasing, construction costs, and fiscal responsibility. They should be able to analyze financial documents.
3. Members should expect to contribute from two to four hours a month.
4. Members receive an informational packet containing the following:
 - Financial policies and procedures
 - Current and prior fiscal year statements
 - Current/prior year approved budgets
 - Committee members' contact info
 - Board members' contact info
 - Long-term financial planning and goal setting documents

Duties & Responsibilities

Policies & Procedures (C2, Budget Committee, page 25)

1. Prepares the fiscal year budget for board approval, analyzing present and forecasting future capital improvements and operational costs.
2. Reviews monthly financial reports and helps guide the board through the implementation of and compliance with the adopted budget.
3. Provides accounting training/backup for secretary-treasurer.
4. Works closely with the secretary-treasurer, accountant, and facilities manager to see that the budget is adhered to, and provides assistance in purchasing and inspection of contract work.
5. Solicits proposals for audit and tax preparation services, and serves as liaison between the board and the engaged auditor.
6. Works closely with the board to ensure financial integrity.

Chairperson

1. A chairperson is elected by a majority vote of the committee members, and should have at least minimal experience in financial operations
2. The chairperson should expect to contribute from five to ten hours per month.
3. The chairperson reports to the board and shall be the liaison between the committee and the board.
4. The chairperson calls meetings, coordinates the activities of the committee, and reports committee activities and status to the board.
5. The chairperson presents and recommends budgets for board approval.
6. The chairperson distributes informational packets to newly appointed members and provides needed training.

**Members: Please Consider
Joining Budget Committee!**
Bob Mowrer

Consider volunteering for the Budget Committee. With professional ex-officio members to provide input and advice, the traits required of Budget Committee members include the ability to understand, communicate, and *keep the needs and desires of the membership at the heart of all tasks performed.*

The committee's first mission should be to recommend changes to the Policies and Procedures that will eliminate the current conflicts in the documents that define the duties and responsibilities of the committee--see following report. And of course, to prepare the 2017-18 Budget.

Please consider serving on this critical committee. Bayshore committees gather, prepare, and analyze data/information and prepare a report with their recommendations. Board decisions based on competent committee reports bring about better decisions.

The Budget Committee is crucial and needs members.

**What Are the
Budget Committee Duties?**

Bob Mowrer

In researching the Budget Committee for our *Meet Your Committees* feature, I discovered discrepancies in the Policies and Procedures (P&P) and in the By-Laws documents regarding its duties. I acknowledge that I am not an expert and hope readers who disagree with my understanding of these documents will share their interpretation with members in the next Breeze. The following conflicts concern me.

The P&P *Duties and Responsi-*

bilities of the Budget Committee assign the Budget Committee a significant role in providing oversight and management of yearly budget:

1. **Prepares the fiscal year budget** for Board approval, analyzing present and forecasting future capital improvements and operational costs.
2. **Reviews monthly financial reports and helps guide the Board** through the implementation of and compliance with the adopted budget.
4. Works closely with the secretary-treasurer, accountant, and facilities manager to see that the budget is adhered to, and provides assistance in purchasing and inspection of contract work.
6. Works closely with the Board to ensure financial integrity.

P&P, Financial Control Procedures, B-9, page 21, **assigns no responsibilities or duties for budget oversight/management to the Budget Committee.** B9 does list responsibilities for the *Budget Coordinator*, the *Secretary-Treasurer*, and the *Board*. So, while Budget Committee has no stated role under Bayshore's "Financial Control Procedures" they do have committee duties and responsibilities (listed above) pertaining to budget preparation, recommendations, and oversight.

Furthermore, Bayshore By-Laws, Article V enumerates 10 sections of Director responsibilities and duties. Two sections relate to financial documents (8) and budget preparation (9).

Section 8. . . . *they (Board) shall have prepared a financial statement for the current year to date which shall be mailed to all members with the notice of the Annual Meeting.*

Section 9. . . . *proposed budget*

for the succeeding year shall be prepared by the Board and presented to the membership for consideration at the Annual Meeting.

The duties of Section 9 are delegated to the Budget Committee and appear as the number 1 duty of the committee.

No reference was found to Section 8's duties in the Policy and Procedures. Thus, without the transfer of authority, the preparation of the financial statement for the current year to date remains a responsibility of the Board.

If the Budget Committee has been assigned the preparation of the budget, why not the financial statement? What are the specific financial documents prepared for distribution to members? Has the Board prepared and distributed these documents as required?

In P&P, page 48, E2, the Independent Financial Contractor is assigned the following duty: *Confers with Office Manager who prepares the Annual Budget.*

The Office Manager's budget duty is: . . . *assists with budget preparation*, not *prepares the Annual Budget*.

Therefore, the P&P has been modified by individuals who failed to find and consider all references to the Budget Committee. Clear and consistent language must replace the existing and conflicting language.

A strong Budget Committee is necessary for Bayshore's fiscal management.

**Bayshore Beach Club, Inc.
Board of Directors Meeting
November 19, 2016**

Good of the Order

Presented by President Smith:

Bayshore has two openings for Director. He called for a member in good standing to volunteer to serve on the Board representing Division 5. He also called for a member in good standing who is not from Division 4 to volunteer to serve on the Board.

Directors McReynolds, Sedlachek and Blecher attended Board Orientation on Wednesday, November 9th. He thanked Mary Lou Morris, Jerry Musial and Bobbie MacPhee for being the presenters.

REPORTS

Financials

The October financial reports were accepted.

Committees Reports

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OLD BUSINESS

Sign on Pool Fence Tabled until next year

NEW BUSINESS

MSP unanimously to appoint Dick Meloy and Bobbie MacPhee as co-chairs for the Spring Clean Up ad hoc committee reporting directly to the Board of Directors.

MSP unanimously to set Saturday, April 29, 2017, as Spring Clean Up day.

MSP unanimously to refer the policy for renting the club house when the Facilities Manager is not available to the Policies and Procedures Committee to broaden the persons who can oversee renting the club house.

MSP unanimously to change the Mackey Park Reserve Fund to the Parks Reserve Fund.

MSP unanimously to leave the American Equities account with Attorney Dennis Bartolodus and to instruct him to proceed as recommended in his letter.

MSP to have the Board adjourn to Executive Session to discuss legal issues, employee issues, and employee compensation. Adjourned to Executive Session at 2:59 PM, reconvened at 4:12

MSP unanimously to accept the resignations, submitted on October

30, 2016 from Marsha Heuer and Jesse Thomas, effective December 3, 2016.

MSP unanimously to offer Jesse Thomas and Marsha Heuer, jointly, a severance payment of \$4000.00 based on past performance, contingent upon them signing a release of liability. If accepted, Bayshore will provide them with a letter of recommendation.

MSP unanimously to give Office Secretary Kathi Loughman a holiday bonus in the amount of \$250.00. Motion passed unanimously.

MSP unanimously to reject the claim for back wages/comp time made by Jesse Thomas and Marsha Heuer.

President Smith appointed Vice President Johnson head of the hiring committee. Mary Lou Morris volunteered to assist Vice President Johnson.

The meeting was adjourned at 4:20 PM.

