

**Bayshore Beach Club, Inc.
Board of Directors Meeting
January 21, 2017**

In attendance:

Skip Smith, President	Division 3
Pat Johnson, Vice President	Division 1
Mel Blecher, Director	Division 4
Mike McReynolds, Director	Division 6

Absent:

Julie Sedlachek, Corp. Sec.	Division 4
Terry Pina, Director	Division 2
Ann Turner, Director	Division 7

Board President, Skip Smith, called the meeting to order at 1:00. Secretary/Treasurer, Kathi Loughman verified that a quorum was present. President Smith then announced that there were changes to the Agenda. Items B and C under the heading of New Business will be addressed under Good of the Order. Add to New Business: Discussion of employee contracts. President Smith then led the Pledge of Allegiance.

Approval of Minutes

President Smith asked if there were any changes that needed to be made to the minutes of the November meeting. There were none, and the minutes were accepted without any changes.

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.

He then commended Jesse Thomas and Marsha Heuer for their conduct leaving Bayshore. They left the apartment in good order, tools owned by Bayshore stored and clean, Marsha on her own wrote special notes of instruction for the next Facilities Manager and put up the holiday decorations after her employment terminated. "I personally commend them for their conduct as employees and in their conduct during their separation from Bayshore."

Bayshore received a summons in a matter between a bank and a property in Bayshore. It was referred to our attorney who has responded. This should preclude us from any further action. Small Claims case Nelson vs. Bayshore, a Judgement – General Dismissal – 12/19/2016.

Announcement of February agenda items: Linda Lewis has requested to be on the February agenda to discuss the canal pipe issue; consider a request to return motorcycle parking area to compact car parking; review a complaint that the teeter-totter at Mackey Park presents a safety hazard.

A request to Committee chairs to begin preparations to provide Budget Committee with information for the next year's budget.

Legend for Motions

M -Motion	S -Second
P -Passed	F -Failed
W -Withdrawn	A -Amended

A request for someone with a background in insurance who may be able to review our current coverage to make sure that it is all up to date and adequate. A name was mentioned and President Smith will be contacting them.

Regarding the get together at the Clubhouse in December, President Smith thanked the Morrises, Pat Johnson, and the Malones for helping to coordinate it. "Good time, good food."

REPORTS

Financials

The November and December financial reports were accepted. President Smith announced that he had received an email from Bayshore's accountant, Jerry Musial, which stated that there are no problems and that Bayshore is still on budget.

Planning Committee (Mary Lou Morris, Co-chair; Norman Fernandes, Co-chair, Pat Johnson; Robin Adcock)

Co-chair Mary Lou Morris informed the Board that the Planning Committee has been working on an on-going tree complaint for about 3 years. So far, there have been \$3,000 in fines imposed and more fines were planned. She stated that she was happy to report that the trees are now gone. The home is still in need of repair, and the Planning Committee will be working on that.

STATS 11/15/2016-01/02/2017

TREES

Summary

2 new complaints

2 complaints in progress

3 completions

VEHICLES

Summary

1 complaint – utility truck, made personal and phone contact

1 complaint – damaged car in right of way, contact management company

1 complaint – log truck

1 NV sent – log truck

1 utility truck – completed

1 damaged car – completed

1 RV – completed

OTHER

Summary

1 complaint – unkempt lot

1 info letter

2 unkempt lots – completed

1 culvert - completed

CONSTRUCTION

Summary

Approved – 1 fence, 1 paint house and 1 replace siding/repaint

Legend for Motions

M-Motion

S-Second

P-Passed

F-Failed

W-Withdrawn

A-Amended

Discussed 3 dump truck piles of sand on property without approval, met with property owner, explained process.

Fence built without approval, contacted property owner, will submit CARF

Received incomplete packet for manufactured home, sent registered letter after no response to phone messages (property owner started to install septic system without Lincoln County approval and changed AOG without approval from Planning Committee)

17 in progress

1 completion

PERMITS

Summary

-0- Approved

The Committee then addressed the Board regarding the intentional dumping of sand on the right of way by some homeowners on NW Oceania Drive. The Committee is requesting that the Board approve a fine of \$2,000 for the illegal and intentional dumping of sand on the right of way. This request was also supported by the Bayshore Road District and the Seal Rock Water District. Much heated discussion followed, with additional information being provided and questions answered by Glen Morris of the Bayshore Road District and Adam Denlinger, General Manager of the Seal Rock Water District. The Planning Committee presented two Resolutions to modify the Policies and Procedures, one to impose the fine, the other regarding the notification process. The Board of Directors then reviewed the two proposed Resolutions.

MSP

Director Blecher moved, and it was seconded, to send the proposed Resolutions to the attorney for a timely review before the Board made a decision.

Motion passed unanimously.

Physical Assets Committee (Janet Golway, Chair; Marcella Brodowy; Stuart Fischer, ex officio)

Janet Golway presented.

1. Pool Heater – The pool heater will be installed the week of January 30. Installation may take the entire week. Some dismantling of the current heaters was done by Jesse prior to his departure.
2. Boiler Room Roof – Vision Builders has been contacted regarding the roof repair and I have requested the roof repair take place the week of February 6.
3. Office and hall flooring – Alsea Bay Granite. The flooring, upgraded to a commercial grade, will be installed January 26-27.
4. Boiler Room repair – After the pool heater installation and boiler roof repair Vision should be ready to begin the interior repairs to the boiler room, not to exceed \$4,800. The Committee, Stuart Fischer and Pat Johnson will meet to review and determine what is necessary and what Stuart can do himself.
5. Garage Update – Is the garage update needed? The Committee, Stuart Fischer and Pat Johnson will meet to review and determine what is necessary and what Stuart can do himself.
6. Beach Poles – Have Stuart follow up on when beach poles will be installed.
7. Tennis Court – Tennis court contract with Cushion Tennis Courts clearly states Cushion will not be responsible for cracks returning to court. Therefore, Bayshore has no recourse with Cushion Tennis. The tennis court, one of Bayshore's assets, needs to be

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placed on the Capital Outlay list. (The Committee provided a copy of the Cushion Tennis Court contract.) President Smith stated that he has received email confirmation from Cushion Tennis Court that they will return and inspect the tennis court when weather improves.

Long Range Reserve Committee (Terry Pina, Chair; Marcella Brodowy; Ron Lappi; Stuart Fischer, ex officio)

Marcella Brodowy presented. The Committee will be meeting on Tuesday, January 24, at 1:00 pm at the Clubhouse, to review the needs and wants and to get ready to submit their information to the Budget Committee. She also gave an update regarding Mokmak Lake. CCFF and other community members have been involved, regarding trail and park clean-up and stocking the lake with fish. Angell Job Corp. will be assisting, and will be working for food and drinks.

Safety Committee (Melissa Chown, Chair; Judith McNeil; Mike McReynolds)

Chair Melissa Chown presented. She reviewed the Committees submitted report. She then presented and reviewed the Individual Users Tote Agreement.

MSP

Director Blecher moved, and it was seconded, the approve and accept the Individual Users Tote Agreement.

Motion passed unanimously.

Bayshore Sand Lobby (John Smith, Chair; Janet Golway; Gary Prothero)

No report.

Communications Committee (Bob Mowrer, Chair; Margaret Partlow; Lee Davis)

No report.

Policies and Procedures Committee (Bobbie MacPhee, Vivian Mills, Skip Smith)

The Committee has reviewed, addressed and made recommendations regarding Policies and Procedures actions from August 2014 to June 2016, the time period when a valid committee did not exist. They are seeking Board approval for recommended changes.

MSP

Director McReynolds moved, and it was seconded, to approve the Policies and Procedures changes as indicated on attachment 12, to be included in the minutes in entirety. Discussion followed in which changes were made to the item Timeline for Annual Budget Preparation. Amendments were then made to the proposed change.

Motion passed unanimously.

Changes to Policies and Procedures are as follows:

- Section B-2, Page 9 #18 to be amended as follows: Ensures that necessary income tax returns are prepared and filed annually on a timely basis.
- Section B-2, Page 21 to be amended as follows: Have monthly financial reports including Statement of Financial Position (Comparative Balance Sheet) and Profit and Loss Budget to Actual Comparison prepared and distributed to the Board members and members of the Budget Committee.
- Section C-2, Page 25 #5 to be amended as follows: Solicits proposals for tax preparation services, and serves as liaison between the Board and the engaged preparer.

Legend for Motions

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- Section C-2, Page 25 to be amended as follows: Add: #7 Timeline for Annual Budget Preparation: February, committee budget requests to the Board of Directors for preliminary review; March, Board of Directors budget requests to the Budget Committee; April, Budget Committee sends budget draft to the Board of Directors; May, proposed budget to the Annual Membership Meeting; June, Final budget to Board of Directors for approval.
- Section E-2b, Page 48 #5 to be amended as follows: Reconciles bank accounts and assists in the tax preparation.
- Section O-2, Page 79 to be amended as follows: Eliminate the last two words in the first paragraph “and audits.”
- Section O-2, Page 82 to be amended as follows: A Review or Audit of the financial statements should be done only if some accounting discrepancies are discovered.
- Section O-3, Page 84 to be amended as follows: Eliminate “The last three public accountant’s reports.”
- Section E-1, Page 43 to be amended as follows: Insert before second sentence: “*Beginning the first day of employment, vacation is accrued . . .*”

Budget Committee (Mary Lou Morris, Chair; Terry Pina; Liz Goodin; Kathi Loughman; Jerry Musial)

Chair Mary Lou Morris informed the Board that an organizational meeting will be held in February.

Nominating Committee (Vacant)

President Smith stated that the Committee will be assigned in February. It was suggested that Kathi Loughman be enlisted to help solicit volunteers.

Social Committee (Vacant)

No report. President Smith asked if there were any volunteers to serve on the Social Committee.

OLD BUSINESS

To affirm increasing the budget for flooring for office and hallway

MSP

Director Johnson moved, and it was seconded, to approve the adjusted budget for flooring the office and hallway from \$2700 to \$3250, an additional \$550, as previously approved by the President and the Board of Directors via email, funds to come from the North Deck improvement line item. A discussion followed.

Motion passed unanimously.

NEW BUSINESS

Approve Employment of Stuart Fischer as Facilities Manager

MSP

Director Johnson made the motion, and it was seconded, to approve the employment of Stuart Fischer as Facilities Manager, effective December 19, 2016.

Motion passed unanimously.

Legend for Motions

M -Motion	S -Second
P -Passed	F -Failed
W -Withdrawn	A -Amended

MSP

Director Johnson moved, and it was seconded, to approve Stuart Fisher’s rate of pay at \$12.00 per hour.

Motion passed unanimously.

The Board then thanked Stuart Fischer for attending the Board meeting.

Discussion of employee contracts

There was a discussion of employee contracts and their inclusion in the Policies and Procedures.

MEMBER COMMENTS

There were no member comments.

Executive Session

MSP

Director Blecher moved, and it was seconded, to adjourn to Executive Session to review Office Manager Kathi Loughman’s employee evaluation and to consider a salary adjustment.

Motion passed unanimously.

Adjourned to Executive Session at 3:20 PM.

Reconvened at 3:30 PM.

MSP

Director Johnson moved, and it was seconded, to increase Office Manager Kathi Loughman’s rate of pay \$0.65, to \$14.00 per hour, effective January 1, 2017.

Motion passed unanimously.

The meeting was adjourned at 3:32 PM.

Minutes prepared by Kathi Loughman

Legend for Motions

- M**-Motion **S**-Second
- P**-Passed **F**-Failed
- W**-Withdrawn **A**-Amended