

Bayshore Beach Club, Inc.
Board of Directors Meeting
February 18, 2017

In attendance:

Skip Smith, President	Division 3
Pat Johnson, Vice President	Division 1
Julie Sedlachek, Corp. Sec.	Division 4
Terry Pina, Director	Division 2
Mel Blecher, Director	Division 4
Mike McReynolds, Director	Division 6
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.

Approval of Minutes

President Smith asked if there were any changes that needed to be made to the minutes of the January 2017 meeting. There were none, and the minutes were accepted without any changes.

Good of the Order

Presented by President Smith:
Nothing this month, as the order is good.

MEMBER COMMENTS

Member Norman Fernandes addressed the Board regarding the new flooring in the office, stating that they were not what was approved by the Board and that they will cost more to maintain than the previous flooring. A pamphlet from the manufacturer was presented to the Board indicating grade, water resistance/waterproofing and warranty information. Pamphlet will be available in the Board Meeting Minutes binder for review.

REPORTS

Financials

Bayshore accountant Jerry Musial presented. As of January 31, 2017, operating funds available: \$136,958.00. Bayshore is in good shape for the rest of the fiscal year. Accounts Receivable still outstanding, previously turned over to Vial-Fotheringham for collection: \$8,221.00. Seven (7) accounts still past due for this year's membership dues, liens previously filed: \$2,590.00. He then spoke regarding the past due account of American Equities, stating that in his opinion, the account, previously assigned for collection to our attorney, should be turned over to Vial-Fotherinham for collection. He was then informed that the attorney had offered American Equities a settlement amount and that they had accepted, and the check was in the mail. He then spoke about billing problems with our propane provider. He then informed the Board, based on previous inquiries, that Bayshore employees can not be exempt from overtime rules. There were then discussions regarding how income is reflected in the financial reports, and researching another propane provider. The Board requested that Mary Lou Morris, chair of the Budget Committee, do research for other propane provider options.

Legend for Motions

M -Motion	S -Second
P -Passed	F -Failed
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Planning Committee (Mary Lou Morris, Co-chair; Norman Fernandes, Co-chair, Pat Johnson; Robin Adcock)

STATS 1/03/2017-2/13/2017

TREES

Summary

4 new complaints

1 NV letter, response

2 info letters, responses

4 complaints, in progress

1 inquiry, PC contacted

3 completions

VEHICLES

Summary

Log truck, response to NV

RV on property for 6 days, no permit (renter), called property owner

OTHER

Summary

Approved riprap

Rail off deck and gutter off house, email to management company

Letter regarding change of AOG, placing/moving sand on vacant lot without permission

Request to add fill for septic approval, called property owner with requirement

CONSTRUCTION

Summary

Approved, 2 fence, 1 hot tub/fence, 1 house

Inquiry regarding fence height, PC contacted

House plans submitted, height over 15', left phone message and sent email, no response

19 in progress

1 withdrawal, repair and repaint

1 completed

PERMITS

Summary

1 Approved

The Board was informed that the Planning Committee will be canvassing Bayshore beginning some time in March for Scotch Broom and Blackberries on properties, and will be sending out information letters to property owners informing them of any noxious weeds on their property before the upcoming Spring Cleanup.

Facilities Manager Report

Vice President/Employee Supervisor presented. He informed the Board that all routine responsibilities have been met. He also reported that as a special project, Stuart Fischer, Facilities Manager, had repaired the railings, stairs, decking and supports on the north side of

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the Clubhouse, saving Bayshore approximately \$5,000.00. He had also identified other projects that did not need repair, thereby saving Bayshore more money.

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

Janet Golway presented.

1. Pool Heater—The pool heater was installed the week of January 30. Stuart was asked on 1/21/17 to contact the company installing the new pool heater and to give them the roof pitch so the company could bring the correct flashing and materials needed. We discussed that the large exhaust pipe would be removed and the new PVC pipes would extend through the roof similar to the clubhouse's current heater's exhaust. As Stuart explained at the BOD meeting, he had the tools and expertise to repair the existing roof. Explained also there was a second exhaust pipe that needed to be removed when the roof was repaired. I have a concern with altering the plan and allowing the new exhaust pipes to extend through the large existing flashing. According to Jesse, this exhaust pipe had blown over in high winds in 2015 and he had to re-nail it in place.
2. Office and hall flooring. Alsea Bay Granite. The flooring, upgraded to a commercial grade, was installed January 26-28. Warranty information available at usfloorsllc.com.
3. Marcella and I met with Stuart on Saturday 1/28 to discuss his recommendations for the budgeted boiler room and garage repairs. We pointed out Jesse's recommendations and his conclusion was the boiler room and garage were fine as they were. His only recommendation was placing the washer and dryer directly on the boiler room floor, connecting the plumbing to the sink near the W/D and installing the new exterior door and frame to the entrance of the boiler room. Cost of the door was approximately \$300 (out of boiler room repair) and needed plumbing or electrical parts could come out of his budget line items. (\$500 spent to date out of the \$5,000 for boiler room repair.)
4. Garage update – Stuart recommended leaving the garage as is, having checked for leaks during a recent heavy rain period, and found none in garage or boiler room.
5. Sign for Pool Fence – On the walk through with Stuart we posed the question for the need of pool fence repairs and also the pool sign. Stuart had already checked the pool fence and believed it to be in good condition and recommended the Board order the budgeted pool sign. He thought the price was good and would be cheaper than him making, painting and installing a sign himself. (A discussion followed in which it was affirmed that the sign for pool fence had been removed from this year's budget at a previous Board Meeting and tabled to next year. The Committee recommended that the Board consider funding the sign this budget year. The recommended sign will consist of letters 25" high by 1" thick, made of high density urethane.)

MSP

Director Blecher moved, and it was seconded, to re-fund the pool fence signage for up to \$2,000.00 using funds from savings on deck repair, sign to be attached with high grade stainless steel fastenings. Discussion followed.

Motion passed unanimously.

6. Stairs, railing, decking and wood rot. Stuart has completed stair repairs and is working to complete rail replacement and some decking. He will order an upstairs replacement 3.0 exterior door and repair wood rot below door at that time. (The Committee requested \$2,000.00 so the work can be completed.)

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MSP

Director Pina moved, and it was seconded, to approve \$2,000.00 for additional work on stairs/decking repair. Discussion followed.

Motion passed unanimously.

MSP

Director Blecher moved, and it was seconded, to approve up to \$1,000.00 to replace and repair dry rot on the north upstairs door of the Clubhouse.

Motion passed unanimously.

- 7. Beach Poles – Stuart was to follow up on the beach signs. I shared with him files left by Marsha regarding the facilities. I will follow up.
- 8. Shower Room Floors – Budget amount for this repair/update was for installing ceramic tile. Several bids, one recommending grinding off existing paint (dust created is immediately sucked up) in both men’s and women’s shower rooms and coating with a penetrating sealer. Follow up sealer in 3-5 years. All waste to be removed by contractor. \$7,850. (The Board was informed that the work could begin next week.)

MSP

Director Blecher moved, and it was seconded, to approve \$7,850.00 for Boles Concrete Construction to resurface/restore shower room floors.

Motion passed unanimously.

- 9. East Parking Lot – Necessity of and what level of upgrading at this time was discussed. The Board determined that any work would be tabled to a later date.

The Board was informed that the hot water heater in the shower area needed to be replaced. The Board directed to Committee to research a tankless water heater for the shower rooms. A discussion followed regarding Bayshore’s hot water system and whether or not a tankless water heater would work or be necessary. The Board was also informed that a new flag was needed, as the existing flag is tattered and worn. Kathi Loughman is to order the new flag, with the funds coming from the Clubhouse Exterior line item. The Committee then recommended getting a cell phone for the Facilities Manager.

MSP

Corp. Sec. Sedlachek moved, and it was seconded, to purchase a cell phone and service for the Facilities Manager for a cost not to exceed \$100 a year.

Motion passed unanimously.

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

Committee member Mike McReynolds presented.

Bayshore Safety Committee Report February 2017

Committee Members

- Melissa Chown - Chair
- Judy McNeil
- Mike McReynolds

Meetings

Committee does not have a regularly scheduled meeting time and meetings are on an as necessary basis.

Meetings since last Board meeting were held on February 7 and 12, 2017.

Old Business

Emergency Preparedness Cache

The committee is still working on organizing the supplies for the emergency preparedness

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cache. Committee will soon be announcing a date for the first public opening of the cache when members can put their totes in the cache. The date will be shortly after the preparedness fair.

Preparedness Fair

The safety committee has invited Seal Rock CERT (Community Emergency Response Team) to present an emergency preparedness fair for local residents to see recommended emergency preparedness products that the group will bring and demonstrate. Items will include water filter systems, lanterns, radios, emergency rations and similar items to help people survive in the immediate aftermath of a tsunami or other major disaster. This goes in conjunction with the establishment of the cache and will include items that some people may want to include in totes in the cache.

The fair will be held on Saturday April 29, 2017 at the Bayshore Clubhouse. Time to be announced later.

Street lights

A member has provided some more information to the committee on the street light issue. There seems to be a concern over the cost of the street lights versus their utility, and a concern that some lights are operational at this time, but others are not. The committee will be gathering more information on how many and which of the Bayshore street lights are operating at the moment, and any available information on the costs of the operation of the existing lights. Committee will report to the Board on this when information has been gathered. Members are welcome to let the safety committee know of any concerns they have regarding the street lights.

New Business

Teeter Totter in Mackey Park

There has been a complaint about the teeter totter. The complaint concerns the safety of teeter totters generally; states that teeter totters are banned by the federal government; questions how this will affect our liability insurance.

The committee inspected the teeter totter and has seen that it is relatively new, in good repair and functioning. Mike contacted the manufacturer and received information explaining that the teeter totter is compliant with the ASTM standard for seesaws. Additionally, Melissa's legal research indicates that the seesaws are not illegal or banned by the Federal government. There is a Public Playground Safety Handbook issued by the Consumer Product Safety Commission, which has recommendations on various playground equipment including teeter totters, but the specifications in there are not mandatory and do not ban teeter totters. Unless the insurance company has some pertinent information, the committee recommends the teeter totter stay in place. Only possible additional consideration would be softening of the ground around the teeter totter with chips or similar.

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

Corp. Sec. Sedlachek moved, and it was seconded, to approve the Policies and Procedures changes recommended by the Committee as indicated on attachment 6 (see below).

Motion passed unanimously.

Changes to Policies and Procedures are as follows:

- Section C-6, Page 33 to be amended as follows: 1) Leave language as is in BOD Financial Controls B-9. 2) Replicate the above mentioned language in the Physical Assets Duties & Responsibilities C-6, page 33.

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- Section C-6, Page 33 to be amended as follows: Add language to Ethical Standards #1: *by submitting three bids to the BOD for approval or demonstrate due diligence in attempting to secure three bids.*

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

Chair Mary Lou Morris presented. The Committee had an organizational meeting on February 15, 2017. Mary Lou Morris was elected Chair of the Committee. Mary Lou Morris and Kathi Loughman were elected co-secretaries, with Mary Lou preparing the minutes of the meetings and Kathi preparing the projection worksheets and other documents. The timeline for completion of the proposed 2017-2018 budget was discussed. Budget requests from the following Committees have been received: Long Range Reserve Committee, Safety Committee, Spring Cleanup Committee, Planning Committee and Communications Committee. It was noted that this is the first time that the Long Range Reserve Committee had submitted a request. In the past, recommendations from the Long Range Reserve Committee go to the Physical Assets Committee, who present the request to the Board. The Budget Committee requested that the Physical Assets Committee submit their request to the Board for approval by the April Board of Directors Meeting for the Budget Committee to include on the proposed budget for the May Annual Members Meeting. The next budget meeting will be held on March 15, 2017, prior to the March Board of Directors Meeting.

OLD BUSINESS

Sand Fine Resolutions

Bayshore's attorney has submitted his opinion on the Resolutions, and the Board discussed his recommendations. As per Janet Golway of the Sand Lobby, residents living on the east side of NW Oceania Drive who have sand accumulating on their own property can have that sand hauled away without a permit.

MS/MSA/MSP

Vice President Johnson moved, and it was seconded, to approve both Resolutions, with a \$2,000.00 fine and using the recommendations made by the attorney. Discussion followed. The motion was amended to include changing LCBD to Lincoln County Building Department. More discussion followed. It was further amended to add twenty-one (21) days as the timeline in which to appeal.

Yea: Terry Pina
 Mel Blecher
 Pat Johnson
 Mike McReynolds

Nay: Ann Turner
 Julie Sedlacheck
 Skip Smith

Motion passed.

The Planning Committee suggested sending a copy of the Resolutions to all affected property owners now, then include the Resolutions to all members with the annual packet.

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MSP

Director Pina moved, and it was seconded, to notify the entire membership now regarding the new fine Resolutions for sand violations, with a cover letter included. Discussion followed in which it was determined that the cost for such notification would cost approximately \$800.00-\$1,000.00.

Motion passed unanimously.

NEW BUSINESS

Appoint Nominating Committee

It was determined that Director Pina would be the Board representative to serve on the Committee. There was no response from audience members present to the request for member volunteers to serve as additional Committee members.

Receive budget requests from Committees

Committees submitting budget requests reported by Budget Committee during their report to the Board.

Announcement of 2017 Spring Clean Up date

The 2017 Spring Clean Up will be held on Saturday, April 29, 2017.

Employee contracts

Previously discussed during Financial Report.

Job Descriptions

It was determined to leave the existing job descriptions for Facilities Manager and Pool Manager as separate descriptions.

Linda Lewis addressed the Board

Member Linda Lewis addressed the Board regarding the canal issue. She informed the Board that a number of members affected by the canal have come together as a group and are investigating ways to address the canal issue. They have done extensive research and have been in touch with ODFW, a professional engineer, and others. She then gave a brief history of the canal. The group suggests the installation of an aluminum side gate with a weir in the canal, for an estimated cost of approximately \$40,000.00. They have been looking for grant opportunities, but states that they are probably at the bottom of the list. A suggestion was made that maybe insurance can pay for it. She requested the Directors to review and consider their request for remediation. She then introduced an attorney the group has contacted to represent them. Audience members then addressed the Board with their concerns regarding the effects of the canal on their properties, and safety issues. Much discussion followed. Linda then presented the Directors with copies of letters and a signed petition regarding the requested canal improvements. Copies will be available in the Board Meeting Minutes binder for review. The canal issue will be on the agenda for the March Board of Directors Meeting.

The meeting was adjourned at 3:50 PM.

Minutes prepared by Kathi Loughman

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