

Bayshore Beach Club, Inc.
Board of Directors Meeting
July 15, 2017

In attendance:

Mel Blecher, President	Division 4
Mike McReynolds, Vice President	Division 6
Pat Johnson, Corp. Sec.	Division 1
Skip Smith, Director	Division 3
Michael Bradshaw, Director	Division 3
Phillip Arnold, Director	Division 5
Ann Turner, Director	Division 7

Absent:

Terry Pina, Director	Division 2
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Board President, Mel Blecher, called the meeting to order at 1:01 pm and verified that a quorum was present.

Approval of Minutes

President Blecher asked if there were any changes that needed to be made to the minutes of the June 2017 meeting. Director Smith requested that the minutes be changed to correct the phrase "...to appoint Phillip Arnold to serve on the Board of Directors, representing Division 5, for a term of one year" to "...until the end of this Board year." The minutes were accepted with the recommended correction.

REPORTS

Financials

The financial reports for June 2017 were accepted as submitted by Jerry Musial. Director Bradshaw requested copies of previous years end of year reports so he could review them.

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

Committee Member Robin Adcock presented. She first submitted a request to the Board to approve a fine. She presented a history of contacts addressing numerous complaints regarding a repeat issue, including a previous fine which had been paid, followed by repeated complaints regarding the same issue. The Committee requested the Board's approval of a \$400.00 fine, which is double the amount of the first fine based on repeated recurrences. A discussion followed.

MSP

Director Smith moved, and it was seconded, to accept the Committee's recommendation for a \$400.00 fine for repeat offences.

Motion passed unanimously.

Legend for Motions

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W -Withdrawn	A -Amended

STATS 6/13/2017 to 7/10/2017

TREES

Summary

- 1 Notice of Violation Letter
- 2 Complaints In Process
- 1 Completion

VEHICLES

Summary

- 1 Complaint – Tent trailer set up in right of way – personal contact and Information Letter to property owner
- 1 Complaint – Tent trailer set up in right of way – personal contact and Notice of Violation Letter to property owner
- 2 Complaints – RV – 1 Informational Letter and 1 Notice of Violation Letter
- 1 Complaint – RV and large utility trailer - 1 Notice of Violation Letter
- 1 Complaint – Cargo trailer, inoperable vehicle and unkempt lot - 1 Notice of Violation Letter
- 2 Complaints – Boat trailer - 2 Notice of Violation Letters
- 1 Complaint – Flatbed trailer - 1 Notice of Violation Letter
- 1 Complaint – Horse trailer - 1 Notice of Violation Letter
- 1 Complaint – Boat, utility trailer and boat trailer – Information Letter
- 1 Complaint – Utility trailer – Phone call
- 9 Complaints In Process
- 3 Completions

OTHER

Summary

- 1 Complaint – Hedge impeding view to roadway - 1 Notice of Violation Letter
- 1 Complaint – Safety issue of vacant lot - Personal contact and 1 Informational Letter
- 1 Verbal Complaint – Unkempt Lot - Personal contact with management company
- 2 Complaints – Dog
- 1 Complaint – Unkempt house, nuisance, unlicensed vehicle - Contact with 3 neighbors, Sheriff and LC Sanitary, 1 Notice of Violation Letter – Received negative response
- 1 Complaint – Unkempt Lot - 1 Notice of Violation Letter – Received response
- 1 Complaint – Garbage, contact w/complainant
- 6 Complaints In Process
- 1 Completion

CONSTRUCTION

Summary

- 1 Height Variance Notification Mailed
- Approved – 4 fence, 1 deck, 1 various repairs, 5 paint house, 1 replace siding and roof, 1 hot tub
- Completions – 1 roof, 2 fence, 1 paint house, 2 deck
- 37 In Process

Legend for Motions

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PERMITS

Summary

0 Permits Issued

NOXIOUS WEEDS

Summary

2 Complaints – Scotch Broom – 1 Notice of Violation Letter and 1 Informational Letter

2 Notice of Violation

1 Notice of Fine

NOTE: 1 Fine letter not sent since cleaned lot before mailing.

The Planning Committee then received commendation from the Board for their continuing hard work in attempting to enforce Bayshore's C&Rs.

Facilities Manager Report

Employee supervisor Pat Johnson reported that daily duties and routines were being maintained. The pool is now being managed by Pool Manager Robert Tunison. He also reported that Mackey Park has just recently become accessible for maintenance. He then stated that the Board recognized that work on the grounds needs to be improved.

MEMBER COMMENTS

Members Tom and Roberta Hurt addressed the Board regarding a cargo trailer being kept on their property. Mr. Hurt stated that they had submitted a request for a permit for their cargo trailer to the Planning Committee, which had been denied. They were questioning the C&R restrictions regarding cargo trailers, which are not specifically mentioned in the C&Rs or Guidelines for Determination. A discussion followed, in which it was agreed that there needs to be research and/or changes and/or clarification of C&Rs and Guidelines for Determination.

Member Jim Bernot addressed the Board regarding illegal activities near Mackey Park. A discussion followed in which President Blecher reported that based on email communications between Board members it was determined that it would be best to have the lights at Mackey Park turned on again. More discussion followed, and it was suggested that the light be nearer the parking area.

Mr. Bernot then mentioned that the chain on the gate to the tennis court was too long and that people were slipping through the gap even when the lock was on the chain. He also mentioned that the swings and the basketball backboard are in need of repair. He also suggested that sand be placed in the scooped out area beneath the swings.

He then spoke about illegal activities at a home near the park, pointing out vandalism, constant traffic, people in and out at all times, and people parking at Mackey Park to access the home. He and others have notified the Sheriff's office, as well as the Planning Committee, which are both aware of the situation and are working to remedy the situation.

Member Ann Best addressed the Board as a member and representative of the Bayshore Quilters group. She stated that the group has been coming to Bayshore for decades, and that they are requesting that they be able to store the quilts that are being worked on in the Clubhouse, opened and against a wall, as was done previously, instead of keeping them folded up in the storage room. President Blecher responded that he will look into the situation and will

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get back to the group with a decision. Ms. Best thanked the Board for their consideration, and stated that the group will make a quilt to cover the quilts that will be left out.

Physical Assets Committee VACANT

Long Range Reserve Committee (Terry Pina, Chair; Ron Lappi; Stuart Fischer)
No report

President Blecher reported that he will be speaking with Janet Golway, past Chair of the Physical Assets Committee, to review previous plans and completions. There is also consideration of again combining the Physical Assets Committee and the Long Range Reserve Committee into a single committee.

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

Meetings:
No meetings since last report.

Emergency Preparedness Cache:
Next open day will be Saturday August 26, 2017, 10 AM to 1 PM. We will be at the cache in Hilton Park. At this time members can put emergency supply totes in the cache, or just come by and check out the cache and talk to the committee. Please contact us if there are questions or comments about the cache, totes, or the opening times.

New Business:
None

Director Turner asked if vacation home owners could contribute for renters who may be in Bayshore if/when an emergency occurs. Committee member Mike McReynolds stated that the Safety Committee would consider the request.

Policies and Procedures Committee (Bobbie MacPhee, Vivian Mills, Skip Smith)
Committee member Skip Smith presented. The Committee presented several recommendations to the Board. They are as follows:

Computer Security and Backup Systems

Per 11/2/16 P&P Committee Meeting Minutes, the following was to be recommended to the Board: Section O-4 Computer Security & Backup.

1. Automatic backup takes place on a daily basis.
2. Location is the External disk: File folder hourly & complete system weekly (Wednesdays).
3. Financial Contractor does Quickbooks backup to thumb drive on Tuesdays & Thursdays.
4. Computer is password protected. Password changed as the office Manager deems appropriate.

A discussion followed regarding off-site storage of the backup. It was recommended that one change be made, which was to add the following:

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5. Provision shall be made for off-site storage, to be rotated weekly.

MSP

Director Smith moved, and it was seconded, to accept the recommendation with the added wording included.

Motion passed unanimously.

Planning Committee regarding Tree Fine

Add the words: *per tree. Thus the amount reads: \$100 per tree.*

MSP

Director Smith moved, and it was seconded, to accept the recommendation.

Motion passed unanimously.

Independent Financial Contractor Job Description

Maintain accounts receivable & accounts payable activities including bill payment, bank deposits and providing financial information to the Office Manager for liens and collection letters. Prepare annual dues invoices for Office Manager to mail.

Calculate employee wages and prepare payroll checks. Prepare Federal and State tax payments and payroll reports.

Prepare monthly Profit and Loss report, Balance Sheet, Expense by Vendor Detail report, and Budget vs Actual report.

Reconcile bank accounts and make bank deposits.

Prepare information for Federal and State Tax returns and work with CPA in preparation of returns.

Work with Budget Committee and Office Manager in preparing annual budget.

Attend monthly Board meetings as needed.

Make recommendations for cost and time saving improvements.

Any additional financial services and reports mutually agreed on by Independent Financial Contractor and the Bayshore Board of Directors.

Bayshore compensate the Independent Contractor at the monthly rate mutually agreed upon.

MSP

Director Smith moved, and it was seconded, to accept the recommendation.

Motion passed unanimously.

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Policies and Procedures Committee Job Description

The P&P Committee Recommends that the Following Policies and Procedures Committee Job Description be added to the Policies & Procedures Manual as: Relating to Committees C10

Membership

1. The committee is appointed by the Board and consists of one Board member and two members in good standing.
2. The Committee meets as needed.
3. Members of the committee should expect to contribute approximately two hours/month on an as needed basis.
4. Members should receive an informational packet including: Bayshore Beach Club Governing Documents; Committee members' telephone numbers & email addresses; Board members telephone numbers & email addresses.

Duties and Responsibilities

1. The Committee addresses requirements for managing the affairs of Bayshore Beach Club.
2. The authority and responsibilities of the HOA are defined by: ORS Chapters 65 and 94; Bayshore Beach Club By-Laws, Articles of Incorporation, and C&Rs. The provision of these documents authorize and in some cases require, the Board to revise and/or make policies for the benefit of the property owners and enable the Board to administer the C&Rs.
3. The Committee makes recommendations to the Board.
4. The Board will either approve the recommendation or send it back for revision/re-submittal.
5. The Board is enabled to make revisions **only** if they do not conflict with Bayshore Beach Club governing documents.
6. Membership may make recommendations in writing & presented to the BOD 7 days prior to the Board meeting.
7. A policy or procedure will go into effect at the time of the Board approval unless the Board elects to delay the effective date.

Ethical Standards

The Committee members act as representatives of the Board of Directors and therefore must adhere to the highest ethical standards in the conduct of Bayshore Beach Club business.

A discussion followed regarding the use of the word "Membership" under Duties and Responsibilities, item 6. It was stated that the Committee meant the word in regards to Committee Membership. The wording was changed to reflect the original intent, with the word changed from "Membership" to "Committee," therefore reading:

6. Committee may make recommendations in writing & presented to the BOD 7 days prior to the Board meeting.

MSP

Director Smith moved, and it was seconded, to accept the recommendation with the amended wording included.

Motion passed unanimously.

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Street Lighting

1. P&P recommends that the BOD study street lighting options via the PUD and other sources. Options could include but not be limited to: “Dark Sky” lights (lights designed to direct light down rather than out); fewer lights; more lights; new technology; cost to operate, etc.
2. Provide lighting options to the Communication Committee for inclusion in a Member Survey.
3. When the results of the Survey are in hand, the P&P Committee will reconvene to prepare a draft of a recommendation to the BOD for approval.

After a discussion, Item 1 was amended to read as follows: “P&P recommends that the BOD *authorize a study of* street lighting options . . .”

Director McReynolds, as Safety Committee representative, accepted the assignment to undertake the study of lighting options for all of Bayshore. The Safety Committee, as well as all Division Directors, are open to receiving recommendations from members. It was requested that emails be sent to the office for forwarding on to specific Directors or to the Safety Committee.

MSP

Director Smith moved, and it was seconded, to accept the recommendation with the amended wording included.

Social Committee (Chair, Rose Bradshaw)

Committee Chair Rose Bradshaw presented, and brought cookies for those attending the meeting. She reviewed what she had submitted and had been published in the most recent issue of the Breeze. She has requested member feedback for desired events and has provided her contact information. She stated that she has received positive comments on her article. The Committee has decided on one large event per year, at which the majority of the Committee’s budget will be used to cover the expenses. At the request of members, other events will be organized by the Committee.

She announced that the Committee has scheduled a Member Meet and Greet to take place at the Clubhouse on Saturday, September 16th, from 3:00 pm to 5:00 pm. Flyers will be posted and emailed to members, and will also be included in the July and August issues of the Breeze. Refreshments will be provided by the Social Committee.

Anyone wanting or interested in joining the Social Committee can contact Rose by email at bayshorefun@peak.org, or by phone or text at 505-269-7917. (Please note: area code is 505, not 503.)

Communication Committee

Bob Mowrer, Committee Chair, presented. He reviewed some of the results of the 2017 Survey with the Board. He reported that there were 102 respondents to the survey. He suggested a response from Committees regarding any negative comments. He also stated that he would appreciate comments, feedback and suggestions from the Board. Detailed results of the survey will be forwarded to members when results are tallied and complete.

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UNFINISHED BUSINESS

Street lights at Mackey Park

Based on discussions earlier in the meeting, Director Smith moved, and it was seconded, to turn on the lights at Mackey Park.

Motion passed unanimously.

Locking the tennis court

There was discussion regarding replacing the gate at the tennis court and keeping the tennis court locked to prevent vandalism. Some questioned the necessity, and inquired about people who want to play tennis earlier than a key would be accessible. It was decided that for now, the court would remain locked, and a sign would be posted to let people know that a key is available from the pool attendant on duty during pool hours. There was more discussion on how to make keys available to routines user of the court.

President Blecher then spoke regarding Mackey Park and reported that the drainage issue is in progress.

NEW BUSINESS

August's Solar Eclipse

There was discussion on how Bayshore could prepare for the upcoming eclipse. President Blecher reported the parking area behind the Clubhouse will be closed off on the Friday evening before the eclipse. The stairways leading up to the Clubhouse will also be closed off. The Board decided that they will have their monthly meeting on Saturday, August 19th, as scheduled, as most agreed that they could walk to the Clubhouse if driving was difficult. Access to the Clubhouse for the meeting will be open to members. Director McReynolds requested, and it was agreed, that No Camping signs be posted at Hilton Park.

Clubhouse Roof

An ad hoc committee, consisting of Phillip Arnold, Mel Blecher and Frank Miller, has investigated the issue and has had the roof inspected. It has been determined that a new roof is needed. The inspection revealed that the roof, as is, will last through the upcoming winter. The committee will be doing more research and will be soliciting bids to have the work done next spring/summer season.

Executive Session

The Board adjourned to Executive Session at 2:47 PM to discuss employee issues. The Board reconvened at 2:59 PM.

The meeting was adjourned at 2:59 PM.

Minutes prepared by Kathi Loughman

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