

**Bayshore Beach Club, Inc.
Board of Directors Meeting
January 19, 2019**

In attendance:

Mel Blecher, President	Division 4
Mark Cook, Corp. Sec.	Division 1
Jackie Russell, Director	Division 2
Skip Smith, Director	Division 3
Michael Bradshaw, Director	Division 3
James Davis, Director	Division 5

Absent:

Mike McReynolds, Vice President	Division 6
Phillip Arnold, Director	Division 5
Bill Nightingale, Director	Division 7

Board President, Mel Blecher, called the meeting to order at 1:00 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 October 2018 meeting. There were none, and the minutes were accepted as submitted.

MEMBER COMMENTS

Member Elaine Ferguson spoke regarding the usage of the Clubhouse by the numerous groups. She stated that she is a member of the members only DancerXise group and that everyone in the group enjoys the current 3-day a week schedule, but the group currently using the Clubhouse from 10:00 am to 4:00 pm on Fridays has been uncooperative and unwilling to use only one section of the Clubhouse. She says that dues-paying Bayshore members are not able to use the Clubhouse for the scheduled Friday morning DancerXise class due to the other group not being willing to cooperate. President Blecher informed her that the Board is aware of the situation. The Facilities Manager is investigating and will rectify the situation. It was also pointed out that the Friday group is using storage space that is intended for Bayshore storage, and Bayshore items are being stored in members' homes. It was again stated that the Facilities Manager will handle the situation. Mrs. Ferguson suggested that the Friday group should pay dues and/or storage fees.

REPORTS

Financials

The financial reports for November and December 2018 were accepted as submitted. President Blecher informed those present that Bayshore is saving money on the power bills as a result of fixing the leak in the pool, and the elimination of several street lights.

Legend for Motions

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W -Withdrawn	A -Amended

Planning Committee (Mary Lou Morris, Co-chair; Norman Fernandes, Co-chair; Robin Adcock; Phillip Arnold; Tim Brubaker)
Committee member Robin Adcock presented.

STATS Report from 11/12/18 to 1/11/19

TREES

Summary

5 New Complaints
2 Info Letters w/Pictures and Responses
1 Follow-up Letter and Response
1 NV
15 Personal Contacts – Phone Calls, Emails and In Person
9 In Process
5 Done

VEHICLES

Summary

2 New Complaints – Cargo Trailer and Unlicensed Vehicle
1 Continuing Complaint - RV
2 Info Letters
1 NV – Cargo Trailer
2 Letters – RV Permit Violation
3 Personal Contacts - Emails
3 In Process
3 Done

OTHER

Summary

1 New Complaint - Garbage
1 NF – Unkempt House
7 Personal Contacts – Phone Calls, Emails and In Person
5 In Process
2 Done

CONSTRUCTION

Summary

Approved – 1 Garden Shed/Concrete Pad/Fence, 1 Fence, 1 House, 1 Extend RV During Construction, 1 Deck/Hot Tub, 1 Elevator, 1 Dormers
12 Personal Contacts – Phone Calls, Emails and In Person
39 In Process
7 Done – 1 House, 1 Retaining Wall, 3 Fences, 1 Garbage Can Enclosure, 1 Siding

PERMITS

Summary

-0-

Robin then introduced the new member of the Planning Committee, Tim Brubaker.

Legend for Motions

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

President Blecher informed the members present that the Board had approved Tim's appointment via email after the November meeting, and that he would like to do so again at this meeting.

MSP

Director Smith moved, and it was seconded, to approve Tim Brubaker as a member of the Planning Committee.

Motion passed unanimously.

Long Range Reserve & Physical Assets (Chair, Michael Bradshaw; Mel Blecher, Board Liaison; James Davis; Bob Tunison)
Committee Chair Michael Bradshaw presented.

Long-Range Planning/Physical Assets Committee Report

January 2019

Membership

Michael Bradshaw (Chair), Mel Blecher (Board Liaison), James Davis, Bob Tunison

Long-Range Planning Updates

The identification of long-term assets and maintenance schedules is underway for next year. Any suggestions or observations should be forwarded to Michael at bradshaw1113@peak.org as soon as possible for consideration and possible inclusion in the 2019-2020 budget.

Physical Assets Updates

Completed Items So Far This Year (2018-2019)

- ✓ The roof repair/maintenance was completed under budget, as reported verbally in June.
- ✓ An urgent repair was performed on the pool in June/July for a leak in the plumbing for \$2,000.
- ✓ A new stove was placed in the kitchen in June for less than the budgeted amount.
- ✓ Internet upgrades were completed in early October.
- ✓ The budgeting process for the Physical Assets Committee was semi-automated in April and further automation is under consideration as deemed necessary.
- ✓ Smart TVs (larger than initially planned) have been installed in the ballroom upstairs and the exercise room downstairs for just under \$2,500.
- ✓ The basic website updates were completed early December 2018. These updates include dynamic adaptations mobile device access to the site.
- ✓ PA system speakers were installed earlier this month.

Security Cameras throughout Clubhouse and Pool Area

The Wi-Fi at the clubhouse is now upgraded, and shopping for the security system has now begun in earnest. We have defined the requirements for the system as nine cameras in various locations throughout the clubhouse and pool area. Bob Tunison (Facilities Manager) has narrowed down the choices to a single system, which he presents in the attached proposal.*

Legend for Motions

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

Website Updates

As these modifications continue, we will keep in mind that the site is completely open to the general public, and all information available through the site should be “safe” for public consumption. We need to iron out the details of workflow for the Breeze and other dynamic content to ensure seamless updates for users.

We still need to develop informatics for the site and begin collecting data on its use.

This is an ongoing process and workflow, which may not require reporting every month.

Upstairs Restrooms

Options are still under consideration. The budget for this line item was approved for 2017-2018 and the funds carried over until completion. Completion is expected before the end of fiscal year 2018-2019.

Exercise Room Floor

Given additional funding available to the committee, the flooring in the downstairs exercise room will be replaced under this fiscal year budget as an additional line item. Completion is expected by the end of fiscal year 2018-2019.

*January 11, 2019

TO: Security System Committee (Mike Bradshaw, Chairman; Mel Blecher, Jim Davis)

SUBJECT: Proposed purchase of security system for the Bayshore Clubhouse

This proposal covers the purchase and installation of a camera-based security system for the Bayshore Clubhouse.

After reviewing and comparing the top 5 manufacturers of security camera systems and with consideration given to the proposed budget by the Board of \$1,500.00 for such a system, the following system is being recommended:

MANUFACTURER	DESCRIPTION OF SYSTEM
Lorex Technologies	Product No.: LWF2080B-66 This is a 6-camera system which includes 6 wireless cameras, 6-camera battery packs, a 6-terabyte wireless DVR (storage capacity to record and retain the past 3-4 weeks of video), and 6-power cords [1 for each camera which are used to supply 110-volt power to each camera).

The cost of the above system is: \$1,191.91 (includes shipping)

Specs on cameras/Lorex guarantee:

Each camera is wireless as is the DVR (Digital Video Recorder). Each one utilizes Infra-Red technology in order to record in low-light conditions (basically, at night). The resolution of the cameras is 1080P [which, simplified, means they are High Definition (“HD”) cameras]. Each camera has the option of power being supplied from a rechargeable battery included with each camera or being provided power directly from a 110-volt source. Lorex has a 60-day guaranteed return of the product if not satisfied including the cost of return shipping.

Bayshore Application of this System:

- This system is intended to cover only the inside of the Bayshore Clubhouse (both floors). The only inside areas not covered by this system are the locker rooms on the main floor, the washrooms on the second

Legend for Motions

M-Motion **S**-Second
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floor, and the janitor and storage closet on the second floor. All entry/exit doors to the facility would be covered by this system.

- It is being proposed that the DVR be physically located in the Office Manager's office and connected directly to Bayshore's wireless router.
- It is not necessary with this system to purchase a separate monitor in order to view the video produced by the cameras. Since this is a wireless system, viewing of the videos can easily be accomplished on any computer connected to our wireless system (i.e., the Bayshore Facilities Manager computer or smart TV/the Office Manager computer) or by anyone utilizing a smart cellphone. In either case, however, access through an Internet Service Provider or through the Lorex cellphone app will be password protected and only available to whomever the Board decides should have access.
- While the cameras can be operated in either a "motion-detection" or "constant motion-detection (24/7)" manner, it is strongly recommended that each camera be "hard-wired" for its power source rather than relying on the battery-operated feature of each camera. The rationale for this is that an estimation of 24/7 usage would require recharging of the batteries every 3-4 days. (It is, however, the intention to test the life of a single battery charge when the first camera is installed if this proposal receives Board approval.)
- The hard-wiring of each camera will require the purchase of electrical supplies which are estimated at being under \$100.00 for all six cameras.
- All installation of the cameras, DVR, and resulting need for linking the system will be done by the Facility Manager.

ADDITIONAL CONSIDERATIONS:

Several of the committee members canvassed the clubhouse to determine the best locations and total number of cameras needed to record all important areas of the clubhouse. It was determined that a total of 9 cameras were needed to cover all of these areas. The remaining three areas not covered in this proposal are 1.) the rear parking lot, balcony, and ramp, 2.) the swimming pool, and 3.) the patio area adjacent to the pool.

Our objective is to seek Board approval of the purchase of the proposal above, install the system well ahead of Lorex's return policy, and then (if satisfied with the product) submit a second proposal for a Lorex (Product No. LWF 2808B) 4-camera system identical to the one contained in this proposal to cover the rear parking lot, swimming pool, and adjacent patio area. The cost of this system will be approximately \$850.00.

Committee chair Michael Bradshaw then informed the Board that the Committee is still working on details for the upstairs restroom. The recreation room floor is in the bid process.

Committee member Bob Tunison has presented a proposal for approximately \$1192.00 plus additional supplies. He would like to install and test the wireless system before final installation. A question was asked regarding the reliability of wireless vs. hard wired. It was stated that wireless is better in the coastal environment. Bob informed the Board that the system should be in before the February meeting if approved by the Board. President Blecher stated that there is \$1500.00 in the budget, which was approved a year ago. He proposed increasing this amount to \$2500.00 to cover the rest of the system, which would include the pool and the west side parking lot.

Legend for Motions

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

MSP

President Blecher moved, and it was seconded, to approve the security system, and to increase the budget to \$2500.00 to cover the rest of the system, which would include the pool and the west side parking lot, with the additional \$1000.00 coming from the contingency fund. Motion passed unanimously.

Facilities Manager

Facilities and Pool Manager Bob Tunison presented.

IN GENERAL:

Since the December, 2018 report, winterization of the clubhouse has been completed. Our contracted boiler maintenance vendor has installed the part referred to in that report and the boiler is in excellent working order. Also mentioned in the December, 2018 report, hose-bib insulators have not yet been installed but will be prior to our first (if any) predicted temperature below freezing.

The three new light fixtures mentioned in the December, 2018 report, have been installed. These fixtures are located on the upper deck of the clubhouse. The one located at the west entrance to the upper floor of the clubhouse is a “dusk-to-dawn” fixture and the two other fixtures operate on a “motion-detected” basis. The two fixtures on the west side of the building illuminate the access ramp as well as the deck and the main entrance to the second-floor. A new fixture has been ordered and will be installed outside of the main office entrance on the north wall of the clubhouse to replace the worn-out fixture. This fixture will be a “dusk-to-dawn” type.

Since the December, 2018 report, public utilities have repaired the pole-light located in the rear parking lot of the clubhouse.

OLD TELEVISION SETS AND TREADMILL:

The old television sets from the clubhouse on both the upper and main floor have been hauled to the dump. Efforts were made (thank you Jackie Russell) to donate both sets but having not received any responses to those efforts, both sets were hauled to the dump as well as one of the treadmills (the cost of repairing was approximately \$450.00).

CLUBHOUSE AUDIO SYSTEM:

New speakers have been purchased and installed in the ballroom of the clubhouse. In addition, a wireless system has been installed which accesses the television, PA system, and smart-phone sound capabilities through the new speakers.

CLUBHOUSE AND GARAGE/SHOP INVENTORY:

A 2018 detailed inventory of the clubhouse and garage/shop areas has been completed.

Legend for Motions

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

PERSONAL THANKS:

I would like to extend my appreciation to the Board for accommodating my surgery on December 7, 2018, and my ensuing recovery. I have also extended my thanks to Jenny Lamb who filled in for me during my recovery and, in doing so did an excellent job.

UPCOMING PROJECTS:

- If the Security Committee proposal is passed (see Mike Bradshaw’s “Security Committee” proposal), the new security camera system should be installed prior to the February, 2019, board meeting. The Facility Manager will be responsible for the installation including “concealed” wiring for each of the camera locations.
- Several separate quotes will be submitted to the Board at the February, 2019, meeting for the replacement of the activity room floor and the carpeting in the Facility Manager’s residence.
- A proposal and quote(s) for remodeling/esthetic work on the upstairs washrooms will be submitted to the Board at the February, 2019, meeting.
- A quote will be submitted to the Board at the March, 2019, meeting for the installation of a sprinkler system for the lawn areas on the north and east sides of the pool enclosure including a drip system for the shrubbery and potted plants. The quote will also include costs of top-seeding the existing lawns. This system anticipates the installation of the system by the Facility Manager during April so as not to conflict with the work needed to be done prior to the opening of the pool in May for the 2019 pool season.

***** NEW PROPOSAL FOR BOARD ACTION:**

On March 21st and 22nd, a Certified Pool Operator course will be held in Newport. This class is normally offered on an annual basis in Bend, Oregon, during May. This time period is not conducive to the Pool Manager’s workload in preparing the Bayshore pool for the summer season nor is it practical from the standpoint of the expense of meals and lodging. The estimated cost of the course is \$450.00.

The benefit of this course to Bayshore lies in its working relationship with the Lincoln County Public Health and Safety Department which governs the ongoing operation of pools in Lincoln County. This designation brings a higher level of credibility to the operation of the Bayshore pool in their eyes.

I would also ask that inquiries be made to the liability insurance carrier for Bayshore to determined whether or not this designation could/would result in a reduction of its annual premiums.

Legend for Motions

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

MSP

President Blecher made a motion, and it was seconded, to approve up to \$450.00 for the Facilities Manager to attend the Certified Pool Operator course held in Newport. Motion passed unanimously.

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

Bayshore Safety Committee Report January 2019

Committee Members: Melissa Chown - Chair; Judy McNeil; Mike McReynolds

Emergency Preparedness Cache

Moving and painting: it has been suggested that the container be moved further back from the road and disguised or otherwise hidden. Committee met at the cache and discussed options. It appears that the container could be moved back away from the street 8-10 feet before reaching any trees. Some excavation would be required to move earth behind the container. Also additional extension of the gravel bed under the rear of the container would be required. See bid below:

“In order to push the storage bin back we must excavate and grade the rear section. The soil will be spread in the low areas adjacent to the bin. Gravel will have to be brought in to form a pad for the unit to rest on. Prior to starting work I can bring by my tractor to see if it can move the storage bin. However if it is not strong enough a larger machine will need to be rented from Alsea Bay Equipment

Bid \$900

-if larger equipment is needed that price and delivery will need to be added.
Estimated add-on \$300-\$400

Dylan Skaggs
Trinity Koi Ponds
OR LIC# 9571
(951)415-2162”

Painting:

After much discussion on fences, hedges, shelters, and other camouflage methods, the committee believes that the only viable method to change the appearance of the container is painting. Mike got advice from painter Mark Magnai on what paint to use: He felt the best paint for the job (and the longest lasting) would be Sherwin-Williams Pro Direct to Metal and we should only need two gallons for the entire job. Also the best way to apply it would her to spray it on with a power spray. S-W gave a quote of \$99.98 per gallon. The paint is oil-based and should be applied during a dry weather period (before and after) and definitely sprayed on for consistency and allowed to dry for several days. Color suggestions: Forest Green or Forest Brown, which are both in the dark spectrum. (I'll try and bring sample swatches to the meeting).

Legend for Motions

M -Motion	S -Second
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W -Withdrawn	A -Amended

Mike is waiting on bids back from local painters.

Melissa stated that the Committee was only able to obtain one bid for the relocation of the cache. Seven bids have been requested for the painting, but none have been received to date. The Committee is still working to obtain additional bids. Director Russell volunteered to do the painting. The Committee and the Board both agreed that they would like to go ahead with the move.

MSP

President Blecher moved, and it was seconded, to approve \$900.00 to \$1300.00 for the relocation of the emergency cache, with any necessary additional funds to come from the contingency fund.

Policies and Procedures (Co-Chairs, Bobbie MacPhee & Vivian Mills; Skip Smith)

No report submitted this month.

Social Committee (Rose Bradshaw, Chair; Deb White; Paula Brubaker)

Committee Chair Rose Bradshaw presented.

SOCIAL COMMITTEE REPORT

January 2019

Holiday Celebration

The Holiday Celebration was held on Saturday, December 15, 2018. The four-hour event included commemorative photos, a potluck dinner, and a white elephant gift exchange. Many brought in dishes that completed the holiday meal. The Social Committee provided the main course. With over 40 members and guests, it was a magical evening where we all came together as neighbors and friends.

As always, the Social Committee is thankful for the volunteers. A list of their names was included in the “thank you for attending” letter emailed the week of December 17th. Photos of the event will be included in the January edition of the Breeze.

Super Bowl Party

The next event, the Super Bowl Party, is in the planning stages and will be held on Sunday, February 3rd commencing at 3pm. It will be a potluck with a chili contest and Super Bowl Squares. We are anticipating a large number in attendance.

Mingle & Movie Night

Mingle & Movie Nights are a hit. Thus far, we held three evenings, and attendance is growing with each. Members are given the opportunity to come mingle, stay for the movie, or both. On January 11th, the Social Committee treated members with a spaghetti dinner to celebrate the new year. Mingle & Movie Nights will continue every 2nd Friday of each month.

DancerXise

Members are still “moving it and losing it” with their neighbors. DancerXise will now be held three days a week: Monday, Wednesday, and Friday and is expected to run through April 2019.

Legend for Motions

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

Budget Amendment 2018-2019 Fiscal Year

Plans were finalized for the remaining 2018-2019 fiscal year events/activities. After the Holiday Celebration, the Social Committee funds were depleted. The attendance for the Meet & Greet was higher than anticipated, which took a larger amount from the planned budget.

We thank the Board for allowing us to submit an increase request. We fought the suggestion. However, our last budget proposal request has proved lower than actual requirements (we promise to do a better job with our estimates for next fiscal year). Therefore, after careful consideration we have decided that an increase at this time will allow us to continue the momentum of bringing Bayshore together.

With the growing interest of mingle and movie nights each month, we anticipate an increase in member participation in coming months. We are hosting the Super Bowl party at the request of members. We also have a lot of requests for another St. Patrick's Day event, which will replace the initially planned Mardi Gras.

In order to continue building the trust, excitement, and camaraderie among Bayshore Beach Club members, an increase to the budget for the 2018-2019 will allow that. We are requesting \$500 to fund all remaining activities for this year. We thank the Board for the consideration of our request.

The Social Committee will continue its efforts to bring the Bayshore Community together. We strive to create events/activities that will entice more members to participate and come together with their neighbors.

President Blecher stated that the Social Committee has been phenomenal the last two years. As successful as it's been, he would approve additional funds to continue the momentum and to finish out the fiscal year.

MSP

President Blecher moved, and it was seconded, to approve the additional budget request of \$500.00, funds to come from the contingency fund.

Motion passed unanimously.

Rose informed those present that after serving on the Social Committee for almost two years, Deb White has resigned. Rose is very appreciative and thanks Deb for stepping up and helping the Committee be so successful. She will be missed.

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

Communications Committee Report
January 19, 2019

I am writing to request your much-needed assistance. My problem is actually a good one to have. Due to your increasing and informative contributions, I had to set up an exclusive email for the Breeze: bobmowrer@comcast.net.

Fortunately for Bayshore members, last year contributors began submitting multiple reports so members could better understand what committees, employees, directors, and others do to

Legend for Motions

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

make Bayshore a better place. They include pictures, tables, graphs, and texts requiring better organization in my inbox.

Once again for all contributors, please use my comcast e-mail account: bobmowrer@comcast.net. Members are asked to use this address if they have questions, suggestions or content they wish to share.

In closing, I express my great appreciation to the committee chairs and other leaders who authored these reports for members, including Facilities Manager (Bob Tunison), Social Committee (chair Rose Bradshaw), and Safety Committee (chair Melissa Chown).

UNFINISHED BUSINESS

The was no unfinished business.

NEW BUSINESS

Returned check charges

It has been noted that Bayshore has no set policy or fees regarding returned, or bounced, checks. ORS. 30.700 Chapter 670 states: "You are liable for 3 times the amount of check, no less than \$100.00 or more than \$500.00 for failure to pay upon dishonored check in cash, within 30 days of demand for payment as specified." At this time, Bayshore is only charging what the bank charges us.

MSP

President Blecher moved, and it was seconded, to charge a \$25.00 fee for returned checks. Motion passed unanimously.

Lien Fees

At the November 2018 meeting, the Board voted to approve the fees charged to members to file/amend/release liens from \$36.00 to \$50.00. Since that time, Lincoln County has increased the fees charged to file/amend/release liens from \$36.00 to \$76.00.

MSP

President Blecher moved, and it was seconded, to charge members what the county charges Bayshore plus \$24.00 to file/amend/release liens. Motion passed unanimously.

Review of Insurance Coverage

Last year's review of Bayshore's insurance coverage took six months to complete and "got us basically nowhere" since there are limited providers and all bids from various agents used the same providers. President Blecher has reviewed Bayshore's current coverage and informed the Board that it is acceptable for the remainder of the year.

Appoint Budget Committee

The Board appointed Mary Lou Morris as Budget Committee Chair. Other appointed members are Mel Blecher, Norman Fernandes, Kathi Loughman, Jerry Musial and Bob Tunison.

Social Committee additional budget request

This item was addressed earlier in the meeting. Refer to page 10.

Legend for Motions

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

Before adjourning, Director Bradshaw, who is updating the Bayshore website, asked for input on the website. He is requesting that if anyone has problems accessing any of the information to please contact him and report the problem. Please email him at bradshaw1113@peak.org.

The meeting was adjourned at 1:50 PM.

Minutes prepared by Kathi Loughman

DRAFT

Legend for Motions

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