

BAYSHORE BEACH CLUB, INC.

BOARD OF DIRECTORS MEETING

Saturday September 16, 2023

In Attendance:

Kenn Apel, Vice President	Division 1
Roger Smith, Director	Division 3
Josh Hanselman, Director	Division 4
Carolyn Gardner, Corp. Secretary/Treasurer	Division 5
Michael Vest, President	Division 7

Absent:

Kate Guptill, Director	Division 1
Storr Nelson, Director	Division 5
William Nightingale, Director	Division 7

President Vest welcomed everyone to the hybrid clubhouse and zoom meeting, and Corporate Secretary Gardner determined a quorum was present. The Board of Directors' Meeting was called to order by President Vest at 1:00 pm.

Corporate Secretary Gardner moved and Vice President Apel seconded: To approve the August 19, 2023 Board of Directors meeting minutes. Vote was unanimous in favor.

Corporate Secretary Gardner moved and Director Smith seconded: To approve the September 5, 2023 Special Board of Directors meeting minutes. Vote was unanimous in favor.

REPORTS:

FINANCIALS. Report submitted.

FACILITIES. No report.

PLANNING COMMITTEE. Report submitted. No action.

LONG-RANGE RESERVE/PHYSICAL ASSETS. No report.

SAFETY COMMITTEE. No report.

POLICIES AND PROCEDURES COMMITTEE. Report submitted. Action items.

Vice President Apel moved and Corporate Secretary Gardner seconded to: accept the modification to the East Parking Lot language in the Policies & Procedures manual after removal of one sentence in Section Number 3 stating: Contractors shall not idle or rev their vehicles in the lot. Vote was unanimous in favor.

The updated membership card language needed changes and is not needed until Spring 2024 (prior to next year's pool season).

Vice President Apel moved and Director Smith seconded to: Remove all HR documents and forms from the Policies & Procedures manual and move them to different HR manual. Vote was unanimous in favor.

Director Smith moved and Corporate Secretary Gardner seconded to: approve member Clair Magee to the Policies & Procedures Committee. Vote was unanimous in favor.

SOCIAL COMMITTEE. Report submitted. Upcoming events from Social and Artisans:

- Pancake Breakfast – October 14th, 8am – 2pm
- Fall Potluck & Rock Painting – October 28th (need volunteers to help decorate)
- Holiday Bazaar – December 2 & 3, 8 am – 4pm
- Holiday Party – December 16th 5-9 pm, rsvp to social.bayshorebeach@yahoo.com
- Superbowl Party – February 11th, 2024

COMMUNICATIONS COMMITTEE. No report.

BUDGET/FINANCE. No report.

CANAL. No report.

SAND LOBBY. No report.

TASK FORCES:

BEACH ACCESS TASK FORCE. Report submitted. Vice President Apel presented survey results showing feedback from Bayshore members regarding ways to increase beach access to mobility challenged persons.

BYLAWS TASK FORCE. No report. Attorney is still reviewing the suggested Bylaws changes.

CLUBHOUSE PROJECT. No Report. Chair needed. (See unfinished business.)

VIRTUAL VOTING TASK FORCE. Report submitted. The purpose of this task force is to find a reliable, safe way for members to vote on a motion from the floor at a Members' meeting. Short discussion regarding possibility of on-line or e-voting at the Members meeting.

President Vest reminded board members and committee chairs to notify him or the office if there are openings on a committee.

MOTION TO ACCEPT ALL REPORTS FOR MINUTES: *Vice President Apel moved and Director Hanselman seconded to: Accept all committee and task force reports. Vote was unanimous in favor.*

UNFINISHED BUSINESS:

A. Clubhouse Project: *Corporate Secretary Gardner moved and Vice President Apel seconded to accept the architect proposal for the entire design of the Clubhouse, which would design/remodel portions of the lower and upper floors of the existing Bayshore Building in an effort to bring the building up to ADA code (see attached Architect proposal), minus the \$33,000 from the quote. Voice vote followed: 4-1 in favor.*

Voice Vote: Mike: Yes Kenn: Yes Carolyn: Yes Roger: No Josh: Yes

B. Facility Manager Update: Bayshore is seeking a part time facilities manager which includes an apartment and utilities. The job applicant process closes September 25th.

MEMBERS COMMENTS:

1. Trish Ferrell-French: The owner of property upstream of the Beaver Creek watershed had planned to aerial spray pesticides on over 475 acres of his land, but has now changed his mind after local residents protested. If you are interested in the protection of Oregon's drinking water, a group of local residents has been organized. Please contact Trish if you are interested in joining the group.
2. Robin Adcock: Artisan fall events include a pancake breakfast on October 14th, starting at 8am with coffee and donuts during the eclipse. Breakfast from 9-12, suggested donation is \$7.00.
 - a. Who is Arti the snake ...and where can you find him? The Fall Potluck and Rock Painting event, held on October 28th, will be the start of Arti the snake on the rock painting table. Grab a rock and join the fun (time tbd).
 - b. Holiday Bazaar, Dec 2 & 3rd. table rental: \$40.00 for two days, \$25.00 for one day. bayshoreartisansgroup@yahoo.com. Bring canned food for Lincoln County food share. Will there be a Santa surprise on Saturday? Money collected will be used to complete electrical work on Artisans patio.
3. Sarah Schultz: Member discussed her missing cat. The Board suggested she reach out to law enforcement if she felt harm was done to her cat.
4. John Westhafer: Suggested further improvements for room audio for the BOD meetings for Zoom participants. Online participants couldn't hear some member comments if the members weren't speaking into a microphone.

Facilities Manager, Bob Tunison, is retiring! A retirement party is planned.

HAND CLAPS:

- Thank you, member Debbie White, for all her hard work on the Policies & Procedures committee.
- Thank you, Board of Directors, for allowing members to comment throughout the BOD meeting.
- Thank you, members, for participating in a friendly manner.

ADJOURNMENT: *President Vest moved and Director Smith seconded to adjourn the meeting at 2:33 pm. Vote was unanimous.*

Minutes prepared by Kathy Drossel, Office Coordinator

BAYSHORE BEACH CLUB, INC.

MONTHLY REPORT TO BOARD

As of August 31, 2023 the 2024 Operating fund balance was \$149,712.48

As of August 31, 2023, Money Market reserve \$51,114.52

As of August 31, 2023, the Long Term (Cetera) reserve fund balance is \$371,509.76

As of August 31, 2023 the secure Money Market CD account is \$10,011.00

As of August 31, 2023 Long Term CD \$130,000.00

Accounts receivable balance as of August 31, 2023 is \$ 28,065.77

Current Liabilities including accounts payable and payroll related items total \$24,959.12 as of August 31, 2023

Contingency Fund balance as of August 31, 2023 is \$11,960.00

There were 8 property transfers in July.

Part of the reserved funds (\$130,000) were moved into an 11 month renewable CD which is flexible and money can be withdrawn without penalty. These funds were from the operating expenses from previous years. You will notice that there is also a money market reserve account.

The financial reports are prepared by:

Carolyn Gardner
Corporate Secretary
Board member from district 5

Meeting August 24, 2023 (6:00 to 7:30 pm) Next meeting (In-person/Zoom) Sept 27^h @ 6:00pm

Attendance: (Zoom) Elaine Ferguson, Kathi Lenz, & Debbie White, Gary Brown & Mike Vest (Board Liaison),

Old Business

- P&Ps Revisions through August 16th, 2023.
- Make finalized P&P Manual available via Website

New Business

- Work with Planning committee to review fine schedule for unenforceable fines
- Thank Debbie White for all her hard work and leadership on the P&P's committee.
- New P&P members needed. There are currently 2 open seats on the committee. One person has expressed interest and we submit the name of Clair McGee for consideration.

Assignments

- None at this time

Next Meeting – September 21st

Board Action Requested:

- Approve HOA Parking Lot & Grounds language updates
- Approve membership cards language update.
- Approve removal and creation of Stand alone HR Guide and Forms appendices
- Approve P&Ps Revisions through August 16th, 2023.
- Make finalized P&P Manual available via Website

M1 1.

Membership Cards and Club Privileges

1. Two (2) membership cards shall be issued for each lot, tract, or parcel, upon payment of annual dues. The primary use of membership cards is control access to club facilities (pool, activity room and tennis court).

M1 1.

Membership Cards and Club Privileges

1. ~~Two (2) membership cards are issued to each member upon payment of annual dues (in good standing). Members who own multiple lots receive a total of two cards.~~ Two (2) membership cards shall be issued for each lot, tract, or parcel upon payment of annual dues. The primary use of membership cards is control access to club facilities (pool, activity room and tennis court).
2. Members whose property is used as a long term rental may choose to transfer their club privileges to the renter; the member's club privileges are thereby suspended. The member or renter must bring the original membership cards to the office and show the lease to the office staff who then issues two membership cards in the renter's name and the office staff will keep the original cards.
3. If a member owns more than one property and uses one or more as a long-term rental, two cards are issued for each rental property upon display of a lease. The member may retain the original two membership cards if at least one of their properties is not used as a long-term rental.
4. Members must accompany their guests. However, members may designate up to eight adult family members or family friends (four on each card) who may utilize the facilities unaccompanied. Both members and authorized family members or family friends may bring up to four guests per card. Members remain responsible for the actions of persons gaining access with their membership cards.
5. Youth cards are issued to dependents of Bayshore members who are 14–17 years of age. Those with youth cards can use the pool and game room unaccompanied, and may bring one guest.

6. Short term (vacation) renters and hotel guests are customers and therefore not Bayshore Beach Club members, so they do not receive club house privileges or pool access. However, they may pay to use the pool on a daily fee basis. They must produce their rental agreement/and or receipt and photo identification to gain access. Access may be restricted during busy times. (Updated pursuant to BOD action 3/20/21)
7. Members and authorized adult family or family friends must have a membership card in their possession, and may be asked to produce photo identification when they sign into the activity area. Those without identification may be denied access.
8. Members without a membership card, and not known to the pool/recreation room attendant, will be allowed a ONE TIME use after presenting photo identification. The attendant will keep a record to prevent abuse of this privilege. If the member does not reside in Bayshore, the one time use will be extended until the next available day they can obtain a card from the office manager.
9. A \$5.00 fee is charged to replace a lost membership card.
10. Members are allowed to bring their own alcohol to Bayshore sponsored events for their own consumption.
11. Members may rent the Clubhouse for personal use. Please see application form.

Vehicles are not permitted except in paved or graveled areas designated for that purpose.
No parking on the grass.

Except as otherwise provided in items 3 or 4 of “East Club Parking Lot”, below, no boats, RVs, commercial vehicles or equipment, horses, horse or utility trailers, etc. are permitted at any time unless necessary for club maintenance, and overnight parking is prohibited. Parking in front of the garage and in the driveway south of the clubhouse is prohibited.

West Club Parking Lot

1. Parking is authorized for Bayshore members. Parking is also authorized for invited guests who are attending functions at the clubhouse.
2. Parking is prohibited from 11 PM to 7 AM.
3. Parking is prohibited directly in front of the beach access. No vehicle may use club property to access the beach except authorized emergency and law enforcement vehicles.

East Club Parking Lot

1. Parking in the east lot is for Bayshore members and renters, and for guests using club facilities or attending club functions.
2. Overnight parking is prohibited except as provided under items 3 or 4 of this section.
3. Commercial equipment (paving vehicles, bulldozers, flatbeds, dump trucks, etc.) may be stored in the lot when actively being used for work within the community, if it is impractical for the equipment to be stored on the job site. The equipment must be used at least every 48 hours. The contractor or operator must notify the HOA Office Coordinator before leaving any equipment overnight, and must remove the equipment as soon as it is no longer regularly required for use on a job site. Contractors shall NOT idle or rev their vehicles in the lot.
4. Equipment must have clear identification of ownership and contact information, in the event of emergency. Commercial vehicles dedicated to road sand clearing in south Bayshore may be stored-in-the lot during the winter and spring months.

Vehicles are not permitted except in paved or graveled areas designated for that purpose.
No parking on the grass.

Except as otherwise provided in items 3 or 4 of “East Club Parking Lot”, below, no boats, RVs, commercial vehicles or equipment, horses, horse or utility trailers, etc. are permitted at any time unless necessary for club maintenance, and overnight parking is prohibited. Parking in front of the garage and in the driveway south of the clubhouse is prohibited.

West Club Parking Lot

1. Parking is authorized for Bayshore members. Parking is also authorized for invited guests who are attending functions at the clubhouse.
2. Parking is prohibited from 11 PM to 7 AM.
3. Parking is prohibited directly in front of the beach access. No vehicle may use club property to access the beach except authorized emergency and law enforcement vehicles.

East Club Parking Lot

1. Parking in the east lot is for Bayshore members and renters, and for guests **utilizing using** club facilities or attending club functions.
2. Overnight parking is prohibited except as provided under items 3 or 4 of this section. **We inserted this because the outright prohibition is conditioned in those items cited.**
3. Commercial equipment (paving vehicles, bulldozers, flatbeds, dump trucks, etc.) may be stored in the **east side** of the lot when actively being used for work within the community, if it is impractical for the equipment to be stored on the job site. The equipment must be used at least every 48 hours. The contractor or operator must notify the HOA Office **Manager Coordinator** before leaving any equipment overnight, and must remove the equipment as soon as it is no longer regularly required for use on a job site. **Contractors shall NOT idle or rev their vehicles in the lot.**
4. Equipment must have clear identification of ownership and contact information, in the event of emergency. Commercial vehicles dedicated to road sand clearing in south Bayshore may be stored in the lot during the winter and spring months.

Social Committee BOD Report September 2023

Sadly, our summer music series has come to an end. We would like to thank our musicians Michael O'Donnell, Mike Tolle, Steve Cook, and Curtis Colt for coming out and serenading us out on Artisan's Patio and in the clubhouse this past summer. We had some great turnouts at each event and hope to bring more music to you next year. Thank you to everyone who came out to support us this summer!

Upcoming Events:

Oct 28 – Halloween Party – Details to follow. We need volunteers to help decorate.

Dec 16 – Holiday Party – 6-9pm. Please RSVP to the email address below.

Feb. 11, 2024 – Super Bowl Party.

The Social Committee needs volunteers. If you'd like to get involved or want to RSVP for any of the events above. Contact us at: social.bayshorebeach@yahoo.com

Beach Access Task Force Report

September 2023

Members: Jana Hanford, John Westhafer, Kenn Apel (Board Liaison)

Members of the Task Force have been diligently researching a number of issues related to the development of increased access to the beach for individuals with mobility challenges, including: portable and removable beach pathways (e.g., Mobi-Mat), motorized beach access wheelchairs, discussions with State Park Ranger about the use of Mobi-Mats and/or motorized beach access wheelchairs, and local grant agencies that may provide some funding for a project(s).

The Task Force also developed and disseminated a survey to obtain feedback from Bayshore Members re: means to increase beach access to individuals with mobility challenges. Preliminary results may be presented at the Board meeting.

Submitted by Kenn Apel

DHGoebel, Architect

Oregon Coast Architecture

147 NE Golf Course Drive Newport, OR 97365 | p. 541.270.2758 | f. 541.265.7679 | www.dhgoebel.com | dietmar@dhgoebel.com

September 05, 2023

Bayshore Club House

Attn: Kenn Apel, Bayshore Board President

1514 NW Oceania Dr.

Waldport, Oregon 97394

RE: Project for Architectural/Engineering services to Design/Remodel portions of the lower and upper floors of the existing Bayshore Building in an effort to bring the building up to ADA requirements, located at 1514 NW Oceania Dr., Waldport, Oregon 97394

Dear Mr. Apel,

I am pleased to submit this proposal in regard to providing you with architectural/engineering services for the design/remodel for portions of the Bayshore Club House in Waldport, Oregon.

The first step will be to research for some drawings and develop as-builts of the building, site conditions and talk with relevant jurisdictions to determine their requirements. Once that is done and understood, we can begin the design process for the various items discussed at our site meeting. The design process is one of design, presentation/review/comment. This may take some rounds to get the design finalized. We should also have additional discussions to determine the final program for the project.

The meeting, phone calls and other gathered information will be used to develop the preliminary design and concept for the building remodel. Once the design has been approved, construction drawings will be developed and helping with obtaining jurisdictional approval and permits.

SCOPE OF PROJECTS

Items of understanding, taken at our site meeting:

- 1. Look for plans of the building and develop as-builts for the building, this to include complete site information,*
- 2. New 2-level elevator (LULA) on exterior of building, by the office entry,*
- 3. Remodel of the two downstairs bath/dressing rooms to comply with ADA requirements,*
- 4. Revise main exterior entry door at the office to comply with ADA requirements,*
- 5. Analyze whether the number of toilets can be reduced to accommodate ADA requirements,*
- 6. Upgrade the entry sidewalk, at the east end, to accommodate ADA requirements.*

7. *Remodel the bathrooms on the upper floor to comply with ADA requirements.*
8. *Remodel and bring the Kitchen up to ADA requirements.*
9. *Modify the entry doors for comply with ADA requirements.*
10. *We discussed other items to be modified and will develop a list of items during the design process.*
11. *Cost of construction will drive the number of projects based on cost estimates during the design phase.*

SCOPE OF SERVICES

The proposed basic services will be normal architectural/engineering services to include the following:

1. *Relevant architectural work (design, construction documents, specification of materials, design and detailing of anything built into the building),*
2. *Relevant structural engineering (engineering to comply with current codes for wind and earthquake loading),*
3. *Relevant mechanical and electrical design (design and documentation of mechanical/plumbing systems together with selection of fixtures and fittings, design and layout of electrical systems to include lighting and switching),*
4. *Relevant civil engineering as pertaining to grading of exterior, connections to public utilities, and sidewalk areas,*
5. *If requested, construction and bidding services, (selection of contractors, construction review when necessary, obtain bids from contractors and work with the selected contractor during the construction phase, review the construction as necessary to make sure it complies with the drawings, review and approve payment request from the contractor).*
6. *If the owner would like to hire MEP and civil engineers, they would be additional to the fee indicated for the architect. This project is of limited scope and these services could be provided by the selected contractor on a design build basis.*
7. *A specification writer would be desired and have worked with Linn West out of Yachats. His fee is not included in the A/E fee indicated below.*

COST OF CONSTRUCTION

The Construction Budget for these ADA improvements to be a maximum of \$325,000.00+/- . This budget is based on a level of detail discussed at our meeting. Soft cost would be in addition to the construction costs.

TIME TABLE

I could start this project upon approval of this proposal. Design phase would be 2 months with construction drawings 2.5 months, City approval/permitting 1.5 months and construction 6-8 months (estimate, depending on lead time for materials and equipment).

SURVEY AND GEOLOGICAL REPORT

A site specific geological report should not be necessary but will check with the appropriate Jurisdictions. A boundary survey and building location may be required to locate the building on the site. A topographic survey would also be necessary but can work with County information to develop preliminary designs. We will also need to check with the County/City for any flood plain/'V' Zone requirements, if any.

ARCHITECTURAAL/ENGINEERING SERVICES

The fee for the above services is broken down as follows:

<i>As-built plans</i>	<i>3,000.00</i>
<i>Design</i>	<i>12,000.00</i>
<i>Construction Docs</i>	<i>16,000.00</i>
<i>Permitting</i>	<i>2,000.00</i>
<i>TOTAL</i>	<i>33,000.00</i>

A retainer of 10% is requested – *3,300.00* [*2,200.00* paid with previous proposal] – which will be credited to the final invoice. Authorized reimbursable items and services of any consultants required to complete the project are billed on a direct reimbursement basis. Again, I am pleased to submit this proposal and look forward to working with you on this project. If you have any questions prior to your acceptance of this proposal, please call on me.

Sincerely,

*DHGoebel, Architect
Oregon Coast Architecture*

Accepted _____ Date _____
Kenn Apel, Bayshore Board President

Virtual Voting Task Force Monthly Report

September 2023

Members: Norm Fernandes, Dan Gardner, Kate Lansing, Pat Gagnon. Board Liaison: Kenn Apel

The Task Force met a number of times to develop the procedures for online registration and voting on motions from the floor at Members Meetings. Please see current procedures below. Thanks to Debbie White for her important contributions.

Members of the Task Force and volunteers from our community will be holding a mock/practice meeting the week of September 11th to determine how the process works and the time needed to register members for a meeting. The results of that practice will be briefly discussed at the September meeting.

The Task Force has Action Items:

- 1) It asks the Board to formally approve the ability of members to virtually vote on motions from the floor during Members Meetings.
- 2) If the procedures work well during the mock session, and action item #1 is passed by the Board, the Task Force would like to provide language re: the procedures to the members via the Breeze. Additionally, the Task Force would like to provide that same language to the Bayshore office so that it could be emailed to members when a Members Meeting is scheduled.

Respectfully submitted by Kenn Apel

Summary of Online Registration and Voting Processes

1. Before registration begins, Zoom registrars will sign into Zoom. They will automatically disable naming rights and mute all members.
2. Registration occurs by a registrar:
 - a. Moving a member from the waiting room to the main room, and
 - b. Checking that the individual on Zoom is a member who has not already given a proxy for the meeting and does not have a joint owner already checked in for the meeting.
 - c. Note: During check-in, Zoom members should have their video on.
3. If the member qualifies to vote, then:
 - a. A 'Z' is marked next to the member's name on the master list and,
 - b. A registrar assigns the member a new name: the number of votes allowed, the member's membership number, and the member's last name (e.g., (1) 276 Jones). The number of votes allowed is represented within the parentheses.
4. Members with multiple lots
 - a. For members with multiple lots, the number of votes allowed will be put in parentheses (e.g., (2) 354 Smith).
 - i. If a member has more than one lot, s/he may choose to use a device for each lot so as to vote separately on a motion per lot.
 - ii. If two valid Zoom members are observing from the same device, the vote counters will assign the same responses (yes or no) for that one device.
5. Members on Zoom must sign in by 1:00pm.
6. Voting on a motion:
 - a. Members will use the "Raise Hand" icon to vote yes **or** no.
 - b. At least two registrars will count the Zoom votes separately and then compare for reliability purposes.
 - c. After votes are tallied, all digital hands will be lowered.