

BAYSHORE BEACH CLUB, INC.

BOARD OF DIRECTORS MEETING

Saturday, October 21, 2023

In Attendance:

Kate Guptill, Director	Division 1
Roger Smith, Director	Division 3
Josh Hanselman, Director	Division 4
Carolyn Gardner, Corp. Secretary/Treasurer	Division 5
Storr Nelson, Director	Division 5
Michael Vest, President	Division 7

Absent:

Kenn Apel, Vice President	Division 1
William Nightingale, Director	Division 7

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

There was some confusion as to whether everyone received the draft September BOD minutes. Half the members received the draft September minutes, and no change was required. The final September BOD minutes with reports will be sent this coming Monday to all members, with apologies that all members did not receive the previous draft.

Director Smith moved and Director Nelson seconded: To approve the September 16, 2023 Board of Directors meeting minutes. Vote was unanimous in favor.

EXECUTIVE SESSION: *Director Nelson moved and Director Hanselman seconded to break for executive session to discuss personnel and legal matters, from 1:04 pm to 1:37 pm.*

REPORTS:

FINANCIALS. Report submitted. No actions.

FACILITIES. No report. Bob Tunison sent President Vest an email with his recommendations for pool attendant bonuses. *Director Smith moved and Director Nelson seconded to approved pool bonuses based on information Bob Tunison emailed. Vote was unanimous in favor.*

PLANNING COMMITTEE. Report submitted. Action items. Starting in November, due to the slower winter months, the Planning Committee will meet every other Tuesday for their meeting (1st & 3rd Tuesdays of every month, from 9:00 to 11:00 am.) Next meeting will be held October 31st, 9-11am.

The Planning Committee updated the "Commercial and Multi-Family Guidelines" in the Guidelines for Determination to provide clarification on acceptable use of commercial properties. They also recommended the addition of a \$10,000 fine if current Commercial Property usage is changed without the Planning Committee's prior written approval.

Director Smith moved and Director Hanselman seconded to approve changes to the Guidelines for Determination and add the \$10,000 fine to the Fee Schedule. Vote was unanimous in favor.

Based on the advice of legal counsel, directors and members discussed removing “Keep Name Confidential” from the complaint form. The Planning Committee will continue this discussion at their next meeting.

LONG-RANGE RESERVE/PHYSICAL ASSETS. No report.

SAFETY COMMITTEE. No report.

POLICIES AND PROCEDURES COMMITTEE. Verbal report. Action items. Kathi Lenz presented an updated P&P Manual. Director Smith inquired if this could be revisited next month since directors didn’t have enough time to review.

SOCIAL COMMITTEE. Report submitted. Action items:

Director Smith moved and Director Nelson seconded to appoint both members, Lynda Claro and Wynell Elzenga, to the Social Committee. Vote was unanimous in favor.

COMMUNICATIONS COMMITTEE. No report.

BUDGET/FINANCE. No report.

CANAL. No report.

SAND LOBBY. No report.

TASK FORCES:

BEACH ACCESS TASK FORCE. Report submitted.

BYLAWS TASK FORCE. No report.

CLUBHOUSE PROJECT. Verbal report. Chair needed.

VIRTUAL VOTING TASK FORCE. Report submitted.

MOTION TO ACCEPT ALL REPORTS FOR MINUTES: *Director Hanselman moved and Director Nelson seconded to accept all reports. Vote was unanimous in favor.*

Member Question: Some members wanted to see a copy of the attorney’s comments on the Bylaws. President Vest wanted to give the Bylaws Task Force time to review the attorney comments. After long discussion, the BOD decided to review this question at the next meeting.

UNFINISHED BUSINESS:

- A. Clubhouse Project:** Bayshore’s architect will start sometime next week, and will draw up the As Built drawing of the clubhouse, since Bayshore cannot find the original drawings of the clubhouse from 1960s.

- B. Facilities Manager Update:** Kirk McClain has been hired to replace Bob Tunison as Facilities Manager. Kirk worked the last 25 years as a facilities manager at Yellowstone National Park. Kirk will start on October 30th.
- C. Artisan's Update:** Paula Brubaker stated that 40 people showed up for the pancake breakfast. The Holiday Bazaar, December 2 & 3 tables are full. Non perishable food item is due for entry. Bake sale is going on if interested, email Paula at bayshoreartisansgroup@yahoo.com.

NEW BUSINESS:

A. Clubhouse Deep Clean:

Director Nelson moved and Director Hanselman seconded to hire Associated Cleaning to deep clean the Clubhouse and Apartment for \$1705.00. Vote was unanimous in favor.

Director Smith moved and Director Nelson seconded to spend up to \$7,000 on refurbishing the Facilities Manager apartment. Vote was unanimous in favor.

MEMBERS COMMENTS:

- A. **Bayshore Special Road District:** Paul Wellington and Dennis Engeldorf from the Bayshore Special Road District gave a brief discussion on what the Road District is responsible for. Paul suggests any member should go to the Bayshore Special Road District meeting if they have questions, or send an email to the Bayshore Beach Club office and Kathy can forward to the Road District.
- B. **Banning Door to Door Solicitations:** A member brought up concerns that there's been groups of men seen soliciting through Bayshore. Members would like to have a no solicitation sign put up at the entrance of Bayshore. President Vest stated that Bayshore can only fine members. The Board of Directors suggests adding 'No Soliciting Signs' on individual homes or contact Lincoln County Sherriff's office if they are being aggressive or asking for personal information.
- C. **Adding Street Light on Admiralty Circle:** The member who wanted to discuss this topic was not at the meeting.
- D. **Dwayne Hayden:** Asked about August BOD meeting discussion regarding garages on homes and if the Planning Committee had any updates. Director Smith stated the Planning Committee would discuss again.

ADJOURNMENT: 3.26 pm. *Vote was unanimous.*

Minutes prepared by Kathy Drossel, Office Coordinator

BAYSHORE BEACH CLUB, INC.

MONTHLY REPORT TO BOARD

As of September 30, 2023 the 2024 Operating fund balance was \$143,110.11

As of September 30, 2023, Money Market reserve \$51,114.52

As of September 30, 2023, the Long Term (Cetera) reserve fund balance is \$371,761.67

As of September 30, 2023 the secure Money Market CD account is \$10,016.51

As of September 30, 2023 Long Term CD \$130,628.81

Accounts receivable balance as of September 30, 2023 is \$ 23,137.21

Current Liabilities including accounts payable and payroll related items total \$27,530.51 as of September 30, 2023

Contingency Fund balance as of September 30, 2023 is \$11,960.00

There were 19 property transfers in September.

The financial reports are prepared by:

Carolyn Gardner
Corporate Secretary
Board member from district 5

Planning Committee Report to the Board of Directors, October 21, 2023

- 1) Date report submitted: October 16, 2023. Report covers: September 13 – October 10
- 2) Planning Committee & Membership Update
 - a) Since the last report, the PC met on 9/19, 9/26, 10/3, & 10/10.
- 3) Since last report:
 - a) PC has closed:
 - a. Construction Files: 18
 - b. Violation Complaints: 13
 - b) Projects: (approved)
 - a. Fence: 3
 - b. Paint: 2
 - c. Shed: 2
 - d. Siding: 3
 - e. Windows: 1
 - f. Deck: 2
 - g. Roof: 2
 - c) Complaints filed:
 - a. Scotch Broom: 3
 - b. Shed: 1
 - c. RV: 3
 - d. Paint: 1
 - e. Trees: 5
 - d) Complaint Letters Sent:
 - a. Informational: 6
 - b. Notice of Violations: 3
 - c. Notice of Fine: 0

Action items this month.

1. Guidelines for Determination update to Commercial and Multi-Family Guidelines – Michael Vest and our attorney asked for members to help put some bite into our Commercial and Multi-Family Guidelines. With the help from Jeri Reinhart, Norman Fernandes, Mary Lou Morris, Jacque Smith & myself, we met several times during the last month to update and beef up the guidelines regarding Commercial and Multi-Family uses. Attached is a copy of the new guidelines.
2. The Planning Committee will start meeting on the 1st & 3rd Tuesdays (9a-11a) for the next few months starting in November. With construction projects slowing down, it will be time for our members to take a break. I would like to thank all PC members for their time and commitment.

Report submitted by Bayshore Planning Committee: Becky Hanken, Jeri Reinhart, Mark Thompson, Roger Smith (BOD Liaison), & Paul Williams (Chair)

COMMERCIAL AND MULTI-FAMILY GUIDELINES

C & R Article II:

All of Article II, ~~Subsections 1 through 3~~ applies to Commercial and Multi-Family Buildings.

Any building or structure over 15 feet above average original grade must submit a Height Variance Request and have prior written approval of the Planning Committee. All commercial uses and duplex residences must have prior written approval of the Planning Committee. Any change from the current approved usage cannot be subsequently modified without the prior written approval of the Planning Committee.

GUIDELINES FOR COMMERCIAL DETERMINATIONS:

Land Use:

Zoning created by protective covenants, Lincoln County Zoning Ordinances, or local zoning authority, whichever is more restrictive, shall prevail.

As specified in C & Rs, Article II, Section 1 – Land Use: “Lots, tracts and parcels specifically designated upon the plat for park or recreational purposes” cannot be changed for a commercial purpose.

Commercial Requirements: A commercial use shall be determined appropriate if it meets the following requirements:

1. Will benefit the residents of all seven divisions of Bayshore, including but not limited to services, shopping and/or tourist related activities.
2. Provide for an agreement whereby commercial users would pay a proportionate amount for maintenance of Bayshore Drive and any other impacted Bayshore roads maintained by the Bayshore Road District.
3. Any business sign erected or replaced on property within the confines of the Bayshore subdivision shall have prior written approval of the Planning Committee if it is over two feet square per establishment. The number of signs to be erected in excess of one shall require prior written approval.

Information Required for Determination:

Size of building, number of occupants, estimated traffic load, estimated parking space, appearance of building, desirability for the needs of the Bayshore community, aesthetic value, architectural design blending with structures in existence, landscaping to be done and maintained.

Appeal of Determination:

If the Planning Committee makes an unfavorable determination, the Petitioner may take the proposal to the next regularly scheduled Board of Directors meeting. The Petitioner shall notify the board at least (2) two ~~one~~ weeks prior to a scheduled meeting, requesting inclusion of the appeal on the agenda.

Fines for Non-Compliance:

Deviations from guidelines are subject to fines as defined by the C & R Violations Fine Schedule.

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Addition to C & R Violation Fine Schedule as the last item:

| Commercial and Multi-Family Violations                                                                                                 | C & R/Guideline Ref | Amount*  |
|----------------------------------------------------------------------------------------------------------------------------------------|---------------------|----------|
| Change of Commercial and/or Multi-Family Property usage from its current usage without the Planning Committee's prior written approval | Art. 2, Sub 1       | \$10,000 |

Social Committee

Up coming events –

- |                            |                                                                                                                                               |
|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| Saturday October 28, 2023  | Halloween Rock and Pot luck<br>Rock Painting -5pm Potluck to follow                                                                           |
| Saturday December 16, 2023 | Holiday Party<br>Registration and Picture's 5-6pm<br>Dinner 6-7:30pm Provided by the Social Committee<br>Social time & raffle prizes 7:30-9pm |
| Sunday February 11, 2023   | Super Bowl Sunday Details not yet determined                                                                                                  |

Action Item: As of September of 2023, Social Committee is short members with the resignation of Karyn Vest.

We would like to submit the nomination of Wynell Elzenga and Lynda Claro for the board's approval to be added to the committee. This will bring the committee to 5 members.

Thank you

Ila (Babe) Hamilton, Chair

John Westhafer

Carol Westhafer



# Beach Access Task Force Report

## October 2023

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

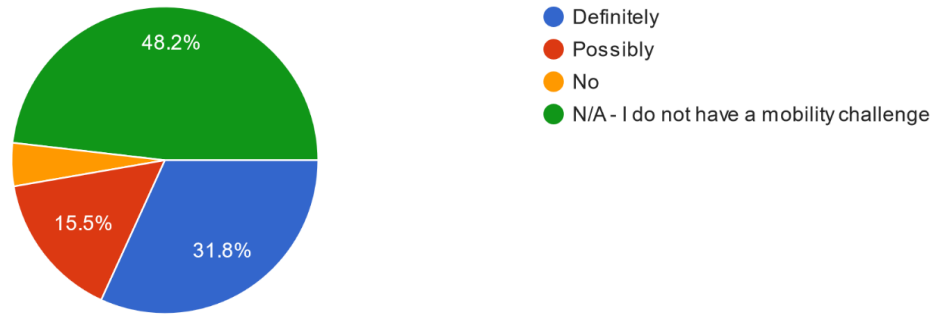
A summary of the results of the survey disseminated by the Task Force is provided below. Members of the Task Force are working on obtaining cost estimates to either create an accessible “boardwalk” or obtain a motorized beach wheelchair that will then be shared with the Board.

Submitted by Kenn Apel

### Basic Summary of Survey

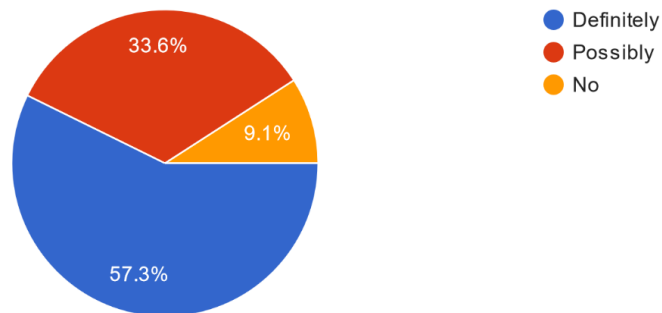
If you and/or a family member/friend have mobility challenges, would you like increased access to Bayshore's beach (e.g., beach wheelchair, "sand mats")?

110 responses



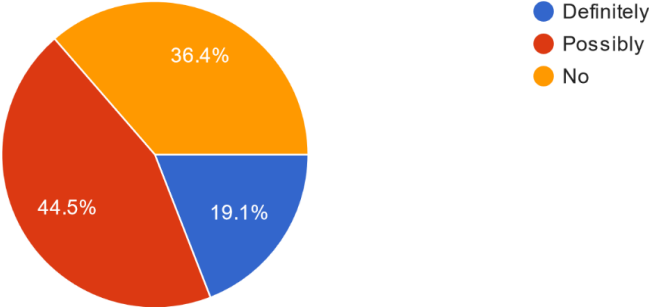
Do you support Bayshore purchasing equipment for increased access to its beach for individuals with mobility challenges if a large percentage of the cost can be covered by a grant(s)?

110 responses



Would you be interested in contributing to a fundraiser to help cover some of the costs to purchase equipment for increased access to the beach for individuals with mobility challenges?

110 responses



## **Virtual Voting Task Force Monthly Report**

October 2023

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

As mentioned previously, the Task Force is working on a process by which members who wish to vote on motions from the floor during a members meeting can do so via Zoom. After the practice mock members session on September 11<sup>th</sup>, the Task Force examined ways to deal with some of the “bugs” to the process it experienced. Those problems seem to have been resolved and a second practice session is scheduled for October 26<sup>th</sup>.

Submitted by Kenn Apel



**ASSOCIATED CLEANING SERVICES, INC.**

P.O. BOX 771  
NEWPORT, OR 97365  
[ACS@AssociatedCleaning.net](mailto:ACS@AssociatedCleaning.net)  
[www.acspnw.com](http://www.acspnw.com)  
541-867-7879

# Quote

Customer No.: 1BBC19  
Quote No.: 1065

Quote To: **Bayshore Beach Club**  
1512 NW Oceania Dr.  
WALDPOR, OR 97394

Ship To: **Bayshore Beach Club**  
1512 NW Oceania Dr.  
WALDPOR, OR 97394

|                        |               |        |
|------------------------|---------------|--------|
| Quote Date: 10/13/2023 | Sales Person: | Terms: |
|------------------------|---------------|--------|

| Quantity | Item Number | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Unit Price | Amount |
|----------|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|--------|
| 1        | 1002.2      | CLEANING<br>OF ITEMS REQUESTED<br>o Cobwebs<br>o Dust Outside of Light<br>Fixtures Upstairs Will need a ladder<br>o Dust Ceiling Fan<br>o Vents<br>o Dusting Furniture<br>o Dust all horizontal surfaces<br>o Vacuum Seating<br>o Door, Door Frame,<br>Thresholds & Handles<br>o Light Switches & Plug<br>Plates<br>o Baseboards<br>o Vacuum all carpet<br>o Sweep all resilient floors<br>o Mop all resilient floors<br>o Disinfect Exercise<br>Equipment<br>o Clean Ping Pong Table<br><br>Kitchen:<br>o Dust Tops of Cabinets<br>o Hood<br>o Cabinet Faces<br>o Wash Counter Top<br>o Sink | 624.00     | 624.00 |
| 1        | 1001        | WINDOWS IN & OUT<br>TRACK, SCREENS & FRAMES<br>IN: 8SL, 17RL, 28LL<br>OUT: 8SL, 15RL, 29LL, 2RU<br>9 Screens                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 525.00     | 525.00 |
| 1        | 1002.2      | HOUSE CLEANING<br>APARTMENT                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 556.00     | 556.00 |

## Notice

If you are scheduling services on behalf of someone else you may be liable for charges if they fail to pay.

Please notify ACS if you or any of your requested service items and or areas require special attention.

ACS does not warrant or hold liability for any items not disclosed prior to service being performed. Please pass all additional service request to the office.

If you require anything, have questions or comment after services have been performed please notify the office within one business day.

Quotes are based on information provide by customer and the condition of facility upon time of bid.

Missed information or changes in condition from time of bid may result in higher billing



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| Quantity | Item Number | Description | Unit Price | Amount |
|----------|-------------|-------------|------------|--------|
|----------|-------------|-------------|------------|--------|

Quote subtotal 1705.00

Quote total 1705.00

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## **Bylaws Task Force Report**

October 17, 2023

In attendance: Kathie Boian, Elaine Ferguson, Kate Guptill, Kathi Lenz, Storr Nelson, John Westhafer, Debbie White

Task Force met to discuss the HOA attorney's review of the revised Bayshore Bylaws, which we received 9/20/2023.

The Task Force discussed the following:

1. Initial reactions to report
2. Plans for our response
3. Questions for attorney
4. Assignments for areas of review

Scheduled next meeting for November 7, 2023

Respectfully submitted,

Elaine Ferguson Chair  
Bylaws Task Force 2022-2023

**Meeting** October (6:00 to 7:30 pm) Next meeting (In-person/Zoom)

**Attendance:** (Zoom) Elaine Ferguson, Kathi Lenz, Claire McGee, Mike Vest (Board Liaison),

### **Old Business**

- P&Ps Revisions through September 2023.
- Make finalized P&P Manual available via Website

### **New Business**

### **Assignments**

- None at this time

**Next Meeting** – TBD

### **Board Action Requested:**

Approve P&Ps Revisions Including:

1. Formatting
2. Punctuation
3. Removal of language like: Added pursuant to BOD action 1.16.10
4. Making verbiage consistent things like CC&R to be C-&-R
5. Fixing paragraph numbering problems
6. Removal of Fee Schedule to become a stand alone document
7. Removal of Forms to an appendix
8. Removal of Employee/HR related information
9. Move paragraph: Bayshore recognizes that talented individuals have strong connections to the Bayshore but are not technically owners of property within Bayshore. If the BOD determines there are significantly strong ties to the Bayshore community and it would be in the best interest of the HOA to appoint a particular person to a committee where membership is not otherwise specified by the Declaration, Bylaws, Articles of Incorporation or Oregon law, the BOD may do so. NOTE: ALL members of the Planning Committee, Budget Committee, Nominating Committee and Long Range Reserve & Physical Assets Committee MUST be owners of property in Bayshore in order to serve on those committees. to beginning of committee section instead of under social committee.
10. Insert Planning committee flowchart
11. Incorporation of all BOD approved changes between September 2022 and September 2023 Board meeting
12. Make finalized P&P Manual available via Website