

BAYSHORE BEACH CLUB, INC.

BOARD OF DIRECTORS MEETING

Saturday, July 20, 2024

In Attendance:

Karen Moorhead, Corp. Secretary	Division 1
Kate Guptill, Director	Division 1
Sarah Harris, Director	Division 2
Roger Smith, Vice President	Division 3
Megan Hanselman, Director	Division 4
Carolyn Gardner, Treasurer	Division 5
Storr Nelson, Director	Division 5
Michael Vest, Director	Division 7

Absent:

Josh Hanselman, President	Division 4
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Vice President Smith welcomed everyone to the hybrid clubhouse and zoom meeting, and Corporate Secretary Moorhead determined a quorum was present. The Board of Directors Meeting was called to order by Vice President Smith at 1:00 pm.

Treasurer Gardner moved and Corporate Secretary Moorhead seconded to approve the June 15th Board of Directors meeting minutes. Vote was unanimous in favor.

EXECUTIVE SESSION: *Director Vest moved and Treasurer Gardner seconded to break for an executive session at 1:05 pm to discuss a legal matter. Vote was unanimous in favor. Executive session ended at 1:22 pm.*

REPORTS:

FINANCIALS: Report submitted with action. Treasurer Gardner would like the Board to add a motion to the Board meetings, before or after the motion that approves the previous Board minutes. The new motion would ask the Board if they had reviewed the monthly financials. Member Bill Uhlman of the budget committee stated that per the Policies & Procedures manual, the Board has the duty to review the financials on a monthly basis. The Board of Directors agreed they would include a motion that would inquire if the Board members had reviewed the financials, but Board members would not approve the actual financials, only the review of them.

FACILITIES: Report submitted with actions. Facility Manager McClain reviewed the facility report submitted. Discussion took place regarding 1) pool schedule changes; 2) pool repairs and paint; 3) propane tanks; and 4) selling of snacks and Tee Shirts at pool.

Vice President Smith tabled the pool repair and paint topic until the August Board meeting, and would like to see bids for cost of the paint and pool repair. Vice President Smith tabled the propane discussion until the September Board meeting.

Director Vest moved and Treasurer Gardner seconded to keep the pool schedule and rules unchanged, and not sell food (hotdogs) or snacks/drinks at the pool. Vote was unanimous in favor.

Bayshore Tee shirt sales could be discussed at a later time and could be done through the office or online.

COMMITTEES:

PLANNING COMMITTEE: Report submitted. No actions.

LONG-RANGE RESERVE/PHYSICAL ASSETS: No report.

SAFETY COMMITTEE: No report.

POLICIES AND PROCEDURES COMMITTEE: Verbal report. Director Vest stated that the Policies & Procedures committee needs additional members since Claire Magee will need to step down in the near future. If interested, please contact the office.

SOCIAL COMMITTEE: Report submitted.

COMMUNICATIONS: No report.

BUDGET/FINANCE: Report submitted with actions. Member Bill Uhlman of the budget committee recommended that members receive additional financial information (Balance Sheet and the P&L to Budget) and will be included with the other reports attached to the monthly Board meeting agenda and meeting minutes.

Director Vest moved and Corporate Secretary Moorhead seconded to include additional finance information (P&L report, the balance sheet and the budget vs actual report) to the monthly Board of Directors meeting reports.

Voice Vote: Vote in favor: 7 Yes, 1 No

Corporate Secretary Moorhead: Yes

Director Guptill: Yes

Director Harris: Yes

Vice President Smith: Yes

Director Hanselman: Yes

Treasurer Gardner: No

Director Nelson: Yes

Director Vest: Yes

Director Vest moved and Corporate Secretary Moorhead seconded to approve Lynda Claro as a committee member on the Budget committee. Vote was unanimous in favor.

SAND LOBBY: No report.

TASK FORCES:

CLUBHOUSE PROJECT: Report submitted. Chair Apel brought up new activities regarding the clubhouse project from his attached report. Chair Apel will ask the architect if he has provided complete permits from Lincoln County. Bayshore questions if the architect has fulfilled his contract.

DUES TASK FORCE: Report submitted. Tabled until August Board meeting.

BEACH ACCESS TASK FORCE: Report submitted with actions. Bayshore received a grant of \$16,000 for the use of Mobi Mats at one of the Bayshore beach access. This will be part of a Lincoln County promotional period.

Director Hanselman moved and Director Harris seconded to continue with the Mobi Mat investigation.

Voice Vote: Vote denied: 5 No, 3 Yes

Corporate Secretary Moorhead: No

Director Guptill: No

Director Harris: Yes

Vice President Smith: No

Director Hanselman: Yes

Treasurer Gardner: No

Director Nelson: Yes

Director Vest: No

Director Vest moved and Treasurer Gardner seconded to move forward with the Clubhouse beach access 67B for the temporary use of the Mobi Mats, as well as hire Terry Thissell to excavate and prep the 67B beach access for the Mobi Mats.

Voice Vote: Vote in favor: 5 Yes, 3 No

Corporate Secretary Moorhead: Yes

Director Guptill: No

Director Harris: No

Vice President Smith: Yes

Director Hanselman: No

Treasurer Gardner: Yes

Director Nelson: Yes

Director Vest: Yes

MOTION TO ACCEPT ALL REPORTS FOR MINUTES: *Director Vest moved and Corporate Secretary Moorhead seconded to accept all reports for the minutes. Vote was unanimous in favor.*

UNFINISHED BUSINESS:

A. Clubhouse Remodel – HOA Loans: Tabled until August Board of Directors meeting.

NEW BUSINESS:

A. Artisans Verbal Report: Artisans Member Brubaker announced that the Artisans Patio is finally finished after hundreds of volunteer hours. The Artisans next project: Painting the beams in the Clubhouse Ballroom a 'winter solstice' color gray (Benjamin Moore #1605), as a way to refresh the upstairs clubhouse with a beachy look.

Director Vest moved and Director Harris seconded to allow the Artisans to paint one beam preferably in the dining area of the Clubhouse as a sample and to receive member input. Vote was unanimous in favor.

The Artisans would like approval to start researching a new look and design for the Bayshore sign by the Hwy 101. The Board agreed to the Artisans research and fundraising for this project.

B. Restriping the Clubhouse parking lot:

Director Vest moved and Director Nelson seconded to authorize up to \$1600.00 (from the contingency fund) for the restriping of the front and back parking lot of the Clubhouse. Vote was unanimous in favor.

MEMBERS COMMENTS:

A. Parking Lot Concerns: Member Melissa Hansen stated her home has damages from the gravel parking lot from the rain season, stating “water pushes south to her front yard and water is flowing in like a river”.

Director Vest moved and Director Nelson seconded to authorize \$1,000 from the contingency fund to extend the berm up to the asphalt, and to be complete before the rain season begins. Vote was unanimous in favor.

HAND CLAPS: 

- Thank you, Board, for helping with the concrete, and all the Members who graciously funded to support and complete the Artisans patio project! Thank you, Board, and Members!!!!

ADJOURNMENT: *Director Vest moved and Director Harris seconded to adjourn this meeting at 3:48 pm. Vote was unanimous in favor.*

Minutes prepared by Kathy Drossel, Office Coordinator

BAYSHORE BEACH CLUB, INC.

MONTHLY REPORT TO BOARD

As of June 30, 2024, the 2024 Operating fund balance was \$778.00

As of June 30, 2024 the 2025 Operating fund balance was \$194,180.48

As of June 30, 2024, Money Market reserve \$26,243.02

As of June 30, 2024, the Long Term (Raymond James) reserve fund balance is \$374,264.09

As of June 30, 2024, the secure Money Market CD account is \$10,070.63

As of June 30, 2024, the Long Term CD \$135,009.15

Accounts receivable balance as of June 30, 2024 is \$68,366.20 The dues due are now in the liability column as deferred revenue because of the July 1 due date. The amount is 272,700.

Current Liabilities including accounts payable and payroll related items total \$-19,615.51 as of June 30, 2024 This is negative because the insurance due July 1 was prepaid in June.

Contingency Fund balance as of June 30, 2024 is \$11,960.00

The Asset account for the Capital Improvement fund is \$37,102.00

There was 6 property transfer in June.

The financial reports are prepared by:

Carolyn Gardner

Treasurer

Board member from district 5

Date: July 15, 2024

To: Bayshore Board of Directors

From: Kirk McClain, Facilities Manager

Subject: July Facilities Report

*>3 action items

>5 Discussion items

The pool season started slowly. We had a few hiccups, but overall have been getting a lot of positive feedback. Had one day last week that we had over 150 swimmers. Everything in the July facilities report pertains to the pool.

>There have been a few grumblings about pool policies, hours etc. We may need to look at vacation renter rules, pool session times, youth passes etc. I would hope to get some input from membership on this. Email me kirkpmcclain@gmail.com.

>I looked at Newport Aquatic centers swimming prices and we are fairly competitive. They do give a discount for children, seniors and veterans and active duty military. Do we want to open the pool up to more than Bayshore members and vacation renters?

*>I would like to sell snacks, water, soda, tshirts and hot dogs possibly. We can fund a good chunk of the pools operation costs with this. Hot dogs on busy weekend days. Use Bayshore logo on tshirts, possibly put swim team on the back. Change logo every year, have a competition between members to design new logo. I have crunched numbers on all and we can make 100% profit on all items.

*>I have an appointment with Co energy Propane on July 18 regarding the propane tanks and location next to garage. I will have more information regarding this at meeting.

*>Last week Dave S and I noticed a divot in pool in deep end approximately the size of half a lemon. I discussed this with Bob and we determined there were a few more of these in the deep end. The pool is actually 9-12 inches thick. It is definitely not leaking water. In lieu of this. I would like to repair divot and repaint the pool at the end of the season. We will be draining pool for waterline repairs. I think this is a good time to do this. Bob said it was done last for \$25000. Myself, Bob and Peter will provide the labor. I estimate that at \$2000 and \$8500 for paint. Pool is scheduled for painting in 2025.

Planning Committee Report to the Board of Directors, July 20, 2024

- 1) Report covers: Meeting minutes from June 26, & July 10th.
- 2) The Planning Committee continues to meet every other Wednesday. Our next meeting will be July 31st.
- 3) Since last report:
 - a) Construction: (approved)
 - a. Houses: 1 (with Height Variance)
 - b. Retaining Wall: 1
 - c. Paint: 5
 - d. Siding: 1
 - e. Fence: 1
 - f. Deck: 1
 - g. Porch: 1
 - h. Garage with Height Variance Request (In Progress): 1
 - b) Complaints filed: (new)
 - a. Scotch Broom: 2
 - b. Trees: 2
 - c. Lights: 2
 - d. Unkempt Lot: 2
 - e. Ground Cover: 1
 - f. RV: 4
 - g. Boats: 8
 - h. Overgrown Hedge: 1
 - i. Trailer: 2
 - j. Garbage Cans: 1
 - c) Complaint Letters Sent:
 - a. Informational: 25
 - b. Notice of Violations: 4
 - c. Notice of Fines: 0
 - d) Approved Permits:
 - a. RV: 1

Action items this month.

No Action Items.

Report submitted by Bayshore Planning Committee: Jeri Reinhart, Mark Mugnai, Jeff Moorhead, Roger Smith (BOD Liaison), & Paul Williams (Chair).

Social Committee Report July 20, 2024 Board Meeting

June 29, 2024 – Annual Meet-N-Greet 117 members and their families attended. A ‘Groovy’ time had by all. Thanks to all that attended.

Upcoming Events

Saturday	July 27, 2024	Music on the Patio – 6-8pm Music by the “Slugs” Byob and a snack to share
Friday	August 2, 2024	Happy Hour -Clubhouse Ballroom Byob and a snack to share
Friday	Sept. 6, 2024	Happy Hour - Clubhouse Ballroom Byob and a snack to share
Friday	October 4, 2024	Happy Hour Clubhouse Ballroom Byob and a snack to share
Friday	November 1, 2024	Happy Hour Clubhouse Ballroom Byob and a snack to share
Saturday	December 14, 2024	Holiday Party Clubhouse Ballroom - Dinner , water, soda sparkling cider provided by Social Committee , raffle prizes. This party is a must RSVP. Space is limited.

2025 Events to be announced at a later date.

No action items

Lynda Claro – Chair	John Westhafer
Babe Hamilton	Carol Westhafer
Wynell Elzanga	Karen Moorehead – Board Liaison

Budget Committee Report

During the process of creating and adopting the 2025 Association budget, members of the budget committee received several requests from association members for increased financial transparency. To that end, the committee is proposing that the board of directors adopt the following recommendations:

- 1: Include a copy of the current Balance Sheet and the current P & L Budget vs. Actual report in the packet that goes to members prior to the meeting. Currently those reports only go to the board of directors and are not shared with the membership.
- 2: Create a regular action item in the board of directors' agenda to review, ask questions and approve the Financial reports as presented (per HOA financial control procedures: Board Responsibilities Item 5: Review financial reports on a monthly basis). Those reports would include the current Balance Sheet, the P&L, the P&L Budget vs. Actual, the Expense by Vendor Report, and the Monthly Report to Board. Currently only the Monthly Report to Board, created by the treasurer, is presented at board meetings and shared with the membership. The other reports are received by the directors, but there is no record they are reviewed nor approved. We are recommending that through this action item, the board actively accepts and adopts the financial reports that are presented monthly.

The budget committee believes that it is a best practice for the board of directors to formally review and approve the complete financial reports on a monthly basis. The budget committee also believes that adopting the above recommendations is consistent with efforts to gain member support to raise additional funds to complete the capital projects currently proposed, and to assure the membership that their dues are being managed effectively by their board of directors.

Approve Member to Budget Committee

The Budget Committee would like the Board to approve Lynda Claro to be our new member.

Lynda has experience in banking and the budget process. She is an active member of our community.

We feel Lynda would be an asset to the Budget Committee.

Mary Lou Morris
Budget Committee Chair

Clubhouse Renovation Task Force Report

July 2024

Members: Kenn Apel (chair), Lynda Apel, John Gardner, Carolyn Gardner, Jana Hanford, Megan Hanselman (Board Liaison)

Members of the Task Force met with the architect to discuss what Bayshore needed at this point. The following items were discussed:

1. The architect has redesigned parts of the upstairs and downstairs restroom remodels with cost-savings in mind. Examples of changes included reducing three restrooms to two restrooms upstairs and using some current elements (e.g., current shower stalls, some of the current walls) for the remodel.
2. Members of the Task Force asked the architect to address some of the unknown information in the current specs book, compiling those changes into a list contained in one “clarifications document.”
3. The architect will provide an updated set of drawings and the clarifications document to the task force and, after approval by the task force, provide those documents to contractors. He will then ask for modified bids, to include more detail than their previous bids.

Dues Task Force Meeting Report

July 2024

Members: Kenn Apel (chair), Josh Hanselman, Megan Hanselman, Kate Lansing, Mary Lou Morris

1. The Task force held its first meeting on June 28th. The initial purpose of the task force is to gather and provide more information on Bayshore's history of dues and how that has impacted, and continues to impact, Bayshore's financial situation.
2. The TF members are collecting information on the following areas to better educate them and Bayshore members:
 - a. Bayshore's history on dues,
 - b. a general overview of Bayshore's expenditures over time,
 - c. the state of the budget and potential future budgets based on the current dues structure,
 - d. examination of the dues structure of comparable HOAs (e.g., amenities, annual dues), and
 - e. benefits of Bayshore's amenities.
3. The TF also agreed that it would be optimal to have the Long Range-Reserve/Physical Assets Committee work on and update Bayshore's schedule for updating/repairing its assets and providing that updated information to the TF. The TF also believes it would be beneficial to them to receive Bayshore's financials that are developed monthly.
4. The next TF meeting will be held on July 28th.

Beach Access Task Force Monthly Report

July 2024

Members: Kenn Apel and Jana Hanford, Josh Hanselman (Board Liaison)

1. The award of \$16K from the Oregon Coast Visitors Association for Mobi-Mats is still active. The intent is to use beach access 66C (north end of Bayshore) to lay the mats. 66C was chosen because it is the flattest of all of the accesses and makes it possible for people to get ON to the beach. To clear/prepare that path, Terry Thissell will charge \$4,500.
2. Bayshore will need to apply for multiple permits (county and state). It is unclear how much those will cost, but it likely will be about \$300-\$400. We believe these will only be one-time permits.
3. The Task Force has been looking for organizations that might help Bayshore with the costs (service organizations like the Lions Club, City of Waldport).
4. While waiting for developing 66C, Bayshore may want to take a stop-gap measure to get the awarded mats now. Bayshore COULD use 67B (path behind the clubhouse). Positives for this temporary strategy is that a) Bayshore owns the first part of the pathway, so a county permit would not be needed now, b) Terry Thissell can prepare the pathway to meet the required slopes for about \$800, and c) the park ranger assigned to this area (Doug S) is fine with the temporary use of 67B because he could just use a different access point for his vehicle. A drawback about this strategy is that the mats would only go to the “drop off” part of the pathway (can’t trust that slope down to the beach because it changes based on tides and winds). However, its temporary use would allow individuals to get out far enough to enjoy the ocean view.
5. If the Board wants to go with the temporary idea, it will need to approve about \$800 for Terry Thissell. The state may not charge Bayshore for their permit. However, if their permit requires the county’s signature, Bayshore may need to pay about \$200.