

BAYSHORE BEACH CLUB, INC. BOARD OF DIRECTORS MEETING
Saturday, February 15th, 2025 Agenda

Quorum			Attending	Absent
Karen Moorhead,	Corporate Secretary	Division 1	_____	_____
Kate Guptill,	Director	Division 1	_____	_____
Sarah Harris,	Director	Division 2	_____	_____
Roger Smith,	Vice President	Division 3	_____	_____
Josh Hanselman,	President	Division 4	_____	_____
Megan Hanselman,	Director	Division 4	_____	_____
Carolyn Gardner,	Treasurer	Division 5	_____	_____
Storr Nelson,	Director	Division 5	_____	_____

Approval of Minutes and Financials of January 18th, 2025 BOD Meeting

Agenda Item Comments

Reports

- A. Financial Report:** Carolyn Gardner, Treasurer; **Report Submitted, Verbal Review**
- B. Facilities:** Kirk McClain, Facility Manager, **Report to be Submitted**
- C. Committees:**
 - 1. **Planning:** Paul Williams, Chair; Roger Smith, Liaison; **Report Submitted**
 - 2. **Long Range Reserve & Physical Assets:** Storr Nelson, Liaison, **No Report**
 - 3. **Safety:** Dave Smith, Chair; Josh Hanselman, Liaison; **No Report**
 - 4. **Policies and Procedures:** Chair Needed; Sarah Harris, Liaison; **No Report**
 - 5. **Social:** Lynda Claro, Chair; Karen Moorhead, Liaison; **No Report**
 - 6. **Communications:** Kate Guptill, Liaison; **No Report**
 - 7. **Budget/Finance:** Mary Lou Morris, Chair; Carolyn Gardner, Liaison; **Report Submitted; Verbal; 1 Action Item**
 - 8. **Sand Lobby:** Clark Schaefer, Chair; Roger Smith, Liaison; **No Report**
- D. Task Forces:**
 - 1. **Dues Task Force: No Report**
 - 2. **Beach Access Task Force: No Report**
- E. Motion** to include all reports for minutes
- F. Motion** to include financial reports for minutes

Unfinished Business

- A.** Elections/Nominations Committees **Action**
- B.** Gas Tank Upgrade **Complete**
- C.** Clubhouse Roof Leak-**REPAIRED**
- D.** 2025 Spring Cleanup

New Business

- A.** Clubhouse Siding N/S/E Bid, North Deck/Stairs Bids
- B.** Utility Trailer, Work Truck
- C.** Annual Employee Reviews
- D.** Artisan Moment

Member Comments

Motion for Executive Session

Adjournment

Zoom Link for Bayshore Board of Directors Meeting

Time: Feb 15th, 2025, 1:00 PM Pacific Time

Join Zoom Meeting:

<https://us06web.zoom.us/j/88175900786?pwd=eJEIxtA9Hp0vvbASkLNkE1I52BADC.1>

Meeting ID: 881 7590 0786

Passcode: 551212

Bayshore Beach Club Finance report – February 15, 2025

Action needed: In December special QuickBooks assistance was needed from our accountant Mike Stone. There was a very old transaction which kept reappearing and making it impossible to reconcile the accounts. It took Mike a long time to find and fix the problem. The bill was \$3,140.00 There was already a smaller bill of \$273. The total budgeted for the accountant this year was \$3,000. The income taxes for last year are still not completed, and the bill should be approximately \$3,000. I would like to request funds from the contingency to cover the additional expense.

Carolyn Gardner
Treasurer

BAYSHORE BEACH CLUB, INC.
Profit & Loss Budget vs. Actual
 July 2024 through January 2025

Ordinary Income/Expense	Jul '24 - Jan 25	Budget
Income		
40025 · 2024-2025 Membership Dues	273,240.00	274,050.00
42000 · Boat & RV Permits	400.00	250.00
42500 · Building use fees	1,330.00	2,000.00
44000 · Donations/Miscellaneous Income		
44000-o · doggiepot station	40.00	0.00
44000-q · Donations - other	645.00	
44000-T · Refund	86.00	0.00
44000bb · Artisans Group	1,608.00	0.00
44000hh · Donations-Capital Improvements	13,100.00	
44000 · Donations/Miscellaneous Income - Other	30.00	0.00
Total 44000 · Donations/Miscellaneous Income	15,509.00	0.00
44000mm · Moby Mat Donations	15,943.00	
44500 · Height Variance Requests	0.00	600.00
45000 · Interest and late fees		
45000-a · Interest & late fees - dues	2,109.93	1,750.00
45000-c · Interest - savings & investment	9,583.08	5,000.00
Total 45000 · Interest and late fees	11,693.01	6,750.00
46000 · Lien Fee Reimbursement	1,400.00	600.00
46500 · Pool Pass/Diaper Sales	2,325.00	5,000.00
47000 · Returned Check Charges	25.00	0.00
47500 · Transfer Fees	3,300.00	5,000.00
48000 · Violation Fines	550.00	0.00
48600 · Budgeted from reserves	0.00	85,000.00
Total Income	325,715.01	379,250.00
Gross Profit	325,715.01	379,250.00
Expense		
Mobi Mat	653.76	
50000 · Operating Personnel		
50005 · Office Administrator - wages	22,074.45	45,000.00
50020 · Facilities Manager- wages	14,556.83	42,000.00
50025 · Employees-p/r taxes	5,077.82	15,000.00
50030 · Employees-SAIF	316.81	700.00
50035 · Pool attendants - wages	15,189.77	23,000.00
50055 · Operating Personnel expenses		
50055-b · Facilities Manager- vehicle	230.00	300.00
50055-h · Office Manager - vehicle	0.00	350.00
50100 · Pool Staff Expenses	0.00	250.00
Total 50055 · Operating Personnel expenses	230.00	900.00

BAYSHORE BEACH CLUB, INC.
Profit & Loss Budget vs. Actual
 July 2024 through January 2025

	Jul '24 - Jan 25	Budget
Total 50000 · Operating Personnel	57,445.68	126,600.00
51000 · Administrative expense		
51005 · Accounting Fees	3,223.00	3,000.00
51020 · Bank & Safe Deposit Fees	25.00	0.00
51035 · Postage Machine Leasing	288.00	800.00
51040 · Insurance		
51040-a · Board Liability-D&O and tail	5,088.44	8,700.00
Total 51040 · Insurance	5,088.44	8,700.00
51050 · Legal Fees	2,154.58	10,000.00
51055 · Lien fees	760.00	600.00
51065 · Office Supply Purchases		
51065-a · Printing and Reproduction	0.00	5,000.00
51065-b · Postage & shipping	1,253.32	4,500.00
51065-c · Office Supplies	469.11	3,000.00
51065-d · Computer costs	235.92	1,000.00
51065-e · Quickbooks payroll expense	176.00	700.00
Total 51065 · Office Supply Purchases	2,134.35	14,200.00
51080 · Telephones	734.79	1,300.00
51081 · Internet expense	629.93	1,200.00
51085 · UBIT - tax	0.00	300.00
Total 51000 · Administrative expense	15,038.09	40,100.00
52000 · Site operating expense		
52005 · Clubhouse decor	0.00	200.00
52020 · Insurance		
52020-a · Flood Insurance	1,670.00	4,500.00
52020-b · Property Insurance-Commercial	12,356.75	21,175.00
Total 52020 · Insurance	14,026.75	25,675.00
52025 · Cleaning & Sanitation	734.09	500.00
52035 · Licenses & permits	1,328.48	2,500.00
52050 · Playgrounds & Parks	0.00	200.00
52051 · Equipment Rental	0.00	200.00
52053 · Spring Clean-Up	0.00	2,000.00
52055 · Pool - Chemicals & supplies	2,065.75	5,000.00
52065 · Recreational equipment	144.96	100.00
52085 · Utilities		
52085-a · Clubhouse TV & Radio	1,055.04	1,500.00
52085-b · Electricity	2,654.14	5,000.00
52085-c · Propane - Clubhouse & Pool	15,097.76	26,000.00
52085-e · Trash	1,485.75	2,600.00

BAYSHORE BEACH CLUB, INC.
Profit & Loss Budget vs. Actual
 July 2024 through January 2025

	Jul '24 - Jan 25	Budget
52085-f · Water	3,480.61	5,500.00
52085-h · Septic Services	0.00	750.00
Total 52085 · Utilities	23,773.30	41,350.00
Total 52000 · Site operating expense	42,073.33	77,725.00
52054 · Doggie Pot Station Supplies	79.74	1,000.00
53000 · Repairs & improvements		
53010 · Building Repairs/Service	5,051.71	7,500.00
53014 · Equipment Repair/Service	238.06	1,500.00
53016 · Excavation/grading services	0.00	2,800.00
53026 · Septic Repair/Service	0.00	1,000.00
53035 · Building Materials/Supplies	1,053.65	1,000.00
53036 · Landscaping Supplies	175.56	500.00
53037 · Floor Repair/Cleaning Service	0.00	700.00
53045 · Pool Repairs & Improvements	1,317.48	6,000.00
53050 · Sports court & grounds	0.00	1,500.00
53056 · Lawn & Ground Service	31.98	1,000.00
Total 53000 · Repairs & improvements	7,868.44	23,500.00
54000 · Committee expense		
54005 · Board of directors' expense	359.64	1,000.00
54009 · Communications Committee	128.22	100.00
54020 · Planning committee expense	0.00	500.00
54026 · Safety Committee	1,278.91	1,100.00
54030 · Social committee	3,068.97	6,300.00
54031 · Artisans Group	141.67	0.00
54040 · Nominating Committee	0.00	800.00
Total 54000 · Committee expense	4,977.41	9,800.00
58000 · Contingency	0.00	15,525.00
61000 · Capital Outlay	49,965.32	85,000.00
Total Expense	178,101.77	379,250.00
Net Ordinary Income	147,613.24	0.00
Net Income	147,613.24	0.00

BAYSHORE BEACH CLUB, INC.

Balance Sheet

As of January 31, 2025

	Jan 31, 25
ASSETS	
Current Assets	
Checking/Savings	
10000 · Checking - 1st Security Bank	
10000-a · Checking - 1st Security	4,791.63
Total 10000 · Checking - 1st Security Bank	4,791.63
10002 · Funds for Operations-Money Mkt	
10002-I · Operating Funds - 6/30/25	114,410.96
10002aa · Money Market - Reserve Account	26,114.52
Total 10002 · Funds for Operations-Money Mkt	140,525.48
10002b · Money Market CC Security	10,109.05
10006 · CD 1st Security	128,746.73
10020 · Petty Cash	
10020-a · General	50.00
Total 10020 · Petty Cash	50.00
Total Checking/Savings	284,222.89
Accounts Receivable	
11000 · Accounts Receivable	16,136.21
Total Accounts Receivable	16,136.21
Other Current Assets	
Reserve Accounts	
10005 · CD Reserve Account 1st Security	138,371.49
Total Reserve Accounts	138,371.49
10003 · Long Term Reserve Accounts	
10004 · Raymond James Investment Svcs.	
10004-a · Flex Fund	250,074.06
Total 10004 · Raymond James Investment Svcs.	250,074.06
Total 10003 · Long Term Reserve Accounts	250,074.06
12500 · Deposits in transit	595.00
14000 · Prepaid expenses	
14000-a · Insurance	18,560.34
Total 14000 · Prepaid expenses	18,560.34
Total Other Current Assets	407,600.89

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02/08/25

Accrual Basis

BAYSHORE BEACH CLUB, INC.

Balance Sheet

As of January 31, 2025

	<u>Jan 31, 25</u>
Total Current Assets	707,959.99
Fixed Assets	
18000 · Land	63,354.00
18250 · Property, plant & equipment	788,513.00
18500 · Accumulated depreciation	-643,398.00
18900 · Construction in progress	
18900a · Clubhouse Remodel	37,102.00
Total 18900 · Construction in progress	<u>37,102.00</u>
Total Fixed Assets	245,571.00
TOTAL ASSETS	<u><u>953,530.99</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	6,216.65
Total Accounts Payable	<u>6,216.65</u>
Other Current Liabilities	
2110 · Direct Deposit Liabilities	208.42
21400 · Payroll taxes payable	
21400-a · Payroll-FUTA	-401.69
21400-b · Payroll-FWH	103.00
21400-c · Payroll-MCARE	123.74
21400-d · Payroll-WBF assessment	-74.71
21400-e · Payroll-SUIOR	128.01
21400-f · Payroll-SWHOR	-76.17
21400-g · Payroll-FICA	529.12
21400-h · Payroll-State Transit	-188.56
21400 · Payroll taxes payable - Other	653.07
Total 21400 · Payroll taxes payable	<u>795.81</u>
22250 · Rental Deposits	120.00
Total Other Current Liabilities	<u>1,124.23</u>
Total Current Liabilities	<u>7,340.88</u>
Total Liabilities	7,340.88
Equity	
31000 · General Fund Balance	798,751.87
Net Income	<u>147,438.24</u>

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02/08/25

Accrual Basis

BAYSHORE BEACH CLUB, INC.

Balance Sheet

As of January 31, 2025

	<u>Jan 31, 25</u>
Total Equity	<u>946,190.11</u>
TOTAL LIABILITIES & EQUITY	<u>953,530.99</u>

Date: February 13, 2025

To: Bayshore Board of Directors

From: Kirk McClain, Facilities Manager

Subject: February 2025 Board report

>*2 action items

>7 Discussion items

It has been a busy month at Bayshore Beach club. The propane tanks were replaced with a new Large 1000 gallon tank. A load of gravel hauled in to fill the trench they dug to install piping. They do need to return to plumb in a connection for the heater in the garage.

We also had the leak around the chimney repaired. Seems to be leak free now. BYOB Friday used the fireplace last week at their function. Seemed to make it quite homey upstairs.

I would like to propose a few building maintenance issues for the 2025 budget year.

>Able D&E construction was awarded the contract for the replacement of siding and 8 windows on the West side of the building. He plans to be here by the end of April working on that project. I had Derrick give me an estimate on what it was going to take to get the other three sides of the building done. While looking at that there were several deficiencies noted on the deck supports on west and north sides of the building. His estimate to repair/replace was \$95,000. This would not include any major rot/damage that he finds doing removal and these items would have to be addressed if found. The longer we wait on this the more possibility we will have for damage. Also, materials are not going to get any cheaper.

>I would also like to have the pool plumbing room revamped to make it more streamlined and efficient, give us more flow and to get it up to code. It will also make it easier for someone new to take over pool duties. The pentair system was not utilized last year and needs to be. This will save time materials and energy. Price 16-25K.

>I use my personal vehicle and my personal 8 x 5 utility trailer to haul yard debris, scotch broom, tree pruning, old furniture etc. to the dump. I also use my vehicle for the hauling of approx. 50 pounds of dog waste from Mackey Park, Hilltop Park and the beach access in front of the clubhouse every week. Sort of gross having to haul in my Jeep. Even if I double bag it...it leaks and stinks inside jeep, and I get to breathe the fumes. I propose we purchase a work vehicle or trailer or both.

>They installed the 1000 gallon propane tank in my back yard. I am requesting some help from the Artisans painting flowers, butterflies, hummingbirds etc. on the tank. Only stipulations from propane company was that we use light colors.

If you have any questions or concerns/complaints please email kirkpmclain@gmail.com.

Planning Committee Report to the Board of Directors, February 15, 2025

- 1) Report covers: Meeting minutes from January 22nd & February 5th, 2025.
- 2) The Planning Committee continues to meet every other Wednesday from 9-11am. All members are welcome to attend. Our next meeting will be February 19th.
- 3) Since last report:
 - a) Construction: (approved)
 - a. Paint: 1
 - b. Fence: 2
 - c. Deck: 1
 - d. Roof: 2
 - b) Complaints filed: (new)
 - a. Trees: 1
 - b. Yard Debris: 1
 - c. Ground Cover removal: 1
 - c) Complaint Letters Sent (new & ongoing):
 - a. Information: 1
 - b. Notice of Violations: 3
 - c. Notice of Fines: 1
 - d. Fines: 0
 - e. Liens assessed: 1
 - f. Liens released (fine paid): 1
 - d) Approved Permits:
 - a. Boats: 1

No Action Items this month.

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

Budget Committee Report

For February 15, 2025 Board of Directors Meeting

The Bayshore Budget Committee will begin meeting the first week in March to begin preparing a draft of the budget for 2025-26.

Bayshore Committees, that have a budget, are asked to have their amount requested for next year to the Budget Committee by March 3rd. Your requests can be sent to Kathy at the office.

Thank you in advance for submitting your requests.

Bayshore Budget Committee