

**BAYSHORE BEACH CLUB, INC. BOARD OF DIRECTORS MEETING
Saturday, March 15, 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 February 15, 2025 BOD Meeting

Agenda Item Comments

Reports

- A. Financial Report:** Carolyn Gardner, Treasurer; **Report Submitted, Verbal Review**
- B. Facilities:** Kirk McClain, Facility Manager; **No Report**
- 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; **Report Submitted**
 - 6. **Communications:** Kate Guptill, Liaison; **No Report**
 - 7. **Budget/Finance:** Mary Lou Morris, Chair; Carolyn Gardner, Liaison; **Report, Actions**
 - 8. **Sand Lobby:** Clark Schaefer, Chair; Roger Smith, Liaison; **No Report**
 - 9. **Nominations:** Roger Smith, Liaison; **Report Submitted, Verbal, Actions**
- D. Task Forces:**
 - 1. **Clubhouse Project:** Kenn Apel, Chair; Megan Hanselman, Liaison; **No Report**
 - 2. **Dues Task Force:** **Survey Results Slideshow**
 - 3. **Beach Access Task Force:** **Mobi Mats and Parking Coming Soon!**
- E. Motion** to include all reports for minutes

Unfinished Business

- A. Elections/Nominations Committees; **Action**
- B. 2025 Spring Cleanup
- C. Utility Trailer, Work Truck; **Action**
- D. Annual Employee Reviews; a work in progress
- E. Code of Conduct – **Review and Discuss**

New Business

- A. Budget-Committee Allocations; **Action**

Member Comments

Motion for Executive Session

Adjournment

Zoom Link for Bayshore Board of Directors Meeting

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

Join Zoom Meeting:

<https://us06web.zoom.us/j/88175900786?pwd=eJEIxTaA9Hp0vvbASkLNkE1I52BADC.1>

Meeting ID: 881 7590 0786

Passcode: 551212

BAYSHORE BEACH CLUB, INC.

03/08/25

Balance Sheet

Accrual Basis

As of February 28, 2025

| | Feb 28, 25 |
|---|-------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| 10000 · Checking - 1st Security Bank | |
| 10000-a · Checking - 1st Security | 3,606.86 |
| Total 10000 · Checking - 1st Security Bank | 3,606.86 |
| 10002 · Funds for Operations-Money Mkt | |
| 10002-j · Operating Funds - 6/30/24 | 240.41 |
| 10002-l · Operating Funds - 6/30/25 | 106,174.08 |
| 10002aa · Money Market - Reserve Account | 26,114.52 |
| Total 10002 · Funds for Operations-Money Mkt | 132,529.01 |
| 10002b · Money Market CC Security | 10,114.08 |
| 10020 · Petty Cash | |
| 10020-a · General | 50.00 |
| Total 10020 · Petty Cash | 50.00 |
| Total Checking/Savings | 146,299.95 |
| Accounts Receivable | |
| 11000 · Accounts Receivable | 39,458.77 |
| Total Accounts Receivable | 39,458.77 |
| Other Current Assets | |
| Reserve Accounts | |
| 10005 · CD Reserve Account 1st Security | 138,814.06 |
| 10006 · CD 1st Security | 129,158.52 |
| Total Reserve Accounts | 267,972.58 |
| 10003 · Long Term Reserve Accounts | |
| 10004 · Raymond James Investment Svcs. | |
| 10004-a · Flex Fund | 250,039.06 |
| Total 10004 · Raymond James Investment Svcs. | 250,039.06 |
| Total 10003 · Long Term Reserve Accounts | 250,039.06 |
| 12500 · Deposits in transit | 550.00 |
| 14000 · Prepaid expenses | |
| 14000-a · Insurance | 14,976.14 |
| Total 14000 · Prepaid expenses | 14,976.14 |
| Total Other Current Assets | 533,537.78 |
| Total Current Assets | 719,296.50 |
| Fixed Assets | |
| 18000 · Land | 63,354.00 |
| 18250 · Property, plant & equipment | 788,923.00 |
| 18500 · Accumulated depreciation | -665,133.00 |
| 18900 · Construction in progress | |
| 18900a · Clubhouse Remodel | 37,102.00 |
| Total 18900 · Construction in progress | 37,102.00 |
| Total Fixed Assets | 224,246.00 |
| TOTAL ASSETS | 943,542.50 |

BAYSHORE BEACH CLUB, INC.

Balance Sheet

As of February 28, 2025

03/08/25

Accrual Basis

| | Feb 28, 25 |
|--|-------------------|
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| 20000 · Accounts Payable | 2,938.73 |
| Total Accounts Payable | 2,938.73 |
| Other Current Liabilities | |
| 2110 · Direct Deposit Liabilities | -81.25 |
| 21400 · Payroll taxes payable | |
| 21400-a · Payroll-FUTA | -374.38 |
| 21400-b · Payroll-FWH | 124.00 |
| 21400-c · Payroll-MCARE | 131.98 |
| 21400-d · Payroll-WBF assessment | -72.09 |
| 21400-e · Payroll-SUIOR | 264.53 |
| 21400-f · Payroll-SWHOR | -38.17 |
| 21400-g · Payroll-FICA | 564.26 |
| 21400-h · Payroll-State Transit | -186.35 |
| Total 21400 · Payroll taxes payable | 413.78 |
| 22250 · Rental Deposits | 120.00 |
| Total Other Current Liabilities | 452.53 |
| Total Current Liabilities | 3,391.26 |
| Total Liabilities | 3,391.26 |
| Equity | |
| 31000 · General Fund Balance | 776,405.04 |
| Net Income | 163,746.20 |
| Total Equity | 940,151.24 |
| TOTAL LIABILITIES & EQUITY | 943,542.50 |

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

| | Jul '24 - Feb 25 | Budget |
|---|------------------|------------|
| Ordinary Income/Expense | | |
| Income | | |
| 40025 · 2024-2025 Membership Dues | 273,240.00 | 274,050.00 |
| 42000 · Boat & RV Permits | 400.00 | 250.00 |
| 42500 · Building use fees | 1,530.00 | 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 | |
| 44000mm · Moby Mat Donations | 39,568.88 | |
| 44000 · Donations/Miscellaneous Income - Other | 30.00 | 0.00 |
| Total 44000 · Donations/Miscellaneous Income | 55,077.88 | 0.00 |
| 44500 · Height Variance Requests | 0.00 | 600.00 |
| 45000 · Interest and late fees | | |
| 45000-a · Interest & late fees - dues | 2,207.61 | 1,750.00 |
| 45000-c · Interest - savings & investment | 10,361.59 | 5,000.00 |
| Total 45000 · Interest and late fees | 12,569.20 | 6,750.00 |
| 46000 · Lien Fee Reimbursement | 1,600.00 | 600.00 |
| 46500 · Pool Pass/Diaper Sales | 2,513.00 | 5,000.00 |
| 47000 · Returned Check Charges | 25.00 | 0.00 |
| 47500 · Transfer Fees | 3,900.00 | 5,000.00 |
| 48000 · Violation Fines | 550.00 | 0.00 |
| 48600 · Budgeted from reserves | 0.00 | 85,000.00 |
| Total Income | 351,405.08 | 379,250.00 |
| Gross Profit | 351,405.08 | 379,250.00 |
| Expense | | |
| 50000 · Operating Personnel | | |
| 50005 · Office Administrator - wages | 24,006.15 | 45,000.00 |
| 50020 · Facilities Manager- wages | 15,405.75 | 42,000.00 |
| 50025 · Employees-p/r taxes | 5,590.91 | 15,000.00 |
| 50030 · Employees-SAIF | 316.81 | 700.00 |
| 50035 · Pool attendants - wages | 14,048.27 | 23,000.00 |
| 50055 · Operating Personnel expenses | | |
| 50055-b · Facilities Manager- vehicle | 291.25 | 300.00 |
| 50055-h · Office Manager - vehicle | 0.00 | 350.00 |
| 50100 · Pool Staff Expenses | 0.00 | 250.00 |
| Total 50055 · Operating Personnel expenses | 291.25 | 900.00 |
| Total 50000 · Operating Personnel | 59,659.14 | 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 | 432.00 | 800.00 |
| 51040 · Insurance | | |
| 51040-a · Board Liability-D&O and tail | 5,815.36 | 8,700.00 |
| Total 51040 · Insurance | 5,815.36 | 8,700.00 |
| 51050 · Legal Fees | 2,924.58 | 10,000.00 |
| 51055 · Lien fees | 836.00 | 600.00 |
| 51065 · Office Supply Purchases | | |
| 51065-a · Printing and Reproduction | 344.05 | 5,000.00 |
| 51065-b · Postage & shipping | 1,585.44 | 4,500.00 |
| 51065-c · Office Supplies | 613.77 | 3,000.00 |

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

| | Jul '24 - Feb 25 | Budget |
|---|------------------|------------------|
| 51065-d · Computer costs | 255.91 | 1,000.00 |
| 51065-e · Quickbooks payroll expense | 190.00 | 700.00 |
| Total 51065 · Office Supply Purchases | 2,989.17 | 14,200.00 |
| 51080 · Telephones | 839.76 | 1,300.00 |
| 51081 · Internet expense | 719.92 | 1,200.00 |
| 51085 · UBIT - tax | 0.00 | 300.00 |
| Total 51000 · Administrative expense | 17,804.79 | 40,100.00 |
| 52000 · Site operating expense | | |
| 52005 · Clubhouse decor | 0.00 | 200.00 |
| 52020 · Insurance | | |
| 52020-a · Flood Insurance | 2,505.00 | 4,500.00 |
| 52020-b · Property Insurance-Commercial | 14,122.00 | 21,175.00 |
| Total 52020 · Insurance | 16,627.00 | 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 | 1,193.28 | 1,500.00 |
| 52085-b · Electricity | 2,654.14 | 5,000.00 |
| 52085-c · Propane - Clubhouse & Pool | 16,264.10 | 26,000.00 |
| 52085-e · Trash | 1,485.75 | 2,600.00 |
| 52085-f · Water | 3,683.45 | 5,500.00 |
| 52085-h · Septic Services | 0.00 | 750.00 |
| Total 52085 · Utilities | 25,280.72 | 41,350.00 |
| Total 52000 · Site operating expense | 46,181.00 | 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 | 266.02 | 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 | 1,125.32 | 1,000.00 |
| 53036 · Landscaping Supplies | 375.56 | 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 | 8,168.07 | 23,500.00 |
| 54000 · Committee expense | | |
| 54005 · Board of directors' expense | 529.29 | 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 | 5,147.06 | 9,800.00 |

10:55 AM

03/08/25

Accrual Basis

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

| | <u>Jul '24 - Feb 25</u> | <u>Budget</u> |
|----------------------------|-------------------------|-------------------|
| 55000 · Mobi Mat | 653.76 | |
| 58000 · Contingency | 0.00 | 15,525.00 |
| 61000 · Capital Outlay | 49,965.32 | 85,000.00 |
| Total Expense | 187,658.88 | 379,250.00 |
| Net Ordinary Income | 163,746.20 | 0.00 |
| Net Income | 163,746.20 | 0.00 |

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

- 1) Report covers: Meeting minutes from February 19, 26, and March 6, 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 March 19th.
- 3) Since last report:
 - a) Construction: (approved)
 - a. Paint: 1
 - b. Fence: 1
 - c. Deck: 2
 - d. Roof: 5
 - e. Siding: 1
 - f. House: 1
 - b) Complaints filed: (new)
 - a. Trees: 4
 - b. Cleared Lot: 1
 - c. Signage: 1
 - d. Animals: 1
 - e. Unkempt Lot/Nuisance: 1
 - c) Complaint Letters Sent (new & ongoing):
 - a. Information: 6
 - b. Notice of Violations: 2
 - c. Notice of Fines: 1
 - d. Fines: 0

Reminder: Scotch Broom will soon be blooming yellow flowers. As pretty as it is to look at, it is an invasive noxious plant that needs to be removed before it goes to seed. The best way to remove the plant is to dig it out and get all the roots. The Planning Committee in conjunction with the Spring Clean Up will be sending out notices to homeowners who have plants on their properties. Volunteers may be available to help clean up some properties. If you want your property checked for Scotch Broom, send an email to the Planning Committee: **Planning.Bayshore@gmail.com**.

No Action Items this month.

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

Social Committee

Board Meeting

March 15,2025

Upcoming Events

Ice Cream Social – Meet the Candidates

April 19, 2025

Following Board Meeting

Game Night

April 25, 2025

6:00-9:00 pm Clubhouse

Lynda Claro – Chair

Lynda Apel

Wynell Elzanga

John Westhafer

Babe Hamilton

Karen Moorehead – Board Liaison

BUDGET COMMITTEE REPORT

MARCH 2025 BOARD OF DIRECTORS MEETING

The Budget Committee will have their first meeting on March 21st.

The various Bayshore Committees have been asked to submit their requests for the 2025-26 year.

We have received requests/reports from the following committees:

Board of Directors – Written request for \$1,000.

Planning Committee – Written request for \$500.

Safety Committee – Written request for \$1,100.

Social Committee – Written request for \$5,500 (see attached).

Nominating Committee – Written request for \$900.

Communications Committee – Written request for \$250.

The Board needs to approve these requests so they are including in the coming year's budget.

Submitted by

Mary Lou Morris

Bayshore Budget Committee

SOCIAL COMMITTEE BUDGET

FISCAL YEAR **7/1/25 - 6/30/26**

| <u>Event</u> | <u>Date</u> | <u>Budget</u> |
|-------------------------|--------------------|-----------------------|
| Music on the Patio | July | \$ 150.00 |
| | August | \$ 150.00 |
| | September | \$ 150.00 |
| Halloween | October | \$ 400.00 |
| Holiday Party | December | \$1,300.00 |
| Game Night | April | \$ 55.00 |
| Ice Cream Social | April | \$ 75.00 |
| Member Meeting | May | \$ 300.00 |
| Meet N Greet BBQ | June | \$1,600.00 |
| New Event(s) | TBA | \$ 300.00 |
| <u>MISC</u> | | |
| BOD Meetings | July-June | \$ 220.00 |
| Kitchen Supplies | | \$ 400.00 |
| Operating Expenses | | \$ 400.00 |
| <u>TOTAL</u> | | \$5,500.00 |

BUDGET DETAILS

EVENT

Music on the Patio
Halloween
Holiday Party

Game Night
Ice Cream Social
Member Meeting
Meet N Greet

MISC.

BOD Meetings
Kitchen Supplies
Operating Expenses

EXPENDITURES

Band
Food,Decor & Costume Prizes
Food, Decor, Raffle Prizes, Member's Gift
& Clean-up Help
Prizes
Ice Cream, Toppings, Cookies & Brownies
Food
Food, Paper Goods, Plastic
Tablecloths,Decor, Member's Gift,
Band & Clean-up Help

Cookies
Items (i.e., plates, serving pieces)
Pop, Water, Ice, Sterno & Name Badges

Social Committee
Kitchen Supplies Needed

| <u>ITEM</u> | <u>Est. Cost</u> |
|-----------------------------|-------------------------|
| 8 sterno holders | \$ 42.00 |
| 1 pump dispenser | \$ 45.00 |
| Kitchen drawer knife holder | \$ 20.00 |
| 2 wire whisks | \$ 6.00 |
| 4 ice cream scoops | \$ 16.00 |
| 10 serving spoon rests | \$ 50.00 |
| 36 dessert plates | \$108.00 |
| 36 bowls | \$116.73 |
| <u>TOTAL</u> | \$403.73 |

Nomination Committee Report

The Policies & Procedures state that the Nomination Committee be formed 90 days prior to the May Member Meeting. At the February BOD meeting, I volunteered to be the Board Liaison for the committee. What I forgot to do was to have members approved to be on the committee. At the meeting, Rob Wert (Division 6) had already asked to join the committee. After the BOD meeting, Jeri Reinhart volunteered to join the committee.

My first motion will be to ask the Board to approve both: Rob Wert & Jeri Reinhart to act on this committee.

The three of us met on February 18th to discuss what the role of the committee is and to select a chairperson. Rob & Jeri felt that I was the most computer literate, I should be the Chair (vote was 2-1).

I informed the committee that there are three (3) positions available for this year's election. Each term is 3 years. All divisions are open except Division 4.

We then worked on verbiage for a post card to send out to all members. The postcards have all been mailed (total cost = \$676.17), and members should have received them during the first week of March.

On Tuesday March 4th, we met again to put together a candidate package (Articles of Incorporation, Bylaws, Guidelines for Determination, Ethical Statement, Covenants & Restrictions for Divisions 1,3,6 and an application form) to hand out to members who inquire at the office. Packets may also be mailed out or electronically sent if a member is unable to pick up at the office.

If you are interested in running for a Board of Director position you can contact Kathy in the office: office@bayshorebeach.com (541-563-3040).

Applications need to be submitted by 2pm on Friday, March 28th.

Thank you,

Roger Smith (Nomination Committee Chair)

Dues Task Force Meeting
March 2025 Monthly Report

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

The Task Force will be presenting the results of the recent survey sent out to members along with a recommendation for moving forward.