

BAYSHORE BEACH CLUB, INC.

BOARD OF DIRECTORS MEETING

Saturday, February 15, 2025

In Attendance:

Karen Moorhead, Corp. Secretary	Division 1
Kate Guptill, Director	Division 1
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

Absent:

Sarah Harris, Director	Division 2
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President Hanselman 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 President Hanselman at 1:00 pm.

Treasurer Gardner moved and President Hanselman seconded to approve the January 18, 2025 Board of Directors meeting minutes. Vote was unanimous in favor.

Vice President Smith moved and President Hanselman seconded to accept the Board review of the financials for January 2025. Vote was unanimous in favor.

REPORTS:

FINANCIALS: Report Submitted. Treasurer Gardner mentioned the accountant bill on the financial report for \$3,140.00 was necessary to resolve an outstanding issue in Quickbooks.

FACILITIES: Report Submitted. President Hanselman stated that the propane tank was replaced, and the chimney leak was repaired. Facility Manager McClain proposed a few maintenance requests, which are included on his attached report. Short discussion took place regarding the pool maintenance room suggesting that it needs a 'clean up'. President Hanselman would like to discuss this further after the pool season. Facility Manager McClain would like to sell his trailer to Bayshore (more discussion of this under New Business).

COMMITTEES:

PLANNING COMMITTEE: Report Submitted.

LONG-RANGE RESERVE/PHYSICAL ASSETS: No Report.

SAFETY COMMITTEE: No Report.

POLICIES AND PROCEDURES COMMITTEE: No Report.

SOCIAL COMMITTEE: No Report.

COMMUNICATIONS: No Report.

BUDGET/FINANCE: Verbal Report. No Report. Chair Morris questioned if the Budget committee would again be responsible for the total budget and costs that would come out of the Bayshore Reserve fund. President Hanselman assured there has not been a change in this structure.

SAND LOBBY: No Report.

TASK FORCES:

DUES TASK FORCE: No Report.

BEACH ACCESS TASK FORCE: No Report. Mobi Mat project is moving forward with no cost to Bayshore.

President Hanselman moved and Corporate Secretary Moorhead seconded to accept the reports for the minutes. Vote was unanimous in favor.

UNFINISHED BUSINESS:

A. Election/Nomination Committees: Vice President Smith volunteered to be the Board Liaison for the Nominating Committee. Member Rob Wert thought he could be on the Committee. The Board will discuss the election and nominating committees in more detail during the March Board meeting. Three seats are open on the Board in May, excluding Division 4.

B. Gas Tank Upgrade: Complete

C. Clubhouse Roof Leak: Repaired

D. 2025 Spring Cleanup: Vice President Smith discussed the possibility of having the Spring cleanup over the Memorial holiday weekend, as some members mentioned they would be more available during that time. Also mentioned that the Spring cleanup went over budget last year due to excessive weight in the dumpster, caused by a rain storm. More to come regarding the Spring cleanup, and if you would like to volunteer, please contact the office who will forward your message.

NEW BUSINESS:

A. Clubhouse Siding N/S/E Bid; North Deck/Stairs Bids: Bids were discussed for the clubhouse siding.

Vice President Smith moved and Director Nelson seconded to accept the D&L Construction bid to redo the Westside siding and windows, up to \$45,000. Vote was unanimous in favor. This Bid does not include the ADA accessible door.

B. Utility Trailer, Work Truck: Facility Manager McClain asked the Board if Bayshore could purchase a used truck or trailer for his job duties of hauling items such as yard debris or waste, as well as the haul of animal excrement at the parks and accesses. One solution from Kirk was that he could sell his trailer to Bayshore for \$750.00. President Hanselman would like to continue this topic during the March Board meeting under Unfinished Business.

C. Annual Employee Reviews: Annual reviews will be completed before President Hanselman's term is up.

D. Artisans Moment: At no cost to Bayshore, the Artisans would like permission from the Board to paint the upstairs clubhouse restrooms. The Artisans are selling hats with Bayshore's Logo at \$10.00 per hat to contribute to the fund for the new Bayshore sign by Highway 101.

President Hanselman moved and Vice President Smith seconded to approve the Artisans painting of the clubhouse restrooms. Vote was unanimous in favor.

Facility Manager McClain will add hand sanitizer, soap dispensers to the clubhouse restrooms.

HEADS UP! Code of Conduct and Behavioral Guidelines: President Hanselman stated Bayshore's HOA does not have a well defined 'Code of Conduct' in place for the Members. The Ethical statement that is in place, only covers the Board and Committee members. Bayshore's attorney has supplied President Hanselman with a Code of Conduct version that is in place already in a dozen or so HOA's. The Board will review the document and present it at the Members meeting in May. The Code of Conduct does not require a 66% membership vote, but only requires a Board vote, and will be enforced by a fine structure. More information to come whether the Code of Conduct will be in a 'form' format.

MEMBERS COMMENTS:

Member and Pastor, John Westhafer, presented the Board and members with an update on his church (Our Savior Lutheran Church, in Waldport) regarding the fire six months ago. Pastor Westhafer stated that negotiations have been going on between his contractors and his insurance company, and he is presently conducting his services at the Seventh Day Adventist church building.

EXECUTIVE SESSION: No executive session.

ADJOURNMENT: *Vice President Smith moved and President Hanselman seconded to adjourn the meeting at 2:40 pm. Vote was unanimous in favor.*

Minutes prepared by Kathy Drossel, Office Coordinator

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

	<u>Jan 31, 25</u>
ASSETS	
Current Assets	
Checking/Savings	
10000 · Checking - 1st Security Bank	
10000-a · Checking - 1st Security	4,791.63
Total 10000 · Checking - 1st Security Bank	<u>4,791.63</u>
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	<u>140,525.48</u>
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	<u>50.00</u>
Total Checking/Savings	<u>284,222.89</u>
Accounts Receivable	
11000 · Accounts Receivable	16,136.21
Total Accounts Receivable	<u>16,136.21</u>
Other Current Assets	
Reserve Accounts	
10005 · CD Reserve Account 1st Security	138,371.49
Total Reserve Accounts	<u>138,371.49</u>
10003 · Long Term Reserve Accounts	
10004 · Raymond James Investment Svcs.	
10004-a · Flex Fund	250,074.06
Total 10004 · Raymond James Investment Svcs.	<u>250,074.06</u>
Total 10003 · Long Term Reserve Accounts	<u>250,074.06</u>
12500 · Deposits in transit	595.00
14000 · Prepaid expenses	
14000-a · Insurance	18,560.34
Total 14000 · Prepaid expenses	<u>18,560.34</u>
Total Other Current Assets	<u>407,600.89</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 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	37,102.00
Total Fixed Assets	245,571.00
TOTAL ASSETS	953,530.99
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	6,216.65
Total Accounts Payable	6,216.65
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	795.81
22250 · Rental Deposits	120.00
Total Other Current Liabilities	1,124.23
Total Current Liabilities	7,340.88
Total Liabilities	7,340.88
Equity	
31000 · General Fund Balance	798,751.87
Net Income	147,438.24

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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>

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