

BAYSHORE BEACH CLUB, INC.

BOARD OF DIRECTORS MEETING

Saturday, October 18, 2025

In Attendance:

Karen Moorhead, Corp. Secretary	Division 1
Kenn Apel, Director	Division 1
Sarah Harris, Director	Division 2
Roger Smith, President	Division 3
Josh Hanselman, Vice President	Division 4
Megan Hanselman, Director	Division 4
Carolyn Gardner, Treasurer	Division 5
Gary Brown, Director	Division 5

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 President Smith at 1:05 pm.

President Smith moved and Treasurer Gardner seconded to appoint member Kenn Apel to the Board of Directors. Vote was unanimous in favor. Director Apel was a previous Board member, established the Mobi Mats, and is the editor of the monthly Breeze publication. Welcome Kenn!

President Smith moved and Vice President Hanselman seconded to accept the September financials. Vote was unanimous in favor.

President Smith moved and Vice President Hanselman seconded to approve the August 16th Board of Directors Meeting Minutes. Vote was unanimous in favor.

Note to Committee Members: All committee members must have a signed Ethical Standards form on file in the Bayshore office, per President Smith.

REPORTS:

FINANCIALS: Report Submitted. Treasurer Gardner distributed a revised financial report that included the Facility Manager's expenses for September (see attached).

FACILITIES: Report Submitted. See New Business section for bid information.

COMMITTEES:

PLANNING COMMITTEE: Report Submitted.

LONG-RANGE RESERVE/PHYSICAL ASSETS: No Report.

SAFETY COMMITTEE: Report Submitted.

POLICIES AND PROCEDURES COMMITTEE: No Report.

SOCIAL COMMITTEE: Report Submitted. Chair Claro will email the December 13th Holiday Party invitation next month (November).

COMMUNICATIONS: No Report.

BUDGET/FINANCE: No Report.

SAND LOBBY: No Report.

TASK FORCES:

DUES TASK FORCE: No Report.

President Smith moved and Vice President Hanselman seconded to approve the reports for the minutes. Vote was unanimous in favor.

UNFINISHED BUSINESS:

A. Change of Minutes and Agenda from 2023: *Corporate Secretary Moorhead moved and President Smith seconded to add an addendum to the May 2023 Organizational Minutes that reflect William Nightingale as the Social Committee Liaison for that year. Vote was unanimous in favor.*

B. HR Manual from Policies & Procedures: Director Apel and Corporate Secretary Moorhead volunteered to update Bayshore's HR information establishing a new document for the material.

NEW BUSINESS:

A. Clubhouse South Side Siding Bid: The Board discussed options to pay for the clubhouse South side-siding bid of \$36,567.38 and determined to use the \$33,350 from the Contingency fund and move \$5,000 from the Building Repair line item to the Contingency fund to cover the cost of the bid.

Vice President Hanselman moved and Director Hanselman seconded to move \$5,000 from line- item 'Building Repairs' to the Contingency fund. Vote was unanimous in favor.

President Smith moved and Vice President Hanselman seconded to use the money from the Contingency fund to complete the clubhouse South side-siding project. Vote was unanimous in favor.

B. Tennis Court Resurfacing Bid: The Board discussed the potential need to install a French- drain before proceeding with the tennis court resurfacing project due to flooding issues. Facility Manager McClain will reach out to Darrin Goodrick for guidance and research French- drain installation procedures, as well as inform the contractor.

President Smith moved and Director Hanselman seconded to accept the bid for the tennis court. Vote was 7 in favor and 1 opposed. Vote was approved.

C. Pool Table Bid: The Board approved the resurfacing bid for the pool table of \$1250. The Board determined to use \$300 from the Recreational Equipment line item, and \$1000 from the Equipment Repair Service line item, to cover the cost. No motion was needed.

D. Kitchen Refrigerator: The clubhouse refrigerator stopped working during a recent power outage. The Board approved the purchase of a new refrigerator at the cost of \$600 (on sale at Walmart) plus \$39 for delivery. The money will be taken from the Equipment Repair Service line item. No motion was needed.

E. CD Maturity from 1st Security Bank: *Treasurer Gardner moved and Vice President Hanselman seconded to renew the CD at 1st Security Bank amounting in \$20,629.39 at 4.25%, when it matures this November, for another 6 months. Vote was unanimous in favor.*

F. What Constitutes a Quorum: Based on 'Roberts Rules' a quorum constitutes half of the Board members, plus one. For example, an 8-member Board would require 5 members for a quorum. A 7-member Board would require 4 members for a quorum.

MEMBER COMMENTS:

The Board discussed a bid for carpentry work on the exterior of the downstairs clubhouse area by the pool (painting and removing dry rot by the stairs). This work will be done by the same contractor who is doing the clubhouse siding bid. *President Smith moved and Director Hanselman seconded to accept the carpentry work bid in the amount of \$3,600.00 coming from the Contingency fund. Vote was unanimous in favor.*

Lynda Apel stated the Artisans would like to construct a new sign for the entrance of Bayshore, and take down the tall stone wall, which is crumbling. The new wood sign would be 8 feet long and 7 ½ feet tall, to include the Bayshore Logo. The Artisans would also like to add solar lights in front of the sign. An email will be sent out to the members detailing the project with a picture of the new sign. The Artisans have raised the money themselves through various Bayshore events. President Smith requests members review the email that will be sent out, and reply with any thoughts or comments. Please send your email to: bayshoreartisansgroup@yahoo.com.

Facility Manager McClain will remove the padding that is outside the second-floor door of the clubhouse by the ballroom, and replace the padding with something more manageable for the surface. The current padding will remain on the clubhouse ramp.

President Smith will reach out to Newport Glass Company to discuss ADA door prospects to replace the door by the clubhouse ballroom.

Director Brown mentioned the Planning committee will be reaching out to an arborist who will provide practical information and educate the Planning committee on how to identify and maintain trees, and have an overall understanding of tree management. The Planning committee will use the committee budget for this cause.

EXECUTIVE SESSION: *President Smith moved and Vice President Hanselman seconded to adjourn to executive session at 2:30 pm to discuss personnel and to close the financial mis-management matter. Vote was unanimous in favor.*

The Board returned from executive session at 3:27 pm with the following motions:

President Smith moved and Director Harris seconded to close the financial mis-management matter. Vote was 7 in favor and 1 opposed. Vote was approved.

President Smith moved and Director Apel seconded to review the new committee reimbursement process in 6 months. Vote was unanimous in favor.

President Smith moved and Vice President Hanselman seconded to approve pool attendant bonuses.

ADJOURNMENT: *Treasurer Gardner moved and President Smith seconded to adjourn the meeting at 3:31 pm. Vote was unanimous in favor.*

Minutes prepared by Kathy Drossel, Office Coordinator

BAYSHORE BEACH CLUB, INC.

Balance Sheet

As of September 30, 2025

	<u>Sep 30, 25</u>
ASSETS	
Current Assets	
Checking/Savings	
10000 · Checking - 1st Security Bank	
10000-a · Checking - 1st Security	1,194.75
Total 10000 · Checking - 1st Security Bank	1,194.75
10002 · Funds for Operations-Money Mkt	
10002-m · Operating Funds - 6/30/26	111,350.42
10002aa · Money Market - Reserve Account	33,873.11
Total 10002 · Funds for Operations-Money Mkt	145,223.53
10002b · Money Market CC Security	10,152.57
10020 · Petty Cash	
10020-a · General	50.00
Total 10020 · Petty Cash	50.00
Total Checking/Savings	156,620.85
Accounts Receivable	
11000 · Accounts Receivable	26,402.94
Total Accounts Receivable	26,402.94
Other Current Assets	
Reserve Accounts	
10005 · CD 1st Security #1	141,959.55
10006 · CD 1st Security #2	132,294.36
10007 · Savings Account - 1st Security	5,060.96
Total Reserve Accounts	279,314.87
10003 · Long Term Reserve Accounts	
10009 · Oregon State Credit Union CD	232,450.66
10009a · OSU - savings	5.00
10009b · 1st Security Long Term CD	20,773.39
Total 10003 · Long Term Reserve Accounts	253,229.05
12500 · Deposits in transit	400.00
14000 · Prepaid expenses	
14000-a · Insurance	27,082.75
Total 14000 · Prepaid expenses	27,082.75
Total Other Current Assets	560,026.67
Total Current Assets	743,050.46
Fixed Assets	
18000 · Land	63,354.00
18250 · Property, plant & equipment	785,768.00
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	221,091.00
TOTAL ASSETS	964,141.46

BAYSHORE BEACH CLUB, INC.

Balance Sheet

As of September 30, 2025

10/04/25

Accrual Basis

	<u>Sep 30, 25</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	21,923.65
Total Accounts Payable	21,923.65
Other Current Liabilities	
2110 · Direct Deposit Liabilities	-2,999.61
21400 · Payroll taxes payable	
21400-a · Payroll-FUTA	-329.22
21400-b · Payroll-FWH	343.00
21400-c · Payroll-MCARE	344.84
21400-d · Payroll-WBF assessment	-126.77
21400-e · Payroll-SUIOR	1,073.17
21400-f · Payroll-SWHOR	503.83
21400-g · Payroll-FICA	1,474.40
21400-h · Payroll-State Transit	-255.02
21400 · Payroll taxes payable - Other	-103.26
Total 21400 · Payroll taxes payable	2,924.97
21410 · Wage Garnishments Payable	38.76
22250 · Rental Deposits	120.00
Total Other Current Liabilities	84.12
Total Current Liabilities	22,007.77
Total Liabilities	22,007.77
Equity	
31000 · General Fund Balance	792,934.69
Net Income	149,199.00
Total Equity	942,133.69
TOTAL LIABILITIES & EQUITY	964,141.46

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

	Jul - Sep 25	Budget
Ordinary Income/Expense		
Income		
40026 · - 2025 -2026 Membership Dues	282,940.00	284,200.00
42000 · Boat & RV Permits	225.00	250.00
42500 · Building use fees	1,060.00	2,000.00
44000 · Donations/Miscellaneous Income		
44000hh · Donations-Capital Improvements	50.00	
44000mm · Moby Mat Donations	220.00	2,000.00
Total 44000 · Donations/Miscellaneous Income	270.00	2,000.00
44500 · Height Variance Requests	0.00	600.00
45000 · Interest and late fees		
45000-a · Interest & late fees - dues	2,577.15	1,750.00
45000-c · Interest - savings & investment	5,467.37	7,000.00
Total 45000 · Interest and late fees	8,044.52	8,750.00
46000 · Lien Fee Reimbursement	0.00	600.00
46500 · Pool Pass/Diaper Sales	2,819.89	4,000.00
47000 · Returned Check Charges	0.00	25.00
47500 · Transfer Fees	1,800.00	5,000.00
48000 · Violation Fines	450.00	
48600 · Budgeted from reserves	0.00	100,000.00
Total Income	297,609.41	407,425.00
Gross Profit	297,609.41	407,425.00
Expense		
50000 · Operating Personnel		
50005 · Office Administrator - wages	9,228.00	40,000.00
50020 · Facilities Manager- wages	11,587.50	35,000.00
50025 · Employees-p/r taxes	4,023.23	15,000.00
50030 · Employees-SAIF	0.00	700.00
50035 · Pool attendants - wages	14,844.23	23,000.00
50055 · Operating Personnel expenses		
50055-b · Facilities Manager- vehicle	130.01	400.00
50055-h · Office Manager - vehicle	18.75	250.00
Total 50055 · Operating Personnel expenses	148.76	650.00
Total 50000 · Operating Personnel	39,831.72	114,350.00
51000 · Administrative expense		
51005 · Accounting Fees	0.00	6,000.00
51020 · Bank Fees	20.00	25.00
51035 · Postage Machine Leasing	144.00	700.00
51040 · Insurance		
51040-a · Board Liability-D&O and tail	1,590.50	9,500.00
Total 51040 · Insurance	1,590.50	9,500.00
51050 · Legal Fees	40.00	5,000.00
51055 · Lien fees	76.00	600.00
51065 · Office Supply Purchases		
51065-a · Printing and Reproduction	0.00	5,000.00
51065-b · Postage & shipping	200.00	5,000.00
51065-c · Office Supplies	203.25	2,000.00
51065-d · Computer costs	864.93	1,500.00
51065-e · Quickbooks payroll expense	0.00	800.00
Total 51065 · Office Supply Purchases	1,268.18	14,300.00

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

	Jul - Sep 25	Budget
51080 · Telephones	315.00	1,500.00
51081 · Internet expense	300.00	1,200.00
51085 · UBIT - tax	0.00	300.00
Total 51000 · Administrative expense	3,753.68	39,125.00
52000 · Site operating expense		
52005 · Clubhouse decor	0.00	200.00
52020 · Insurance		
52020-a · Flood Insurance	0.00	5,000.00
52020-b · Property Insurance-Commercial	4,057.34	24,500.00
Total 52020 · Insurance	4,057.34	29,500.00
52025 · Cleaning & Sanitation	381.04	1,000.00
52035 · Licenses & permits	123.20	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	1,419.97	5,000.00
52065 · Recreational equipment	0.00	300.00
52085 · Utilities		
52085-a · Clubhouse TV & Radio	463.97	2,000.00
52085-b · Electricity	1,497.01	5,000.00
52085-c · Propane - Clubhouse & Pool	10,150.90	26,000.00
52085-e · Trash	612.60	2,600.00
52085-f · Water	2,431.12	6,100.00
52085-h · Septic Services	0.00	800.00
Total 52085 · Utilities	15,155.60	42,500.00
Total 52000 · Site operating expense	21,137.15	83,400.00
52054 · Doggie Pot Station Supplies	277.51	800.00
53000 · Repairs & improvements		
53010 · Building Repairs/Service	56.15	7,500.00
53014 · Equipment Repair/Service	53.02	1,750.00
53016 · Excavation/grading services	0.00	4,000.00
53026 · Septic Repair/Service	0.00	1,000.00
53035 · Building Materials/Supplies	434.54	1,700.00
53036 · Landscaping Supplies	0.00	500.00
53037 · Floor Repair/Cleaning Service	0.00	700.00
53045 · Pool Repairs & Improvements	0.00	6,000.00
53050 · Sports court & grounds	99.97	1,000.00
53056 · Lawn & Ground Service	0.00	1,000.00
Total 53000 · Repairs & improvements	643.68	25,150.00
54000 · Committee expense		
54005 · Board of directors' expense	0.00	1,000.00
54009 · Communications Committee	95.88	250.00
54020 · Planning committee expense	143.52	500.00
54026 · Safety Committee	0.00	1,100.00
54030 · Social committee	421.66	5,500.00
54040 · Nominating Committee	0.00	900.00
Total 54000 · Committee expense	661.06	9,250.00

11:52 AM

10/04/25

Accrual Basis

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

	<u>Jul - Sep 25</u>	<u>Budget</u>
55000 · Mobi Mat	314.87	2,000.00
58000 · Contingency	0.00	33,350.00
61000 · Capital Outlay	78,776.80	100,000.00
Total Expense	145,396.47	407,425.00
Net Ordinary Income	152,212.94	0.00
Net Income	152,212.94	0.00

Date: October 13, 2025

To: Bayshore Board of Directors

From: Kirk McClain, Facilities Manager

Subject: October 2025 Board Report

>* 4 action items

>Tennis court

I have a bid to resurface the tennis court. Is this something we want to move forward with for 2025?

<Clubhouse Shingles

Attached is a bid for replacing shingles and windows on south side of building.

<Clubhouse refrigerator

Clubhouse kitchen refrigerator did not make it through power outage while I was on vacation. I have been looking for a comparable fridge on line. Prices between \$1000 to \$1500.

<Pool Table refurbish

Attached is Bid for Pool table refelting cushion replacement

Able D&L Construction

Derrick - Owner (CCB# 207392)

541-305-5868

INVOICE:

Southside Exterior Wall

1. Remove existing siding
2. Prep exterior wall surface
3. Apply vapor barrier underlayment
4. Apply Hardie shingles
5. Remove 2 existing windows
6. Frame in holes where windows were removed
7. Match interior storage room sheeting (Plywood is what is existing)
8. Stainless steel hardware will be used
9. Paint Hardie shingles 2 coats (Nutshell)
10. All waste materials will be ~~provided~~ removed by contractor
11. All materials provided by contractor (shingles, underlayment, caulk, paint, etc.)

Total Bid

\$36,867.38



Joseph B... 5 days ago



to me ▾

Hello Kirk,
I don't have the means to give you a pdf file for presentation due to the fact we are in Utah currently in a conference.
I hope this will be sufficient.

Scope of work to be performed on eight foot regulation size Delta pool table.

Disassemble eight foot Delta pool table and Remove the old cloth and clean and level the table and install new cloth with your choice of colors for \$750.

Remove and replace all six cushions and refelt for \$500.
\$1250 total.

It's always a good time to replace all cushions at the same time since you're replacing the cloth otherwise you will need to replace the cloth again once the other cushions need to be replaced.
I've included a photo of the color choices for the cloth.

Thank You

Joseph Berry

joescustombilliards@gmail.com

Ph : (541) 678-9257

← Reply

→ Forward



Planning Committee Report to the Board of Directors

- 1) Report covers: Meeting minutes from August 20, 2025 - October 1, 2025
- 2) The Planning Committee continues to meet every other Wednesday from 9:00 - 11:00 am. All members are welcome to attend.

Our Next meeting will be on October 15, 2025 and October 29, 2025.

A. Construction: (approved)

Paint: 5

Fence: 3

Deck: 2

Shed: 4

B. Complaints Filed: (new)

Dogs: 2

C. Complaint Letters sent

Information: 2

Notice of Fines: 2

D. Boat Permit: 1

We ask that you fill out a CARFs and/or a violation letter if you want it addressed by the planning committee at their next scheduled meeting.

Your complaint is not anonymous.

Emails are not the appropriate way to contact the planning committee.

Only written CARFs and Violation Letters will be addressed at the Planning Committee Meetings every other Wednesday.

Our next meeting is October 15 and October 29, 2025

If you have issues with trespassers, strange behavior you see in the neighborhood, threats towards you, etc., please call the Sheriff's Department at 541-265-0777.

If you have issues with dangerous dogs, call the Sheriff's department at 541-574-5806. Have a description of the dog for the complaint.

If you have issues with people or a person at a short term rental, contact information with a name and number. It is posted in front of that home. In addition, there is a sheriff's

number with a 24/7 hour hotline for things such as noise. That number is 541-265-0666. If that is not resolved in a timely manner, the sheriff's number is 541-265-0777.

Report submitted by Bayshore Planning Committee:

Committee consists of:

Jeri Reinhart, Gary Brown, Rob Wert, Roger Smith (President) Paul Williams (Chair)

October is Oregon's Fire Prevention Month, with the 2025 theme being "Take Charge of Fire Safety". This year's focus is on the safe use of rechargeable, particularly lithium-ion, batteries, emphasizing that they can pose a fire risk if not handled correctly. The campaign encourages Oregonians to be vigilant, providing tips on purchasing, charging, and responsibly disposing of these batteries to prevent fires. 

Key safety tips for rechargeable batteries

- **Purchase safely:** Only buy devices with safety certifications like UL, ETL, or CSA from a nationally recognized testing lab. 
- **Charge safely:** Use the charger that came with the device or one approved by the manufacturer. Charge on a hard, flat surface away from flammable materials like beds or couches. Unplug the device once it's fully charged. 
- **Dispose of safely:** Never throw rechargeable batteries or devices in the regular trash or recycling. Find a designated battery recycling location, such as those found on [call2recycle.org](https://www.call2recycle.org), to dispose of them properly. 

Other fire prevention tips from the Oregon State Fire Marshal

- **Cooking safety:** Never leave cooking unattended, keep cooking areas clean, and maintain a "kid- and pet-free zone" around the stove. 
- **Home escape plan:** Make sure everyone in the family has a home escape plan and a designated meeting place. 
- **Smoke alarms:** Ensure you have working smoke and carbon monoxide alarms in your home. 

Social Committee Report
October 18, 2025 Board of Directors Meeting

Thank you, Bayshore!

We're thrilled to share that our Music on the Patio series was a fantastic success, thanks to the incredible turnout from our Bayshore community. Your energy, support, and enthusiasm made each evening truly special.

A heartfelt thank you to everyone who attended, to the incredible musicians who provided such memorable entertainment, and to our dedicated Social Committee for organizing these enjoyable evenings.

We're grateful to all who helped make this series so special.

Mark your calendars!

Our next big event is the Holiday Party on Saturday, December 13th, from 5-8 PM. We can't wait to celebrate the season with you!

The Social Committee is always looking for enthusiastic volunteers, and we currently have two member vacancies.

We know life gets busy, which is why having a strong team makes all the difference. More helping hands mean lighter work - and more fun - as we plan and host the many events that make Bayshore so special.

If you're interested in getting involved, please contact the Social Committee:
socialcommittee.bayshore@gmail.com

We'd love to have you on board and look forward to hearing from you.

Submitted by,
Lynda Claro, Chair