

**BAYSHORE BEACH CLUB, INC.
BOARD OF DIRECTORS MEETING**

Saturday, June 15th, 2024 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	_____	_____
Michael Vest, Director	Division 7	_____	_____

- Approval of Minutes of April 20th, 2024 Board of Directors Meeting**
- Approval of Minutes of April 26th, 2024 Special Board of Directors Meeting**
- Approval of Minutes of May 18th, 2024 Members Meeting**
- Approval of Minutes of May 18th, 2024 Board of Directors Organizational Meeting**

Agenda Item Comments

Reports

- A. Financial report:** Carolyn Gardner, Treasurer; **Report Submitted**
- B. Facilities:** Kirk McClain, Facility Manager, **No Report**
- C. Committees**
 - 1. **Planning:** Paul Williams, Chair; Roger Smith, Liaison; **Report Submitted: Actions**
 - 2. **Long Range Reserve & Physical Assets:** George Kreesley, Chair; Storr Nelson, Liaison, **No Report**
 - 3. **Safety:** Dave Smith, Chair; Josh Hanselman, Liaison; **Verbal Report**
 - 4. **Policies and Procedures:** Chair Needed; Sarah Harris, Liaison; **Verbal Report**
 - 5. **Social:** Lynda Claro, Chair; Karen Moorhead, Liaison; **Report Submitted**
 - 6. **Communications:** Pam Sturgeon, Chair; Kate Guptill, Liaison; **No Report**
 - 7. **Budget/Finance:** Mary Lou Morris, Chair; Carolyn Gardner, Liaison; **Report Submitted: Actions**
 - 8. **Election: Verbal Report**
- D. Task Forces**
 - 1. **Clubhouse Project:** Chair needed; Megan Hanselman, Liaison; Bids Pending, **No Report**
- E. Motion to include all reports for minutes**

Unfinished Business

- A. Spring Clean Up - Thanks to the volunteers!!!!
- B. Property lines, fences, signs and trespassing

New Business

- A. Gravel Parking Lot-July 6th Cleanup
- B. Mobi-Mats Grant, “The fine print!”
- C. Zoom Training
- D. 2024 Donation Allocation
- E. Hotel’s Northern Lot - Update
- F. Clubhouse Bids Discussion (Bids Due June 11th)
- G. 2024-2025 Budget Discussion and Approval
 - a. Pool attendant budget
- H. Task Force Formation - Dues, long-range

Member Comments

- A. Parking Lot Concerns

Motion for Executive Session (if needed)

Adjournment

Zoom Link for Bayshore Board of Directors Meeting

Time: June 15, 2024, 1:00 PM Pacific Time

Join Zoom Meeting

<https://us06web.zoom.us/j/84030658565?pwd=kbsfpRg7BJMhtbQSz5Ef9qiV6S7uhn.1>

Meeting ID: 840 3065 8565

Passcode: 97394

BAYSHORE BEACH CLUB, INC.

MONTHLY REPORT TO BOARD

As of May 31, 2024, the 2024 Operating fund balance was \$4,569.20

As of May 31, 2024, Money Market reserve \$51,114.52

As of May 31, 2024, the Long Term (Raymond James) reserve fund balance is \$373,956.61

As of May 31, 2024, the secure Money Market CD account is \$10,065.28

As of May 31, 2024, the Long Term CD \$134,522.91

Accounts receivable balance as of May 31, 2024 is \$279,866.68

Current Liabilities including accounts payable and payroll related items total \$6,193.63 as of May 31, 2024

Contingency Fund balance as of May 31, 2024 is \$11,960.00

There was 0 property transfer in May.

Additional financial transactions taken:

- Submitted Bayshore's annual report to the Secretary of State with the newly elected officers and the \$50 fee was paid.
- Changed our savings account to an account which has an interest rate determined by the amount of funds in the account. This is very helpful since the dues are deposited into this account and are only withdrawn when needed.
- Several members also asked about the reserve fund CD. The CD is matures on July 22, 2024 and can be renewed. It is a risk free account meaning that funds can be withdrawn without penalty after 7 days of the establishment.
- In our accountant's review of our financials, he moved the money we spent on the architect to an asset account called capital improvements on the balance sheet. In the future, I will include these figures on the monthly summary report.
- Several members have wondered how the donations given in addition to the annual dues will be tracked. A separate income line will be created called capital fund donations. Expenses will be tracked in the asset account.

The financial reports are prepared by:

Carolyn Gardner
Treasurer
Board member from district 5

Planning Committee Report to the Board of Directors, June 15, 2024

- 1) Report covers: April 18, May 2, 16, & 30th
- 2) The Planning Committee continues to meet every other week. We will be moving our meetings to Wednesday's starting on June 12.
- 3) Since last report:
 - a) Construction: (approved)
 - a. Houses: 0
 - b. Shed: 3
 - c. Roof: 2
 - d. Paint: 3
 - e. Fence: 3
 - f. Deck: 1
 - g. Porch: 2
 - h. Patio Cover: 2
 - i. Driveway Extension: 1
 - j. Height Variance Request (In Progress): 1
 - b) Complaints filed:
 - a. Scotch Broom: 14
 - b. Shed: 1
 - c. Uncontrolled Animals: 1
 - d. Trees: 1
 - e. Propane Tanks: 1
 - f. Unkempt Lot: 1
 - g. Ground Cover: 1
 - h. Barking Dogs: 1
 - i. Trailer: 1
 - c) Complaint Letters Sent:
 - a. Informational: 15
 - b. Notice of Violations: 4
 - c. Notice of Fines: 3
 - d) Approved Permits:
 - a. RV: 1

Action items this month.

2 action items:

1. Rescind \$400 fine at 2801 NW Bayshore Loop – Excessive Scotch Broom (SB was removed shortly after the April BOD meeting)
2. New member adding to committee: Jeff Moorhead

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

Budget Committee Report

June 15, 2024

Attached is a draft of the budget for 2024-2025. The budget is presented in two parts, first the funds collected and needed for the day to day operation based on experience and estimates of next year's income and expenses. The second part is the special projects budget utilizing reserve funds that could total over 90% of available reserve funds if all projects are approved. These projects have either been initiated by the board, by its appointed committees, or by emerging maintenance and repair issues. We believe there will be a need to prioritize these projects based on a prudent assessment of available reserves.

We have received bids on three of the projects –
replace siding and windows on the west side of the clubhouse,
repair cracks or resurface tennis court,
install clean water returns for the swimming pool.

The bids are attached. However, the bids may change once the projects are started especially replacing the siding.

Also attached is a portion of the minutes from the Board of Director's Meeting on March 16, 2019 when the Long-Term Reserve Fund was established and its purpose explained.

Budget Committee members are available to answer any questions.

Submitted by

Mary Lou Morris

Budget Chair

ESTIMATE



Prepared For

Kirk McClain
1512 Nw Oceania Dr
Bayshore, Oregon 97394
(406) 224-3694

Tad Oliphant Construction

174 Chetco Court
Siletz , Oregon 97380
Phone: (541) 270-0274
Email: oliphant454@yahoo.com

Estimate # 757
Date 04/10/2024
Business / Tax # licensed & Bonded/Insured #206723

Description

Total

Replace approximately 1140 square feet of siding on west wall \$16,800.00

- 1.. Remove exsiting siding on west wall down to the sub sheathing
- 2.. Inspect for dryrot or any other issues before vapor barrier is installed .
- 3.. Install a hybrid vapor barrier or equivalent drainage plain for the vapor barrier onto the sub sheathing
- 4.. Install window tape onto the window flanges to cover any penetrations around the windows
- 5.. There is no trim around exsiting windows
- 6.. Install cedar shake shingles which is a non square edge with imperfections like what is installed now .
- 7.. All fastners will be stainless steel not galvanized.
- 8.. protect the deck with tarps and have a dumpster on site for debris .
- 9...Material price \$11,300

6 foot by 5 foot window replacement.. \$8300 total for labor and windows \$0.00

5 fixed windows that are aluminum need to be replaced and the 2 vinyl windows are in good condition . I got prices for the windows and the labor to replace them with plygem coastal package windows with bronze exterior and white interior . Pictures attached.
THIS Is an additional cost above estimate if the windows get replaced .

Subtotal \$16,800.00

Total **\$16,800.00**

CREDIT CARDS ACCEPTED °°

There will be a 3.5% processing fee per credit card transactions
and a 3.5% processing fee for manually entered credit cards numbers ••

SHIPPING & DELIVERY There could be delays .

QUOTE EXPIRES Quote Not Certified


Ply Gem
WINDOWS

BILL TO: SHIP TO:
Oliphant / Bayshore Beach Club

QUOTE #	QUOTE DATE	LOAD DATE	SHIP DATE	QUOTED BY
8077725	4/10/2024	Load Date Not Set	Quote Not Ordered	Spencer Mason
JOB NAME		CUSTOMER PO#	BUILDING/LOT #	CONTACT

Label Item #	Description	Net Price	Extended
1-1	Pro Series 100 Rectangular	\$842.74	\$4,213.70
QTY: 5	Overall Dimensions - Frame: 71 1/2 X 59 1/2, Rough Opening: 72 X 60 Frame Size 71.5 X 59.5 FW-C30 (DP +30-30), U-Factor = 0.27, Solar Heat Gain Coefficient = 0.32, Visible Light Transmittance = 0.58, CPD = PWG-M-172-02910-00001 Exterior = Bronze-Coated, Interior = White, Installation Zipcode = 97265 Unit 1: HP, Double Glazed, Argon, WE+, Metal Unit 1: Annsalod, Low-E, Low-E+ Clear, Exterior 5/32, Interior 5/32 WARNING California Residents - Proposition 65 Nail Fin, 1.5" Setback FW-C20 (DP +30-30), No Thermal Requirement, U-Factor = 0.27, SHGC = 0.32, VLT = 0.58, CPD = PWG-M-137-02910-00001		
Total Unit Quantity: 5			

8077725



www.plygemwindows.com

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Printed: 4/10/2024 2:25

Terms and Conditions Scope of Work: Company will provide services as described in the attached quote. Company will provide all services, materials, labor, tools, and equipment needed for completion of services Subcontractors are an additional cost such as plumbers ,electricians and are not the contractors financial responsibility. Payment Terms: A down payment is due upon acceptance of quote. The balance of the contract is due the day of project completion. Change Order: Any deviation from the above quote involving a change in the scope of work or any additional costs will be executed only with a written change order signed and dated by both the Company and Customer at \$75 per man hour ..Warranty: Company warrants all work will be performed in a good and workmanlike manner. Any warranties for parts or materials are subject to manufacturer terms on such products. Conditions: Company reserves the right to withdraw this proposal or re-quote the project if contract acceptance is beyond 7 days due to scheduling . DRYORT REPAIR is an additional cost of \$75 per man hour for unforeseen circumstances beyond our control and customer will be notified upon detection. DELAYS.. Contractor is not responsible for delays for material,weather conditions ,unforeseen circumstances that will delay project .

Tad Oliphant

Kirk McClain

PACIFIC ACE LLC

Surfacing Solutions

www.homecourtconstruction.com

Alex Havens

PRESIDENT

503.320.8276

3613 NE 36th Ave
Vancouver, WA 98661

www.homecourtconstruction.com
pacificace.llc@gmail.com

DATE: June 10, 2024

CUSTOMER: Kirk McClain, Facilities Mgr.
Bayshore Beach Club
1512 NW Oceania Dr.
Waldport, OR 97394
406-224-3694
kirkpmclain@gmail.com

Scott Havens C 503-341-7641
4scotthavens@gmail.com Sales Manager

Alex Havens, President,
503-320-8276 pacificace.llc@gmail.com

OR License: 175574
WA License: PACIFAL921KB

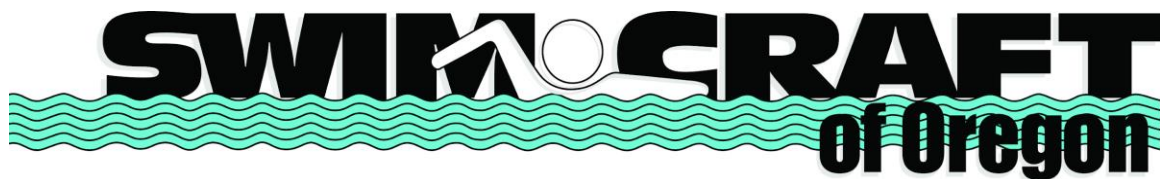
Quote By	JOB LOCATION	PAYMENT TERMS	INSTALL DATE
Scott Havens	Waldport	net on completion	summer '24

ITEM NO	Qty	DESCRIPTION	UNIT	UNIT PRICE	TOTAL
		Client to power wash very well, including blowing out the cracks. all weeds in cracks spray with round-up or similar.			
		Option 1			
		Crack fill, color match. Assuming 500' of cracking			
	500	crack fill color match	LF	5.00	2,500.00
		Option 2			
		re-surfacing and crack fill, about 10,000.00			
SUB TOTAL:					
SALES TAX:					
GRAND TOTAL:					

Scott Havens 503-341-7641
Alex Havens 503-320-8276

BY: PACIFIC ACE LLC

ACCEPTED _____ DATE _____



15615 SE Francis Ave. Milwaukie, Oregon 97267-3033
Phone - 503.209.5032 Fax - 503.652.7038
Oregon - CCB#149382 Washington - #ASSURSC94206
www.swimcraftoforegon.com

Bayshore Beach Club
1512 Oceania Dr.
Waldport, Oregon 97394
Kirk McClain
406-224-3694

05.07.24

Pool Leak Repair

To remove concrete over marked area
To excavate and repair leaking pipe or joint
To backfill and place pavers in lieu of concrete

Pricing:

\$3,500.00 - not to exceed \$6,500.00 in the area excavated.
Plus room and board.

I have given a price range to cover unexpected issues. \$3,500.00 is the base price. I don't expect it to be above this base price but I can't see the extent of the damage.

To cut and excavate around the pool to install up to 10 clean water returns and replace concrete with removable pavers - \$37,450.00 - \$47,780.00
(Providing access to the pool wall is direct. This would need to be determined prior to a final number being submitted).

Please call if you have any questions.

Sincerely,

Jeff Payne
President
Swimcraft

MSP

President Blecher moved, and it was seconded, to approve the proposed Committee budget amounts and to forward them to the Budget Committee for final Board approval in May. Motion passed unanimously.

President Blecher then spoke regarding Bayshore's Reserve Fund.

RESERVE FUND

As stated on page 80 of the Policies and Procedures, "A Reserve Fund is for the purpose of having funds on hand to make major repairs to buildings or to repair or replace major equipment or other assets that deplete from time to time and/or use. This is used in the budget process for the prevention of a special assessment of membership."

Although we are not legally required to have a Reserve Fund, prior Boards were smart enough to set up a Reserve Fund and segregate the funds.

Our current Reserve Fund is approximately \$104,000.00 and has not changed for some years.

I propose that the Board consider changing the name to " Long-term Reserve Fund" and increasing the funds currently required to be in that account to \$250,000.00. We have the available funds and this higher amount would be more in-line with what we would need to maintain a property as old as Bayshore.

In each current year' s budget, the Budget Committee would allocate current funds for Current Year's Capital Improvements. This would be a rounded lump sum and not separate projects. The Long Range Planning Committee would still maintain the detailed schedules of all specific projects and their estimated dates of completion and costs.

During the year, if capital projects exceed the amount budgeted in the current budget, the excess would be taken from the Long-term Reserve account and the necessary funds transferred back to the operating accounts.

If at the end of the fiscal year (June 30), the current year's capital budget is greater than the amount spent in the current year, the excess would be transferred to the Long-term Reserves, increasing the reserve for projects in future years.

This is a very conservative position that will allow Bayshore to cover contingencies that might arise.

President Blecher recommends increasing the Reserve Fund from the present amount of approximately \$104,000 to \$250,000 and designating those funds as the Long-Term Reserve Fund. This will get Bayshore on track to transfer any unused operating funds into the Long-Term Reserve Fund at the end of each fiscal year. A discussion followed.

Legend for Motions

- M**-Motion **S**-Second
- P**-Passed **F**-Failed
- W**-Withdrawn **A**-Amended

MSP

President Blecher moved, and it was seconded, to change the name of Bayshore's Reserve Fund to the Long-Term Reserve Fund, to increase the balance to at least \$250,000 and to transfer any excess operating funds to the Long-Term Reserve Fund at the end of each fiscal year.

Motion passed unanimously.

Nominating Committee (Chair, Skip Smith; Jackie Russell)

Committee Chair Skip Smith presented, informing those present that there will be three 3-year Director positions to be filled this year. Divisions 2 and 7 will need Directors to represent them. Director Bill Nightingale stated that he would be running this year to continue to represent Division 7. Division 5 already has two Directors representing them, so there is no opening for that Division. All other Divisions have openings. Director Smith then stated that he has very much enjoyed serving on the Board.

UNFINISHED BUSINESS

Mackey Park Improvements update

Director Russell presented. She informed the Board that she had been investigating and getting ideas for improvements at the park. The research she has done is to let everyone know what is available.

Mackey Park needs a park improvement plan that includes new playground equipment. Due to the wide range/variety of equipment and cost the Board of Directors needed to know just how much to save to begin plans for park improvement. This proposal is a suggested plan for improving the playground. If this plan is accepted the funds could be saved for the 2020 budget and steps could be taken with the contractors to keep the estimates.

As I describe the old playground keep in mind that it is March an off-season time of year for the playground. The scheduled maintenance is probably not on the calendar yet. The existing swing set has been there a while and has thankfully been scraped and painted but the integrity of the metal frame is unknown. The sand surface under the chain-link swings (which has seats that are in decent shape but has rusted un-coated higher chains), has been dug-out by the kids who have used them; leaving big sand pits under each swing. The swings could be raised if the bolts will move and the sand-pits filled for this year's use. There is a volley ball net that is in good shape and a spring type teeter totter that looks fairly new but is stiff and it has bolts that need tightening. In-between the volley-ball court are two other poles that may have been used for a badminton net. The Basket Ball pole, hoop and net are not in place presently but Bob our maintenance manager said we have them. What is left of a basket-ball area ground in front of the wooden support post are two patches of black top with a strip of concrete between them that extends to the parking area. On the concrete strip is one shuffle board game triangle. (Attached to this proposal is a sketch of the new planned improvements).

A trail of recommended contractors was followed and contacted (thanks to members and directors). Alice Beck an Executive Director from Yachats Youth Program was called and was kind enough to get back to me with information of their contractors. The Yachats youth playground is one of the nicest smaller parks in our area. My grandchild and other members' children utilized it when attending the Yachats's preschool. The park cost the Yachats Youth Program \$67,000.00 (gasp!). Alice Beck raised the money with the help of grants that were related to the City of Yachats and the State of Oregon.

Legend for Motions

M -Motion	S -Second
P -Passed	F -Failed
W -Withdrawn	A -Amended

Social Committee Report - June 15, 2024 Board Meeting

Social Committee met on Wednesday June 5, 2024. Brought our new Board Liaison, Karen Moorehead up to speed with upcoming events.

Plans were finalized for the Meet-N-Greet to be held on June 29, 2024.

Social Committee upcoming events:

June 29, 2024 “Groovy Meet-N-Greet:” 3-7pm Artisans Patio – BBQ provided by Social Committee. Raffle prizes, fun photo opps, and music. This is an event for Bayshore members, their families and guests. An RSVP is a must to ensure we have enough food.

July 27, 2024	Music on Artisans Patio	6-8pm - Music provided by the “Slugs” BYOB (drink of your choice) a snack to share if you would like and perhaps a lawn chair
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August 2, 2024	First Friday Happy Hour	5-7 pm - Clubhouse BYOB and a snack to share
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September 6, 2024	First Friday Happy Hour	5-7 pm - Clubhouse BYOB and a snack to share.
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Fall activities to be announced at a later date

Bayshore Social Committee

Lynda Claro – Chair

John Westhafer

Babe Hamilton

Carol Westhafer

Wynell Elzanga

Karen Moorehead – Board Liaison

No Action items