

**BAYSHORE BEACH CLUB, INC.  
BOARD OF DIRECTORS MEETING  
Saturday, July 20th, 2024 Agenda**

<b>Quorum</b>		<b>Attending</b>	<b>Absent</b>
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 June 15th, 2024 Board of Directors Meeting**

**Agenda Item Comments**

**Reports:**

**A. Financial:** Carolyn Gardner, Treasurer; **Report Submitted**

**B. Facilities:** Kirk McClain, Facility Manager, **Report Submitted: Actions**

**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; **No 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. **Sand Lobby:** Clark Schaefer, Chair; Michael Vest, Liaison; **No Report**

**D. Task Forces:**

1. **Clubhouse Project:** Kenn Apel, Chair; Megan Hanselman, Liaison; **Report Submitted**

2. **Dues Task Force:** **Report Submitted**

3. **Beach Access Task Force:** **Report Submitted: Actions**

**E.** Motion to include all reports for minutes

**Unfinished Business:**

**A.** Mobi-Mats Grant, Go or No-Go; see Beach Access Task Force Report.

**B.** Clubhouse Remodel Discussion: HOA Loans PowerPoint?

**New Business**

**A.** Food Sales at Pool/Clubhouse

**B.** Artisans-Verbal Report

**Member Comments**

**A.** Parking Lot Concerns

**Motion for Executive Session (if needed, possibly moved to start of meeting)**

**Adjournment**

**Zoom Link for Bayshore Board of Directors Meeting**

Time: July 20th, 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 June 30, 2024, the 2024 Operating fund balance was \$778.00

As of June 30, 2024 the 2025 Operating fund balance was \$194,180.48

As of June 30, 2024, Money Market reserve \$26,243.02

As of June 30, 2024, the Long Term (Raymond James) reserve fund balance is \$374,264.09

As of June 30, 2024, the secure Money Market CD account is \$10,070.63

As of June 30, 2024, the Long Term CD \$135,009.15

Accounts receivable balance as of June 30, 2024 is \$68,366.20 The dues due are now in the liability column as deferred revenue because of the July 1 due date. The amount is 272,700.

Current Liabilities including accounts payable and payroll related items total \$-19,615.51 as of June 30, 2024 This is negative because the insurance due July 1 was prepaid in June.

Contingency Fund balance as of June 30, 2024 is \$11,960.00

The Asset account for the Capital Improvement fund is \$37,102,00

There was 6 property transfer in June.

The financial reports are prepared by:

Carolyn Gardner

Treasurer

Board member from district 5

Date: July 15, 2024

To: Bayshore Board of Directors

From: Kirk McClain, Facilities Manager

Subject: July Facilities Report

\*>3 action items

>5 Discussion items

The pool season started slowly. We had a few hiccups, but overall have been getting a lot of positive feedback. Had one day last week that we had over 150 swimmers. Everything in the July facilities report pertains to the pool.

>There have been a few grumblings about pool policies, hours etc. We may need to look at vacation renter rules, pool session times, youth passes etc. I would hope to get some input from membership on this. Email me [kirkpmclain@gmail.com](mailto:kirkpmclain@gmail.com).

>I looked at Newport Aquatic centers swimming prices and we are fairly competitive. They do give a discount for children, seniors and veterans and active duty military. Do we want to open the pool up to more than Bayshore members and vacation renters?

\*>I would like to sell snacks, water, soda, tshirts and hot dogs possibly. We can fund a good chunk of the pools operation costs with this. Hot dogs on busy weekend days. Use Bayshore logo on tshirts, possibly put swim team on the back. Change logo every year, have a competition between members to design new logo. I have crunched numbers on all and we can make 100% profit on all items.

\*>I have an appointment with Co energy Propane on July 18 regarding the propane tanks and location next to garage. I will have more information regarding this at meeting.

\*>Last week Dave S and I noticed a divot in pool in deep end approximately the size of half a lemon. I discussed this with Bob and we determined there were a few more of these in the deep end. The pool is actually 9-12 inches thick. It is definitely not leaking water. In lieu of this. I would like to repair divot and repaint the pool at the end of the season. We will be draining pool for waterline repairs. I think this is a good time to do this. Bob said it was done last for \$25000. Myself, Bob and Peter will provide the labor. I estimate that at \$2000 and \$8500 for paint. Pool is scheduled for painting in 2025.

## **Planning Committee Report to the Board of Directors, July 20, 2024**

- 1) Report covers: Meeting minutes from June 26, & July 10<sup>th</sup>.
- 2) The Planning Committee continues to meet every other Wednesday. Our next meeting will be July 31<sup>st</sup>.
- 3) Since last report:
  - a) Construction: (approved)
    - a. Houses: 1 (with Height Variance)
    - b. Retaining Wall: 1
    - c. Paint: 5
    - d. Siding: 1
    - e. Fence: 1
    - f. Deck: 1
    - g. Porch: 1
    - h. Garage with Height Variance Request (In Progress): 1
  - b) Complaints filed: (new)
    - a. Scotch Broom: 2
    - b. Trees: 2
    - c. Lights: 2
    - d. Unkempt Lot: 2
    - e. Ground Cover: 1
    - f. RV: 4
    - g. Boats: 8
    - h. Overgrown Hedge: 1
    - i. Trailer: 2
    - j. Garbage Cans: 1
  - c) Complaint Letters Sent:
    - a. Informational: 25
    - b. Notice of Violations: 4
    - c. Notice of Fines: 0
  - d) Approved Permits:
    - a. RV: 1

### **Action items this month.**

### **No Action Items.**

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

Social Committee Report July 20, 2024 Board Meeting

June 29, 2024 – Annual Meet-N-Greet 117 members and their families attended. A ‘Groovy’ time had by all. Thanks to all that attended.

Upcoming Events

Saturday	July 27,2024	Music on the Patio – 6-8pn Music by the “Slugs” Byob and a snack to share
Friday	August 2, 2024	Happy Hour -Clubhouse Ballroom Byob and a snack to share
Friday	Sept. 6, 2024	Happy Hour - Clubhouse Ballroom Byob and a snack to share
Friday	October 4, 2024	Happy Hour Clubhouse Ballroom Byob and a snack to share
Friday	November 1, 2024	Happy Hour Clubhouse Ballroom Byob and a snack to share
Saturday	December 14, 2024	Holiday Party Clubhouse Ballroom - Dinner , water, soda sparkling cider provided by Social Committee , raffle prizes. This party is a must RSVP. Space is limited.

2025 Events to be announced at a later date.

No action items

Lynda Claro – Chair	John Westhafer
Babe Hamilton	Carol Westhafer
Wynell Elzanga	Karen Moorehead – Board Liaison

## Budget Committee Report

During the process of creating and adopting the 2025 Association budget, members of the budget committee received several requests from association members for increased financial transparency. To that end, the committee is proposing that the board of directors adopt the following recommendations:

- 1: Include a copy of the current Balance Sheet and the current P & L Budget vs. Actual report in the packet that goes to members prior to the meeting. Currently those reports only go to the board of directors and are not shared with the membership.
- 2: Create a regular action item in the board of directors' agenda to review, ask questions and approve the Financial reports as presented (per HOA financial control procedures: Board Responsibilities Item 5: Review financial reports on a monthly basis). Those reports would include the current Balance Sheet, the P&L, the P&L Budget vs. Actual, the Expense by Vendor Report, and the Monthly Report to Board. Currently only the Monthly Report to Board, created by the treasurer, is presented at board meetings and shared with the membership. The other reports are received by the directors, but there is no record they are reviewed nor approved. We are recommending that through this action item, the board actively accepts and adopts the financial reports that are presented monthly.

The budget committee believes that it is a best practice for the board of directors to formally review and approve the complete financial reports on a monthly basis. The budget committee also believes that adopting the above recommendations is consistent with efforts to gain member support to raise additional funds to complete the capital projects currently proposed, and to assure the membership that their dues are being managed effectively by their board of directors.

## Approve Member to Budget Committee

The Budget Committee would like the Board to approve Lynda Claro to be our new member.

Lynda has experience in banking and the budget process. She is an active member of our community.

We feel Lynda would be an asset to the Budget Committee.

Mary Lou Morris  
Budget Committee Chair



## **Clubhouse Renovation Task Force Report**

**July 2024**

Members: Kenn Apel (chair), Lynda Apel, John Gardner, Carolyn Gardner, Jana Hanford, Megan Hanselman (Board Liaison)

Members of the Task Force met with the architect to discuss what Bayshore needed at this point. The following items were discussed:

1. The architect has redesigned parts of the upstairs and downstairs restroom remodels with cost-savings in mind. Examples of changes included reducing three restrooms to two restrooms upstairs and using some current elements (e.g., current shower stalls, some of the current walls) for the remodel.
2. Members of the Task Force asked the architect to address some of the unknown information in the current specs book, compiling those changes into a list contained in one “clarifications document.”
3. The architect will provide an updated set of drawings and the clarifications document to the task force and, after approval by the task force, provide those documents to contractors. He will then ask for modified bids, to include more detail than their previous bids.

## Dues Task Force Meeting Report

July 2024

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

1. The Task force held its first meeting on June 28<sup>th</sup>. The initial purpose of the task force is to gather and provide more information on Bayshore's history of dues and how that has impacted, and continues to impact, Bayshore's financial situation.
2. The TF members are collecting information on the following areas to better educate them and Bayshore members:
  - a. Bayshore's history on dues,
  - b. a general overview of Bayshore's expenditures over time,
  - c. the state of the budget and potential future budgets based on the current dues structure,
  - d. examination of the dues structure of comparable HOAs (e.g., amenities, annual dues), and
  - e. benefits of Bayshore's amenities.
3. The TF also agreed that it would be optimal to have the Long Range-Reserve/Physical Assets Committee work on and update Bayshore's schedule for updating/repairing its assets and providing that updated information to the TF. The TF also believes it would be beneficial to them to receive Bayshore's financials that are developed monthly.
4. The next TF meeting will be held on July 28<sup>th</sup>.

## Beach Access Task Force Monthly Report

July 2024

Members: Kenn Apel and Jana Hanford, Josh Hanselman (Board Liaison)

1. The award of \$16K from the Oregon Coast Visitors Association for Mobi-Mats is still active. The intent is to use beach access 66C (north end of Bayshore) to lay the mats. 66C was chosen because it is the flattest of all of the accesses and makes it possible for people to get ON to the beach. To clear/prepare that path, Terry Thissell will charge \$4,500.
2. Bayshore will need to apply for multiple permits (county and state). It is unclear how much those will cost, but it likely will be about \$300-\$400. We believe these will only be one-time permits.
3. The Task Force has been looking for organizations that might help Bayshore with the costs (service organizations like the Lions Club, City of Waldport).
4. While waiting for developing 66C, Bayshore may want to take a stop-gap measure to get the awarded mats now. Bayshore COULD use 67B (path behind the clubhouse). Positives for this temporary strategy is that a) Bayshore owns the first part of the pathway, so a county permit would not be needed now, b) Terry Thissell can prepare the pathway to meet the required slopes for about \$800, and c) the park ranger assigned to this area (Doug S) is fine with the temporary use of 67B because he could just use a different access point for his vehicle. A drawback about this strategy is that the mats would only go to the “drop off” part of the pathway (can’t trust that slope down to the beach because it changes based on tides and winds). However, its temporary use would allow individuals to get out far enough to enjoy the ocean view.
5. If the Board wants to go with the temporary idea, it will need to approve about \$800 for Terry Thissell. The state may not charge Bayshore for their permit. However, if their permit requires the county’s signature, Bayshore may need to pay about \$200.