

BAYSHORE BEACH CLUB, INC.
BOARD OF DIRECTORS MEETING
Saturday, Sept 21st, 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 and Finances of Aug 17th, 2024 BOD Meeting

Agenda Item Comments

Reports

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

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

C. Committees

1. **Planning:** Paul Williams, Chair; Roger Smith, Liaison; **Report Submitted: Actions**

2. **Long Range Reserve & Physical Assets:** Storr Nelson, Liaison, **Report Submitted**

3. **Safety:** Dave Smith, Chair; Josh Hanselman, Liaison; **Verbal Report**

4. **Policies and Procedures:** Chair Needed; Sarah Harris, Liaison; **No 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**

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

D. Task Forces

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

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

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

E. Motion to include all reports for minutes

Unfinished Business

A. Mobi-Mats Grant update, (see also: Beach Access Task Force Report.)

B. Clubhouse Propane Tanks-Bills and Upgrades

C. Annual Beach access grading update

New Business

A. Dues Task Force Presentation

Member Comments

Motion for Executive Session

Adjournment

Zoom Link for Bayshore Board of Directors Meeting

Time: Aug 17th, 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.
Profit & Loss Budget vs. Actual
 July through August 2024

	Jul - Aug 24	Budget
Ordinary Income/Expense		
Income		
40025 · 2024-2025 Membership Dues	273,240.00	274,050.00
42000 · Boat & RV Permits	250.00	250.00
42500 · Building use fees	650.00	2,000.00
44000 · Donations/Miscellaneous Income		
44000-o · doggiepot station	40.00	0.00
44000-q · Donations - other	645.00	
44000bb · Artisans Group	375.00	0.00
44000hh · Donations-Capital Improvements	13,100.00	
44000 · Donations/Miscellaneous Income - Other	30.00	0.00
Total 44000 · Donations/Miscellaneous Income	14,190.00	0.00
44500 · Height Variance Requests	0.00	600.00
45000 · Interest and late fees		
45000-a · Interest & late fees - dues	2,130.84	1,750.00
45000-c · Interest - savings & investment	2,024.84	5,000.00
Total 45000 · Interest and late fees	4,155.68	6,750.00
46000 · Lien Fee Reimbursement	0.00	600.00
46500 · Pool Pass/Diaper Sales	1,770.00	5,000.00
47000 · Returned Check Charges	25.00	0.00
47500 · Transfer Fees	1,500.00	5,000.00
48600 · Budgeted from reserves	0.00	85,000.00
Total Income	295,780.68	379,250.00
Gross Profit	295,780.68	379,250.00
Expense		
50000 · Operating Personnel		
50005 · Office Administrator - wages	6,641.77	45,000.00
50020 · Facilities Manager- wages	4,563.65	42,000.00
50025 · Employees-p/r taxes	1,962.23	15,000.00
50030 · Employees-SAIF	0.00	700.00
50035 · Pool attendants - wages	9,563.89	23,000.00
50055 · Operating Personnel expenses		
50055-b · Facilities Manager- vehicle	0.00	300.00
50055-h · Office Manager - vehicle	0.00	350.00
50100 · Pool Staff Expenses	0.00	250.00
Total 50055 · Operating Personnel expenses	0.00	900.00
Total 50000 · Operating Personnel	22,731.54	126,600.00
51000 · Administrative expense		
51005 · Accounting Fees	0.00	3,000.00
51020 · Bank & Safe Deposit Fees	60.00	0.00
51035 · Postage Machine Leasing	144.00	800.00
51040 · Insurance		
51040-a · Board Liability-D&O and tail	1,453.84	8,700.00
Total 51040 · Insurance	1,453.84	8,700.00
51050 · Legal Fees	0.00	10,000.00
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	574.82	4,500.00
51065-c · Office Supplies	346.79	3,000.00
51065-d · Computer costs	39.98	1,000.00
51065-e · Quickbooks payroll expense	60.00	700.00
Total 51065 · Office Supply Purchases	1,021.59	14,200.00
51080 · Telephones	209.94	1,300.00

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

	Jul - Aug 24	Budget
51081 · Internet expense	179.98	1,200.00
51085 · UBIT - tax	0.00	300.00
Total 51000 · Administrative expense	3,145.35	40,100.00
52000 · Site operating expense		
52005 · Clubhouse decor	0.00	200.00
52020 · Insurance		
52020-a · Flood Insurance	1,225.72	4,500.00
52020-b · Property Insurance-Commercial	3,530.50	21,175.00
Total 52020 · Insurance	4,756.22	25,675.00
52025 · Cleaning & Sanitation	348.66	500.00
52035 · Licenses & permits	0.00	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	1,948.76	5,000.00
52065 · Recreational equipment	144.96	100.00
52085 · Utilities		
52085-a · Clubhouse TV & Radio	334.72	1,500.00
52085-b · Electricity	829.46	5,000.00
52085-c · Propane - Clubhouse & Pool	8,579.73	26,000.00
52085-e · Trash	373.35	2,600.00
52085-f · Water	2,037.12	5,500.00
52085-h · Septic Services	0.00	750.00
Total 52085 · Utilities	12,154.38	41,350.00
Total 52000 · Site operating expense	19,352.98	77,725.00
52054 · Doggie Pot Station Supplies	0.00	1,000.00
53000 · Repairs & improvements		
53010 · Building Repairs/Service	424.80	7,500.00
53014 · Equipment Repair/Service	43.50	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	89.18	1,000.00
53036 · Landscaping Supplies	0.00	500.00
53037 · Floor Repair/Cleaning Service	0.00	700.00
53045 · Pool Repairs & Improvements	352.48	6,000.00
53050 · Sports court & grounds	0.00	1,500.00
53056 · Lawn & Ground Service	0.00	1,000.00
Total 53000 · Repairs & improvements	909.96	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	899.99	1,100.00
54030 · Social committee	370.66	6,300.00
54040 · Nominating Committee	0.00	800.00
Total 54000 · Committee expense	1,758.51	9,800.00
58000 · Contingency	0.00	15,525.00
61000 · Capital Outlay	0.00	85,000.00
Total Expense	47,898.34	379,250.00
Net Ordinary Income	247,882.34	0.00
Net Income	247,882.34	0.00

BAYSHORE BEACH CLUB, INC.

Balance Sheet

As of August 31, 2024

09/07/24

Accrual Basis

	Aug 31, 24
ASSETS	
Current Assets	
Checking/Savings	
10000 · Checking - 1st Security Bank	
10000-a · Checking - 1st Security	3,424.86
Total 10000 · Checking - 1st Security Bank	3,424.86
10002 · Funds for Operations-Money Mkt	
10002-I · Operating Funds - 6/30/25	199,517.05
10002aa · Money Market - Reserve Account	26,114.52
Total 10002 · Funds for Operations-Money Mkt	225,631.57
10002b · Money Market CC Security	10,081.69
10020 · Petty Cash	
10020-a · General	50.00
10020-d · Pool	150.00
Total 10020 · Petty Cash	200.00
Total Checking/Savings	239,338.12
Accounts Receivable	
11000 · Accounts Receivable	47,059.71
Total Accounts Receivable	47,059.71
Other Current Assets	
Reserve Accounts	
10005 · CD Reserve Account 1st Security	135,983.47
Total Reserve Accounts	135,983.47
10003 · Long Term Reserve Accounts	
10004 · Raymond James Investment Svcs.	
10004-a · Flex Fund	374,786.56
Total 10004 · Raymond James Investment Svcs.	374,786.56
Total 10003 · Long Term Reserve Accounts	374,786.56
12500 · Deposits in transit	1,406.68
14000 · Prepaid expenses	
14000-a · Insurance	26,455.47
Total 14000 · Prepaid expenses	26,455.47
Total Other Current Assets	538,632.18
Total Current Assets	825,030.01
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	1,070,601.01
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	1,678.67

BAYSHORE BEACH CLUB, INC.

Balance Sheet

As of August 31, 2024

09/07/24

Accrual Basis

	Aug 31, 24
Total Accounts Payable	1,678.67
Other Current Liabilities	
2110 · Direct Deposit Liabilities	223.42
21400 · Payroll taxes payable	
21400-a · Payroll-FUTA	-453.85
21400-b · Payroll-FWH	189.00
21400-c · Payroll-MCARE	289.96
21400-d · Payroll-WBF assessment	4.47
21400-e · Payroll-SUIOR	228.30
21400-f · Payroll-SWHOR	506.98
21400-g · Payroll-FICA	1,239.80
21400-h · Payroll-State Transit	-160.35
21400 · Payroll taxes payable - Other	439.89
Total 21400 · Payroll taxes payable	2,284.20
22250 · Rental Deposits	120.00
Total Other Current Liabilities	2,627.62
Total Current Liabilities	4,306.29
Total Liabilities	4,306.29
Equity	
31000 · General Fund Balance	798,751.87
Net Income	267,542.85
Total Equity	1,066,294.72
TOTAL LIABILITIES & EQUITY	1,070,601.01



Bayshore Beach Club

Finance Report

September 2024

- At August's board meeting, the finance committee and the treasurer suggested that the board should have a working board meeting so there can be serious discussion about the financial needs for improving and maintaining the clubhouse. The treasurer needs to know how much can be invested in long-term higher return investments and how much is needed for immediate expenses. This meeting still needs to be scheduled.
- The officers decided to move \$250,000 of the funds in Raymond James to an investment account. A CD was the best alternative. This is a 3 month CD maturing on 11/22/2024 making 4.9 percent. The interest is paid upon maturity. This partial month \$268.49 interest was accrued. The other interest that we earned was included in the balance sheet.
- Thanks to all of the members who paid their dues on time. An additional special thanks goes to the members who donated to the facilities improvement fund. It isn't too late if more of you wish to donate.
- A clarification about the insurance line items on the profit and loss. The budgeted amount is the total for the year. We pay the insurance for the year but we expense only one month at a time. The fiscal year for Bayshore is July 1 through June 30.
- If you have any more questions, I will be happy to answer them at the meeting or via e-mail. Please send your questions to office@bayshorebeach.com

Submitted by:

Carolyn Gardner
Treasurer
District 5

Date: September 16, 2024

To: Bayshore Board of Directors

From: Kirk McClain, Facilities Manager

Subject: September Facilities Report

*>3 action items

>5 Discussion items

>Pool will close as scheduled on the 29th of September. I would like to touch up paint, especially divot in deep end of pool. I am working with Bob to find a compatible paint. Pool will be drained in preparation for pool repairs which are to begin on October 3rd. I will also need to order drain grates that have to be documented and replaced every 5 years. Josh and I have been discussing ways to cut heating costs next season. This will probably involve using the solar cover we already have. It will take some additional time and labor to use at least on an every other day schedule. We also need to have the pool boiler looked at as it seems to be running inefficiently.

>We are continuing to take bids for the siding repairs on the clubhouse. We waited too long on the last bid, and with changes, addition of 2 additional windows etc. the new bid was too expensive to continue with contractor that was selected. I have one contractor coming on Thursday or Friday this week. They are approximately 3 months out on starting new projects.

*>I really think we should proceed with the replacement of the propane tanks near the garage to a storage tank in my yard. I wish it could be buried in the yard as to be not so much of an eye sore....but believe we will go with an above ground tank. The propane company seems more than willing to work with us on the cost of this. Think the Fire marshal is pushing for this to happen.

>Had to have a water pump replaced in mechanical room upstairs and when plumber was here discovered we had lost a lot of water from heating system. They wanted to send 2 plumbers to pressure test for \$2000 and then make repairs. Bob and I slowly refilled system and discovered the leak. I am waiting for sharkbite parts to repair and will get that system back on line by the end of this week, to include a drain in case we ever have to work on the system again.

Please call (406)224-3694 or email me at kirkpmcclain@gmail.com if you have anything to discuss.

Planning Committee Report to the Board of Directors, September 21, 2024

- 1) Report covers: Meeting minutes from Aug 14, 28, & Sept 11.
- 2) The Planning Committee continues to meet every other Wednesday. Our next meeting will be September 25th.
- 3) Since last report:
 - a) Construction: (approved)
 - a. Paint: 3
 - b. Siding: 3
 - c. Fence: 8
 - d. Deck: 3
 - b) Complaints filed: (new)
 - a. Boats: 2
 - b. Fence: 1
 - c. Lighting: 1
 - d. Political Flag: 1
 - e. Barking Dogs: 1
 - c) Complaint Letters Sent (new & ongoing):
 - a. Informational: 3
 - b. Notice of Violations: 12
 - c. Notice of Fines: 5
 - d) Approved Permits:
 - a. Boats: 6
 - e) Closed Violations: 24
 - f) Closed Construction: 27

3 Action items this month:

The Planning Committee is recommending fines for 3 properties:

1. Unfenced Propane Tanks in Division 6 = \$100 fine
2. Prohibited Vehicle in Division 6 = \$250 fine
3. Unkempt yard in Division 2 = \$100 fine

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

**Bayshore Long Range Physical Asset Plan
(Property, Buildings and Facilities, Equipment)**

Equipment	PUR./REP. Year	Life Span	REP./REPL Year	Est. Cost	Age	Res. Fund Need	Comments	COMP or EXT.
1. Clubhouse Upstairs								
Sofa (1)Loveseat(5)Chairs(5)	2007	25	2032	4,000	17	2,720		
Meeting Room Chairs (88)	2007	25	2032	7,500	17	5,100		
Main Room TV	2018	10	2028	1,000	6	600		
PA/Sound System	2005	25	2030	1,000	19	760		
Dining Room Tables (14)	2007	25	2032	4,500	17	3,060		
Dining Room Chairs (30)	2024	20	2044	0	0	0	Chairs (orange) donated 3/2023	
Kitchen Range/Stove (2)	2018	15	2033	1,200	6	480		
Kitchen Refridgerator	2011	15	2026	1,200	13	1,040		
Kitchen Dish Washer	2022	15	2037	800	2	107	Replaced in 2022	
Kitchen Sink/Disposal	2022	10	2032	300	2	60	Replaced in 2022	
Security System	2018	10	2028	3,500	6	2,100		
Meeting Room Tables (12)	2007	25	2032	3,000	17	2,040		
2. Clubhouse Downstairs								
Office Desk	2007	20	2027	1,200	17	1,020		
Office Chairs (2)	2021	10	2031	500	3	150		
Office Computer	2021	7	2028	1,200	3	514		
Office Printer	2020	5	2025	800	4	640		
Office File Cabinets (6)	2007	21	2028	2,400	17	1,943		
Front Office Table /Chairs	2007	15	2022	1,200	17	1,360		
Rec. Room Pool Table	2010	20	2030	3,000	14	2,100		
Rec. Room Ping Pong Table	2009	15	2024	500	15	500		
Rec. Room TV	2024	10	2034	305	0	0	Replaced 3/2023	
Couches (2), coffee table	2005	20	2025	2,500	19	2,375	Ask for Donations	
Fitness Equipment Replaced	2023	10	2033	0	1	0	treadmill, and exercise bike replaced via donation in 2023	
Committee Computer	2021	7	2028	1,200	3	514	PC & Breeze computers purchased in 2021	
3. Apartment								
Range/Stove	2018	15	2033	1,000	6	400		
Refridgerator	2020	15	2035	1,000	4	267		
4. Clubhouse Outside								
Reader Board	2022	25	2047	0	2	0	Reader Board purchased in 2022	Completed
Flag Poles	1998	40	2038	5,000	26	3,250		
Bike Rack	2007	16	2023	1,000	17	1,063		
Bayshore Sign Entrance	2009	25	2034	3,500	15	2,100		
Bayshore Sign Fence	2009	25	2034	2,500	15	1,500		
Dog waste Basket	2012	20	2032	750	12	450		
5. Swimming Pool/Shop								
Deck Furniture	2019	10	2029	5,000	5	2,500		
Hotwater Tank	2016	10	2026	2,000	8	1,600		
Pool Vacuum	2021	10	2031	3,500	3	1,050		

Equipment	PUR./REP. Year	Life Span	REP./REPL Year	Est. Cost	Age	Res. Fund Need	Comments	COMP or EXT.
Pool Filtration	2020	10	2030	10,000	4	4,000		
Pool Pumps (2)	2021	10	2031	3,000	3	900		
Washer Dryer	2010	15	2025	2,500	14	2,333		
Riding Mower	2020	12	2032	4,000	4	1,333		
Boiler/Hot Water	2012	20	2032	11,000	12	6,600	Maintenance to Boiler in 2024 (\$2600)	
6. Mackey Park								
Basketball Backboard/Pole	2023	10	2033	200	1	20	Replaced in 2023	
Dog Waste Basket	2012	20	2032	750	12	450		
Swings Replaced	2007	15	2022	4,000	17	4,533	Structure repainted, new chain attached in 2023	Completed
Teeter Toter Replaced	2007	15	2022	4,500	17	5,100	Unit is still in good shape as of Feb. 2023	Completed
Picnic Tables (2)	2023	18	2041	800	1	44	Received 8 picnic tables for free in 2023.	
Volleyball poles - removed							Removed in 2023 for new play structure.	
Play Structure	2023	20	2043	11,000	1	550	Installed in Mackey Park (2023)	Completed
7. Hilton Park								
Picnic Tables (2)	2022	20	2042	0	2	0	2 of the free picnic tables moved to Hilton Park (2023)	Completed
Dogwaste Container	2012	20	2032	750	12	450		
				120,555		69,677		

Social Committee Report – September 21, 2024 Board Meeting

First Friday Happy Hours continues to be a great event. An average of about 35 members attend.

Upcoming Events

October 4, 2024 First Friday Happy Hour Clubhouse 5pm-7pm BYOB and a snack to share

November 1, 2024 First Friday Happy Hour Clubhouse 5pm-7pm BYOB and a snack to share

December 14, 2024 Holiday Party 5pm-9pm Clubhouse Details to follow

2025 Calendar will be updated at a later date

Lynda Claro Chair

Lynda Apel

Ila (Babe Hamilton)

Wynell Elzenga

John Westhafer

Karen Moorehead – Board Liaison

Dues Task Force Meeting
September 2024 Monthly Report

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

1. In response to member requests made at the August meeting, the Task Force (TF) reviewed and discussed the information below, and made plans to provide specific information on these topics at the upcoming Board meeting:
 - a. Sources of Bayshore's income,
 - b. Distribution of Bayshore's expenses,
 - c. Specifics on pool expenses,
 - d. Past and pending maintenance jobs,
 - e. Bayshore's future financial status, and
 - f. Positive aspects of living in Bayshore (an HOA).
2. The TF intends to upload the information provided during the Board meeting to its webpage linked from Bayshore's main website.

Beach Access Task Force Monthly Report

September 2024

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

1. The award of \$16K from the Oregon Coast Visitors Association (OCVA) for Mobi-Mats is still active as is the offer to cover the cost of preparing the pathway.
2. The parking space across from 66C needs to be enlarged and paved. Lincoln County has given permission to have that space enlarged and paved. The cost of creating that space is approximately \$16,000. The OCVA will not cover those costs. Kenn is actively looking at other possible funding agencies to acquire the necessary remaining funds. One challenge is that almost all funding agencies for non-profits only award funds to organizations with a 501c3 status. Bayshore has a 501c4 status.
3. Note: In the survey administered by the Task Force back in 2023, over 63% of the 101 respondents said they would definitely or possibly be interested in contributing to a fundraiser to help cover some of the costs associated with increasing access to the beach for individuals with mobility challenges. The Task Force is very willing to help manage such a fundraiser if members are willing to contribute towards the cost of making an accessible beach access.