

**BAYSHORE BEACH CLUB, INC.
BOARD OF DIRECTORS MEETING
Saturday, November 16th, 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	_____	_____
Vacancy	Director	Vacancy	_____	_____

**Approval of Minutes and Finances of September 21st, 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, **No Report**
3. **Safety:** Dave Smith, Chair; Josh Hanselman, Liaison; **No Report**
4. **Policies and Procedures:** Chair Needed; Sarah Harris, Liaison; **Verbal: Action**
5. **Social:** Lynda Claro, Chair; Karen Moorhead, Liaison; **Report Submitted: Actions**
6. **Communications:** Pam Sturgeon, Chair; Kate Guptill, Liaison; **No Report**
7. **Budget/Finance:** Mary Lou Morris, Chair; Carolyn Gardner, Liaison; **Verbal Report**
8. **Sand Lobby:** Clark Schaefer, Chair; Roger Smith, 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. Board Vacancy
- B. Beach Access Grading Update

New Business

- A. Guest Presentation: Citizens' Patrol
- B. 2025 Spring Cleanup
- C. Dues Task Force Presentation
- D. Clubhouse Claps with Claro
- E. Breeze Editor
- F. Street Lighting (Member to address board)
- G: Facilities Maintenance Pay Structure; Annual Staff Raises; Holidays/Holiday Pay

Member Comments

Motion for Executive Session (For Personnel and Salary Discussions)

Zoom Link for Bayshore Board of Directors Meeting

Time: Nov 16th, 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

Adjournment

BAYSHORE BEACH CLUB, INC.

Balance Sheet

As of October 31, 2024

11/11/24

Accrual Basis

	Oct 31, 24
ASSETS	
Current Assets	
Checking/Savings	
10000 · Checking - 1st Security Bank	
10000-a · Checking - 1st Security	1,645.74
Total 10000 · Checking - 1st Security Bank	1,645.74
10002 · Funds for Operations-Money Mkt	
10002-I · Operating Funds - 6/30/25	169,534.86
10002aa · Money Market - Reserve Account	26,114.52
Total 10002 · Funds for Operations-Money Mkt	195,649.38
10002b · Money Market CC Security	10,092.59
10020 · Petty Cash	
10020-a · General	50.00
Total 10020 · Petty Cash	50.00
Total Checking/Savings	207,437.71
Accounts Receivable	
11000 · Accounts Receivable	19,097.80
Total Accounts Receivable	19,097.80
Other Current Assets	
Reserve Accounts	
10005 · CD Reserve Account 1st Security	136,930.06
Total Reserve Accounts	136,930.06
10003 · Long Term Reserve Accounts	
10004 · Raymond James Investment Svcs.	
10004-a · Flex Fund	374,786.56
10004 · Raymond James Investment Svcs. - Other	169.47
Total 10004 · Raymond James Investment Svcs.	374,956.03
Total 10003 · Long Term Reserve Accounts	374,956.03
12500 · Deposits in transit	1,968.34
14000 · Prepaid expenses	
14000-a · Insurance	22,696.85
Total 14000 · Prepaid expenses	22,696.85
Total Other Current Assets	536,551.28
Total Current Assets	763,086.79
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	1,008,657.79
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	27,143.97

BAYSHORE BEACH CLUB, INC.

Balance Sheet

11/11/24

As of October 31, 2024

Accrual Basis

	<u>Oct 31, 24</u>
Total Accounts Payable	27,143.97
Other Current Liabilities	
2110 · Direct Deposit Liabilities	208.42
21400 · Payroll taxes payable	
21400-a · Payroll-FUTA	-427.29
21400-b · Payroll-FWH	199.00
21400-c · Payroll-MCARE	248.22
21400-d · Payroll-WBF assessment	2.93
21400-e · Payroll-SUIOR	94.15
21400-f · Payroll-SWHOR	197.83
21400-g · Payroll-FICA	1,061.30
21400-h · Payroll-State Transit	-161.33
21400 · Payroll taxes payable - Other	536.79
Total 21400 · Payroll taxes payable	1,751.60
22250 · Rental Deposits	120.00
Total Other Current Liabilities	2,080.02
Total Current Liabilities	29,223.99
Total Liabilities	29,223.99
Equity	
31000 · General Fund Balance	798,751.87
Net Income	180,681.93
Total Equity	979,433.80
TOTAL LIABILITIES & EQUITY	1,008,657.79

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

	Jul - Oct 24	Budget
Ordinary Income/Expense		
Income		
40025 · 2024-2025 Membership Dues	273,240.00	274,050.00
42000 · Boat & RV Permits	325.00	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	
44000-T · Refund	86.00	0.00
44000bb · Artisans Group	925.00	0.00
44000hh · Donations-Capital Improvements	13,100.00	
44000 · Donations/Miscellaneous Income - Other	30.00	0.00
Total 44000 · Donations/Miscellaneous Income	14,826.00	0.00
44500 · Height Variance Requests	0.00	600.00
45000 · Interest and late fees		
45000-a · Interest & late fees - dues	1,934.54	1,750.00
45000-c · Interest - savings & investment	3,584.65	5,000.00
Total 45000 · Interest and late fees	5,519.19	6,750.00
46000 · Lien Fee Reimbursement	0.00	600.00
46500 · Pool Pass/Diaper Sales	2,325.00	5,000.00
47000 · Returned Check Charges	25.00	0.00
47500 · Transfer Fees	2,550.00	5,000.00
48000 · Violation Fines	200.00	0.00
48600 · Budgeted from reserves	0.00	85,000.00
Total Income	299,660.19	379,250.00
Gross Profit	299,660.19	379,250.00
Expense		
50000 · Operating Personnel		
50005 · Office Administrator - wages	13,665.66	45,000.00
50020 · Facilities Manager- wages	9,741.17	42,000.00
50025 · Employees-p/r taxes	3,544.57	15,000.00
50030 · Employees-SAIF	0.00	700.00
50035 · Pool attendants - wages	15,189.77	23,000.00
50055 · Operating Personnel expenses		
50055-b · Facilities Manager- vehicle	56.25	300.00
50055-h · Office Manager - vehicle	0.00	350.00
50100 · Pool Staff Expenses	0.00	250.00
Total 50055 · Operating Personnel expenses	56.25	900.00
Total 50000 · Operating Personnel	42,197.42	126,600.00
51000 · Administrative expense		
51005 · Accounting Fees	273.00	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	2,907.68	8,700.00
Total 51040 · Insurance	2,907.68	8,700.00
51050 · Legal Fees	2,154.58	10,000.00
51055 · Lien fees	152.00	600.00
51065 · Office Supply Purchases		
51065-a · Printing and Reproduction	0.00	5,000.00
51065-b · Postage & shipping	968.42	4,500.00
51065-c · Office Supplies	392.78	3,000.00
51065-d · Computer costs	175.95	1,000.00
51065-e · Quickbooks payroll expense	120.00	700.00

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

	Jul - Oct 24	Budget
Total 51065 · Office Supply Purchases	1,657.15	14,200.00
51080 · Telephones	419.88	1,300.00
51081 · Internet expense	359.96	1,200.00
51085 · UBIT - tax	0.00	300.00
Total 51000 · Administrative expense	8,128.25	40,100.00
52000 · Site operating expense		
52005 · Clubhouse decor	0.00	200.00
52020 · Insurance		
52020-a · Flood Insurance	0.00	4,500.00
52020-b · Property Insurance-Commercial	7,061.00	21,175.00
Total 52020 · Insurance	7,061.00	25,675.00
52025 · Cleaning & Sanitation	390.62	500.00
52035 · Licenses & permits	314.87	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	640.32	1,500.00
52085-b · Electricity	1,744.73	5,000.00
52085-c · Propane - Clubhouse & Pool	11,685.63	26,000.00
52085-e · Trash	744.15	2,600.00
52085-f · Water	2,856.05	5,500.00
52085-h · Septic Services	0.00	750.00
Total 52085 · Utilities	17,670.88	41,350.00
Total 52000 · Site operating expense	27,648.08	77,725.00
52054 · Doggie Pot Station Supplies	79.74	1,000.00
53000 · Repairs & improvements		
53010 · Building Repairs/Service	462.78	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	784.67	1,000.00
53036 · Landscaping Supplies	0.00	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	0.00	1,000.00
Total 53000 · Repairs & improvements	2,608.43	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	1,085.95	1,100.00
54030 · Social committee	907.53	6,300.00
54040 · Nominating Committee	0.00	800.00
Total 54000 · Committee expense	2,481.34	9,800.00
58000 · Contingency	0.00	15,525.00
61000 · Capital Outlay	35,835.00	85,000.00
Total Expense	118,978.26	379,250.00

7:48 AM

11/11/24

Accrual Basis

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

	<u>Jul - Oct 24</u>	<u>Budget</u>
Net Ordinary Income	180,681.93	0.00
Net Income	<u>180,681.93</u>	<u>0.00</u>

Date: November 16, 2024

To: Bayshore Board of Directors

From: Kirk McClain, Facilities Manager

Subject: November Facilities Report

>4 Discussion items

>Pool project is approximately 90 percent complete. Jeff with Swimcraft has a few small things that he needs to work on when he is back this way. He asked about replumbing the interior plumbing in the pool room. I told him at present we were limited to the funds already spent on pool.

>We are continuing to take bids for the siding repairs on the clubhouse. At present two companies are working on revisions to their bids. I hope to have two complete bids for Board meeting. If you know of a good contractor..send them my way please. It seems everyone is scheduled out at least 3 months and several companies are a year out on projects.

>I am waiting for propane company to get back with me to schedule propane tank replacement.

>I finished repair on heater plumbing system. Installed a drain in case I have to ever work on the system again. It seems to be working well and at present time the boiler seems to be working properly.

Please email me at kirkpmclain@gmail.com if you have anything to discuss.

Planning Committee Report to the Board of Directors, November 16, 2024

- 1) Report covers: Meeting minutes from Sept 25, Oct. 9 & 23, & Nov 6.
- 2) The Planning Committee continues to meet every other Wednesday. Our last meeting of 2024 will be November 20th.
- 3) The Planning Committee will be taking 7 weeks off due to lack of a quorum. We may be available if an emergency arises.
- 4) Since last report:
 - a) Construction: (approved)
 - a. Paint: 3
 - b. Siding: 2
 - c. Fence: 3
 - d. Deck: 3
 - e. Garage: 1
 - b) Complaints filed: (new)
 - a. Lighting: 1
 - b. Political Flag Profanity: 1
 - c. Trees: 4
 - d. Unapproved Structures: 1
 - c) Complaint Letters Sent (new & ongoing):
 - a. Informational: 1
 - b. Notice of Violations: 2
 - c. Notice of Fines: 3
 - d. Fines: 2 (1 has paid)
 - e. Liens assessed: 1
 - d) Approved Permits:
 - a. Boats: 2
 - e) Closed Violations: 2
 - f) Closed Construction: 18

3 Action items this month:

The Planning Committee is recommending fines for 2 properties:

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

3. Make a motion to add Gary Brown to the committee

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

Social Committee

November 16, 2024

Board Meeting

Upcoming Event:

December 14, 2024

Holiday Party: Clubhouse 5pm-9pm

Dinner and raffle prizes provided by the Social Committee

This party has limited seating – an RSVP is a must by December 2, 2024.

Bayshoresocial.committee@gmail.com

All 2025 events will be announced at the January board meeting.

Action Item: Currently we only have enough dinner plates to serve 60 people and dessert plates for 40 if needed we only have 20 bowls Social Committee would like to have the HOA purchase enough plates and bowls to be able to serve all our guests without having to borrow from Our Savior Lutheran Church. 24 dinner plates (\$137.12) 36 dessert plates (\$110.22) and 60 bowls (\$283.80)
Total cost \$531.14

Lynda Claro – Chair

Babe Hamilton

Wynell Elzenga

John Westhafer

Lynda Apel

Dues Task Force Meeting
November 2024 Monthly Report

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

1. The Task Force presented at the September Board meeting. The presentation covered the following topics:
 - 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. A copy of the presentation and a video recording of it are available at <https://www.bayshorebeach.com/duesTF.html>. A Breeze article focused on the same information was provided in the September 2024 Breeze edition.
3. The Task Force will be providing an update to the information it has for members at the November 2024 Board meeting.

Beach Access Task Force Monthly Report

November 2024

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

1. The fundraiser approved by the Board at the September, 2024 meeting was an incredible success. Twenty-four members and two non-members contributed to the fundraiser. The goal of obtaining funds to create a parking lot and pay for State and County permits was met.
2. Kenn has been in contact with a paving company, and they have provided a bid of \$15,835 to clear the space and construct the lot. That bid has been accepted. The company will likely not get to the project until early Spring. The lot will be built, then, before the Mobi-mats can be installed. Kenn also has been in contact with a striping company that did the striping for Bayshore's front and back clubhouse parking lots.
3. The County permit application was turned in on November 4th. Once that is approved, then the State application will be submitted. The state requires County approval before it reviews its own application.