

BAYSHORE BEACH CLUB, INC.

BOARD OF DIRECTORS MEETING

Saturday, August 17, 2024

In Attendance:

Karen Moorhead, Corp. Secretary	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

Absent:

Kate Guptill, Director	Division 1
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President Hanselman 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 Hanselman at 1:00 pm.

Treasurer Gardner moved and Vice President Smith seconded to approve the July 20th Board of Directors meeting minutes with two corrections: 1) remove the P&L Report from the additional financials recently approved for members to review with the monthly Board agenda; and 2) Under 'New Business, restriping of clubhouse parking lot' to include that the funds will be taken from the contingency fund. Vote was unanimous in favor.

REPORTS:

FINANCIALS: Reports submitted with action. Treasurer Gardner stated she would like to have a serious discussion regarding long range plans for investment of Bayshore funds, as well as what amount to keep in the reserve. A working session for the board was suggested.

FACILITIES: Verbal report. Due to the absence of Facility Manager McClain, President Hanselman discussed in short detail the bids that Bayshore received for the clubhouse door entrance, the windows and the west side repair using the 'Hardie Plank'. Still working with contractors to find a lower cost. More information to come.

COMMITTEES:

PLANNING COMMITTEE: Report submitted.

LONG-RANGE RESERVE/PHYSICAL ASSETS: No report. The committee is working to update the projects/repairs spreadsheets.

SAFETY COMMITTEE: No report. President Hanselman purchased a generator (budgeted) for the clubhouse for emergency power outage situations. More information to come at the next Board meeting.

POLICIES AND PROCEDURES COMMITTEE: Verbal report.

Director Harris moved and President Hanselman seconded to nominate Corporate Secretary Moorhead (Karen Moorhead) to the Policies & Procedures committee. Vote was unanimous in favor.

Director Harris stated if any member would like to join the Policies & Procedures committee, please let them know, “always accepting new members”. Director Vest mentioned two tasks the P&P team need to address: 1) line-up the Policies and Procedures with the Bylaws; and 2) create a new document for employee related information.

SOCIAL COMMITTEE: Report submitted with actions.

Corporate Secretary Moorhead moved and President Hanselman seconded to remove member Carol Westhafer from the social committee and add member Lynda Apel to the social committee. Vote was unanimous in favor.

Chair, Lynda Claro, mentioned the Music on the Patio event held tonight will be moved indoors due to the rainy weather.

COMMUNICATIONS: No report.

BUDGET/FINANCE: Report submitted.

SAND LOBBY: No report.

TASK FORCES:

CLUBHOUSE PROJECT: Report submitted. Chair Kenn Apel mentioned the Architect agreed he would do everything asked by Bayshore. Short discussion then occurred with mention of how the clubhouse restroom plans could be tweaked to lower the overall cost. More information to follow.

DUES TASK FORCE: Report submitted.

BEACH ACCESS TASK FORCE: Report submitted. President Hanselman continued the Mobi Mat discussion stating there has been no decision made on the location of the Mats (67B or 66C), or the color of the Mats (blue or tan), and the task force is still in the negotiation phase. Reminder: small parking lot at 66C is not owned by Bayshore.

MOTION TO ACCEPT ALL REPORTS FOR MINUTES: *Director Vest moved and Treasurer Gardner seconded to accept all reports for the minutes. Vote was unanimous in favor.*

UNFINISHED BUSINESS:

A. Mobi Mats Grant Update: See Beach Access Task Force section above, and Report attached.

B. Clubhouse Remodel Discussion – HOA Loans. President Hanselman provided an informational slide show on HOA loans, stating the loan option is only in the discussion and investigative stage, and the Board is merely investigating all options available. The HOA loan would only be tied to the dues, and not the Member or the Member’s house. Discussion took place between members and the Board sharing their concerns of an HOA loan: “If we don’t have the means, don’t do the repairs”, “why do the repairs all at once”, and “Bayshore has enough money to do some repairs” and should “cut back on the money spent at Bayshore and various committees.” It was pointed out that the remodel would be more expensive if done in stages.

Director Vest reminded the members that the west side of the clubhouse and the pool repairs have already been approved.

NEW BUSINESS:

A. Pool/Clubhouse Behavior. Action. President Hanselman stated there have been a few incidents this summer with some adults failing to get along in the pool/clubhouse area, as well as pool staff and member disagreements. President Hanselman does not want to take any action, but would like to give a general statement: "Most members are adults, and I would like to ask that we all work a little harder and have more patience. I understand everyone has their own issues, but when you are here at the clubhouse, please check your negativity at the door, and let's put in more effort to be better than we are."

B. Artisans by Request. The Artisans have been working hard to establish a more updated and 'beachy' look to the Clubhouse. Member Brubaker would like approval from the Board to continue to repaint the beams and stripes down the wall, the gray color, that is already sampled on one of the beams.

President Hanselman moved and Director Harris seconded to allow the Artisans to continue repainting the stripes and beams upstairs the color gray that is already presented on one of the upstairs beams.

Voice Vote: Vote in favor: 4 Yes, 3 No

President Hanselman: Yes

Corporate Secretary Moorhead: Yes

Director Vest: No

Director Harris: Yes

Vice President Smith: No

Director Hanselman: Yes

Treasurer Gardner: No

Director Nelson: unavailable

The Artisans would like to purchase a new 'disabled' sign and pole, and remove the one currently in front of the clubhouse. President Hanselman would like the Artisans to look into the cost for a stainless pole and continue discussion at a later date.

C. Clubhouse rental. Action. Pastor Westhafer, of the Lutheran Church, shared some information regarding the fire at the Waldport Lutheran Church that occurred a few days ago. The fire was determined suspicious in intent, but they do not believe it was targeted. Pastor Westhafer thanked everyone for the outpouring of care, and invited everyone to their monthly dinner held every third Wednesday of the month, which will now be held the Presbyterian Church at 6:00 pm, and will be used as a beginning fundraiser.

At this time, the Lutheran Sunday church service will be held upstairs at the Bayshore clubhouse. Vice President Smith and wife Jacque Smith, offered to pay the clubhouse rental fee for four weeks totaling \$300.00.

Director Vest moved and Treasurer Gardner seconded to waive the clubhouse rental fee for the Sunday Lutheran Church meetings for the next two months. Vote was unanimous in favor.

D. Beach Access Grading/Permits. Discussion took place regarding the 2024-25 county permit that needs to be renewed by October 1, 2024. It was decided that the state and county permits should be processed through the Bayshore office for long term handling and safe keeping. Kathy Drossel, will work on the 2024-25 county permit, and will coordinate with Director Vest, Craig Jacobs, Kenn Apel and Terry Thissell. Discussion to add 67A

to the county permit was held. Before and after photos of the beach accesses will need to be submitted for the county permit process.

Director Vest will reach out to Terry Thissell to schedule the beach access clearing when allowed by our current permits (after snowy plover season but hopefully before the current permits expire).

MEMBERS COMMENTS:

Melody Brown introduced an idea for a neighborhood watch in Bayshore. After some research she found there is a Citizen's Patrol already in Bayshore. A Citizen's Patrol meeting is scheduled on September 4th at 6:30 pm, at the Fire House in Waldport, if you are interested in joining the group.

Gary Brown would like to see a comprehensive, laid out and itemized plan for the Bayshore repairs. Members do not have numbers.

Mary Lou Morris would like to see the clubhouse repairs prioritized, and see a higher percentage rate for the Bayshore funds in reserve accounts. Mary Lou reminded the Board to approve the review of the financials at each Board meeting.

Vice President Smith would like to schedule a working meeting to come up with some plans for funds and repairs.

HAND CLAPS:

- Pastor Westhafer thanked the BOD and Members for their care and concern of his Church. Thank you!!
- The Board thanked Tim and Paula Brubaker for all their hard work with building repairs. Thank you!!
- Board/Members thanked Kathy Drossel for her mention of skill set to process county permit. Thank you!!

ADJOURNMENT: *Director Vest moved and Vice President Smith seconded to adjourn this meeting at 3:00 pm. Vote was unanimous in favor.*

Minutes prepared by Kathy Drossel, Office Coordinator

BAYSHORE BEACH CLUB, INC.

08/12/24

Balance Sheet

Accrual Basis

As of July 31, 2024

	Jul 31, 24
ASSETS	
Current Assets	
Checking/Savings	
10000 · Checking - 1st Security Bank	
10000-a · Checking - 1st Security	4,532.06
Total 10000 · Checking - 1st Security Bank	4,532.06
10002 · Funds for Operations-Money Mkt	
10002-I · Operating Funds - 6/30/25	201,721.91
10002aa · Money Market - Reserve Account	26,114.52
Total 10002 · Funds for Operations-Money Mkt	227,836.43
10002b · Money Market CC Security	10,076.16
10020 · Petty Cash	
10020-a · General	50.00
10020-d · Pool	150.00
Total 10020 · Petty Cash	200.00
Total Checking/Savings	242,644.65
Accounts Receivable	
11000 · Accounts Receivable	42,444.12
Total Accounts Receivable	42,444.12
Other Current Assets	
Reserve Accounts	
10005 · CD Reserve Account 1st Security	136,282.94
Total Reserve Accounts	136,282.94
10003 · Long Term Reserve Accounts	
10004 · Raymond James Investment Svcs.	
10004-a · Flex Fund	374,582.08
Total 10004 · Raymond James Investment Svcs.	374,582.08
Total 10003 · Long Term Reserve Accounts	374,582.08
12500 · Deposits in transit	250.00
14000 · Prepaid expenses	
14000-a · Insurance	29,560.50
Total 14000 · Prepaid expenses	29,560.50
Total Other Current Assets	540,675.52
Total Current Assets	825,764.29
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	1,071,335.29
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	2,456.93

BAYSHORE BEACH CLUB, INC.

08/12/24

Balance Sheet

Accrual Basis

As of July 31, 2024

	Jul 31, 24
Total Accounts Payable	2,456.93
Credit Cards	
20001 · 1st Security Bank	-71.51
Total Credit Cards	-71.51
Other Current Liabilities	
2110 · Direct Deposit Liabilities	274.67
21400 · Payroll taxes payable	
21400-a · Payroll-FUTA	-482.33
21400-b · Payroll-FWH	300.00
21400-c · Payroll-MCARE	311.92
21400-d · Payroll-WBF assessment	1.61
21400-e · Payroll-SUIOR	118.32
21400-f · Payroll-SWHOR	555.98
21400-g · Payroll-FICA	1,333.76
21400-h · Payroll-State Transit	-162.37
21400 · Payroll taxes payable - Other	401.13
Total 21400 · Payroll taxes payable	2,378.02
22250 · Rental Deposits	120.00
Total Other Current Liabilities	2,772.69
Total Current Liabilities	5,158.11
Total Liabilities	5,158.11
Equity	
31000 · General Fund Balance	799,835.36
Net Income	266,341.82
Total Equity	1,066,177.18
TOTAL LIABILITIES & EQUITY	1,071,335.29

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

	Jul 24	Budget
Ordinary Income/Expense		
Income		
40025 · 2024-2025 Membership Dues	273,240.00	274,050.00
42000 · Boat & RV Permits	75.00	250.00
42500 · Building use fees	0.00	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	1,477.92	1,750.00
45000-c · Interest - savings & investment	1,059.74	5,000.00
Total 45000 · Interest and late fees	2,537.66	6,750.00
46000 · Lien Fee Reimbursement	0.00	600.00
46500 · Pool Pass/Diaper Sales	970.00	5,000.00
47500 · Transfer Fees	750.00	5,000.00
48600 · Budgeted from reserves	0.00	85,000.00
Total Income	291,762.66	379,250.00
Gross Profit	291,762.66	379,250.00
Expense		
50000 · Operating Personnel		
50005 · Office Administrator - wages	3,589.01	45,000.00
50020 · Facilities Manager- wages	2,327.64	42,000.00
50025 · Employees-p/r taxes	1,057.80	15,000.00
50030 · Employees-SAIF	0.00	700.00
50035 · Pool attendants - wages	4,815.51	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	11,789.96	126,600.00
51000 · Administrative expense		
51005 · Accounting Fees	0.00	3,000.00
51020 · Bank & Safe Deposit Fees	15.00	0.00
51035 · Postage Machine Leasing	0.00	800.00
51040 · Insurance		
51040-a · Board Liability-D&O and tail	726.92	8,700.00
Total 51040 · Insurance	726.92	8,700.00
51050 · Legal Fees	0.00	10,000.00
51055 · Lien fees	0.00	600.00
51065 · Office Supply Purchases		
51065-a · Printing and Reproduction	0.00	5,000.00
51065-b · Postage & shipping	535.98	4,500.00
51065-c · Office Supplies	98.59	3,000.00
51065-d · Computer costs	19.99	1,000.00
51065-e · Quickbooks payroll expense	30.00	700.00
Total 51065 · Office Supply Purchases	684.56	14,200.00
51080 · Telephones	104.97	1,300.00
51081 · Internet expense	89.99	1,200.00

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

	Jul 24	Budget
51085 · UBIT - tax	0.00	300.00
Total 51000 · Administrative expense	1,621.44	40,100.00
52000 · Site operating expense		
52005 · Clubhouse decor	0.00	200.00
52020 · Insurance		
52020-a · Flood Insurance	612.86	4,500.00
52020-b · Property Insurance-Commercial	1,765.25	21,175.00
Total 52020 · Insurance	2,378.11	25,675.00
52025 · Cleaning & Sanitation	36.98	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	1,494.96	5,000.00
52065 · Recreational equipment	0.00	100.00
52085 · Utilities		
52085-a · Clubhouse TV & Radio	167.36	1,500.00
52085-b · Electricity	452.49	5,000.00
52085-c · Propane - Clubhouse & Pool	4,643.11	26,000.00
52085-e · Trash	179.80	2,600.00
52085-f · Water	1,224.79	5,500.00
52085-h · Septic Services	0.00	750.00
Total 52085 · Utilities	6,667.55	41,350.00
Total 52000 · Site operating expense	10,577.60	77,725.00
52054 · Doggie Pot Station Supplies	0.00	1,000.00
53000 · Repairs & improvements		
53010 · Building Repairs/Service	505.52	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	-57.52	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	843.98	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	0.00	1,100.00
54030 · Social committee	100.00	6,300.00
54040 · Nominating Committee	0.00	800.00
Total 54000 · Committee expense	587.86	9,800.00
58000 · Contingency	0.00	15,525.00
61000 · Capital Outlay	0.00	85,000.00
Total Expense	25,420.84	379,250.00
Net Ordinary Income	266,341.82	0.00
Net Income	266,341.82	0.00

Planning Committee Report to the Board of Directors, August 17, 2024

- 1) Report covers: Meeting minutes from July 17 & July 31.
- 2) The Planning Committee continues to meet every other Wednesday. Our next meeting will be August 28th.
- 3) Since last report:
 - a) Construction: (approved)
 - a. Paint: 3
 - b. Siding: 1
 - c. Fence: 1
 - d. Deck: 1
 - e. Porch: 1
 - f. Roof: 1
 - g. Propane Tanks: 1
 - h. Garage with Height Variance Request (Approved): 1
 - b) Complaints filed: (new)
 - a. Barking Dogs: 1
 - b. RV: 1
 - c. Boats: 3
 - d. Blackberry Bushes/weeds: 1
 - e. Trailer: 1
 - f. Political Flag: 1
 - c) Complaint Letters Sent:
 - a. Informational: 8
 - b. Notice of Violations: 8
 - c. Notice of Fines: 2
 - d) Approved Permits:
 - a. RV: 1
 - b. Boats: 5

No Action items this month.

- For P&P's: Under Duties & Responsibilities (bottom of page 14)
- 1. Carry out and enforce Article I, Article II, Section 3 of Article III, [and Section 2 of Article V](#) (this section was removed from the C&R's in 1980, it had to deal with allowing access to an owner's property for inspections) of the Covenants and Restrictions.
 - o The section in red needs to be removed from the Policies and Procedures.
 - o Thank you to Jeff Moorhead for finding this error.

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

Social Committee Report - August 17, 2024 Board Meeting

Music on the Patio was held on July 27 with music by the Slugs. Approximately 40 people attended. Such great feed back on the Slugs. They would love to come back again and we think most would agree we would love to have them back again.

August's First Friday Happy Hour held on August 2nd in the ballroom Lots of new faces – lots of laughing and some really good snacks. 36 people attended.

Upcoming Events

August 17, 2024	Music on the Patio 6pm-8pm Music by “The Duke Abides” (Mac Esposito – a Bayshore resident)
September 6, 2024	First Friday Happy Hour Clubhouse, 5pm-7pm BYOB and a snack to share
October 4, 2024	First Friday Happy Hour Clubhouse, 5pm-7pm BYOB and a snack to share
November, 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.

Action Item:

Carol Westhafer has asked that her name be removed from the SC making room for another to volunteer. Social Committee would like to add Lynda Apel in her place.

Lynda Claro – Chair

Wynell Elzenga

Ila (Babe) Hamilton

Karen Moorehead – Board Liaison

John Westhafer

Clubhouse Renovation Task Force Report

August 2024

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

1. The Task Force (TF) contacted the architect to relay the information obtained at the last (July) Board meeting. Specifically, they asked:
 - a. that the details requested by Bayshore be added to the plans,
 - b. that relevant accessibility information (notes and details for federal, state, and local regulatory requirements) be added to the drawings, and
 - c. where he was in the process of obtaining Lincoln County building permits.
2. The architect has not replied specifically to the items above. He did indicate that he would be out of commission for about two weeks starting July 30th due to a medical procedure.
3. The bids obtained for the initial specs and drawings have now expired. New bids will need to be obtained on a future set of plans.
4. The TF met and suggested possible ideas for how to move forward. First, the new floor plan provided by the architect could be used with the previous specs document. Second, one missing element from the new floor plan is the interior elevation information (i.e., information needed to ensure the project meets ADA requirements, such as placements of fixtures and accessories). One strategy for dealing with this missing information is to speak to contractors about their knowledge of ADA/OR codes to assure they have the requisite knowledge. Third, the TF also will need to understand exactly what Lincoln County will need to process the permit applications.

Dues Task Force Meeting Report

August 2024

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

1. The Dues Task Force was developed to obtain a solid understanding of the history of our dues and determine how and whether current dues contribute to the operating budget and our reserves. Currently, the Task Force's (TF) goal is to elucidate and prioritize what Bayshore needs now to cover urgent repairs/maintenance as well as long overdue projects.
2. In its July meeting, the TF reviewed the information they found in the following areas:
 - a. Bayshore's history on dues,
 - b. a general overview of Bayshore's expenditures over time (fixed or recurring costs such as salaries, utilities, etc.),
 - c. the number of Bayshore lots, and how those lots are represented (e.g., one owner for one lot, one owner for multiple lots),
 - d. benefits of Bayshore's amenities, and
 - e. comparables (e.g., amenities, dues) with other similar HOAs.
 - i. The TF discussed annual dues in other HOAs across Oregon that are comparable in size to Bayshore. Those annual dues range from \$444 to \$6,780 (the mean across the 10 HOAs was \$2,676 per year). The range of what those dues cover was notable, from amenities less than what Bayshore offers, to amenities that Bayshore offers, to more amenities than what Bayshore offers (e.g., libraries and golf courses). It is not clear whether the comparable HOAs's dues cover road management. To provide additional information about Bayshore's roads, Mary Lou reported that from 1963 – 1975, Bayshore dues included road maintenance. Currently, Bayshore dues do not include road maintenance. Nevertheless, compared to similar size HOAs, Bayshore annual dues are notably lower.
3. The TF's work would be helped greatly by having updated information on Bayshore's schedule for updating/repairing its assets from the Long Range-Reserve/Physical Assets Committee.
4. To better understand current member involvement in issues related to the management of Bayshore, the TF members looked at the percentage of Bayshore members who voted in the last election. The total number of ballots received was 242, representing approximately 23.5% of the 1,027 ballots sent out.
5. After its July meeting, the TF developed a dedicated email address (bayshoreduestaskforce@gmail.com) which any member can use to ask a question, make a comment, and/or provide feedback on information provided by the Task Force. Additionally, there now is a link from the home page of Bayshore's webpage that will lead to current and future work of the TF.

Beach Access Task Force Monthly Report

August 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.
2. Kenn met with the main contact person from the OCVA here in Bayshore. He showed her both potential access points: 66C and 67B. She stated she would speak with her team about their thoughts on the two beach accesses. She indicated there may be enough funds to pay for the costs of leveling either access pathway. She also stated there is no requirement about the color of the mat (tan vs. blue).
3. Kenn has asked Terry Thissell to meet him so the two can further discuss costs (including the possibility of enlarging the parking area near 66C. Kenn also will seek to obtain an estimate from a paving company for paving an area for a van-accessible stall and access aisle at 66C.
4. Once a pathway is chosen, Bayshore (Kenn) still will need to apply for state and county “non-traditional” and “floodplain” permits (state and county). It is unclear how much those will cost, but it likely will be about \$300-\$400. It appears these permits will be one-time only permits.