

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

Saturday, August 19, 2023 Agenda

Quorum

		Attending	Absent
Kenn Apel, Vice President	Division 1	_____	_____
Kate Guptill, Director	Division 1	_____	_____
Roger Smith, Director	Division 3	_____	_____
Josh Hanselman, Director	Division 4	_____	_____
Carolyn Gardner, Corporate Secretary	Division 5	_____	_____
Storr Nelson, Director	Division 5	_____	_____
William Nightingale, Director	Division 7	_____	_____
Michael Vest, President	Division 7	_____	_____

Approval of Minutes of July 15, 2023 Board of Directors Meeting

Approval of Minutes of July 26, 2023 Special Board of Directors Meeting

Members' Comment: Agenda Item Comments

Reports

- A. Financial report:** Carolyn Gardner, Secretary/Treasurer; **Report Submitted**
- B. Facilities:** Bob Tunison, 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:** Chair needed, Josh Hanselman, Liaison; **No Report**
 - 4. **Policies and Procedures:** Kathi Lenz, Chair; Michael Vest, Liaison; **Report Submitted**
 - 5. **Social:** Ila "Babe" Hamilton, Roger Smith, Liaison; **No Report**
 - 6. **Communications:** Chair needed; Kate Guptill, Liaison; **No Report**
 - 7. **Budget/Finance:** Mary Lou Morris, Chair; Carolyn Gardner, Liaison; **No Report**
 - 8. **Canal:** Karin Couch, Chair; William Nightingale, Liaison; **Report Submitted**
 - 9. **Sand Lobby:** Clark Schaefer, Chair; Michael Vest, Liaison; **Verbal Report**
- D. Task Forces**
 - 1. **Beach Access Task Force:** Chair needed; Kenn Apel, Liaison; **Report Submitted**
 - 2. **Bylaws Task Force:** Elaine Ferguson, Chair; Kate Guptill, Liaison **No Report**
 - 3. **Clubhouse Project:** Chair needed; **No Report**
 - 4. **Virtual Voting Task Force:** Chair needed; Kenn Apel, Liaison; **Report Submitted**
- E. Motion to include all reports for minutes**

Unfinished Business

- A. Weed whacker update
- B. Sunshine Behavioral Health proposed commercial use update

New Business

- A. Guidelines for Determination updates

Member Comments

- A. tbd

Motion for Executive Session

Adjournment

Zoom Link for Bayshore Board of Directors Meeting

Time: August 19, 2023, 1:00 PM Pacific Time

Join Zoom Meeting

<https://us06web.zoom.us/j/87921342571?pwd=bmo0dkxlbWVDTlJlMjRqOHY4TkNVZz09>

Meeting ID: 879 2134 2571

Passcode: 234446

BAYSHORE BEACH CLUB, INC.

MONTHLY REPORT TO BOARD

July 31, 2023

As of July 31, 2023, the 2021 Operating fund balance is \$130,998.46

As of July 31, 2023, the 2022 Operating fund balance was \$25,665.04

As of July 31, 2023, the 2023 Operating fund balance was \$21,339.19

As of July 31, 2023 the 2024 Operating fund balance was \$161,540.34

As of July 31, 2023 the 2024 Prepaid operating funds for 2024 was 244.37

As of July 31, 2023, the Long Term reserve fund balance is \$371,280.88

As of July 31, 2023 the secure Money Market account is \$10,005.49

Accounts receivable balance as of July 31, 2023 is \$ 39,918.31

Current Liabilities including accounts payable and payroll related items total \$37,351.27 as of July 31, 2023

Contingency Fund balance as of July 31, 2023 is \$11,960.00

There were 4 property transfers in July.

The financial reports are prepared by:

Carolyn Gardner
Corporate Secretary
Board member from district 5

DATE: July 22, 2023

TO: Bayshore Board of Directors

FROM: Bob Tunison, Facilities Manager

SUBJECT: July 26th, 2023, Special Board Meeting Report

***** ACTION ITEMS**

***** Activity Room Treadmill Exercise Machine**

The current treadmill located in the clubhouse's Activity Room is approximately 16-years old and when purchased new was a mid-level machine in terms of competitive features, durability, and price range. Approximately 3-years ago, I fixed a problem with the belt-driven base unit that required the purchase of approximately \$80.00 in parts. At that time, I took note that the main motor brushes were well-used and would be in need of replacement. Upon further research, I found that the brushes could not be replaced and that the only solution was the purchase of a new motor for the treadmill. In order to complete such a major repair/component replacement of our treadmill, an outside vendor would need to be hired in order to supply the labor and experience in working with treadmills.

Our treadmill is used by approximately 4-6 members on an annual basis and each of those users, for the most part, tend to use the machine several days each week and tend to concentrate their usage of the treadmill between October and April. The treadmill is the most frequently used piece of exercise equipment in the activity room although it should be understood that to fully appreciate this statement it must also be stated that the other exercise equipment in the activity room is rarely, if ever, used by our members.

I am asking that the board consider whether or not they wish to purchase a new treadmill for the activity room partially based on the information concerning usage as described above and in consideration of the fact that replacement will cost between \$1,300.00 and \$1,600.00. This range of cost includes, in particular, the Bow Flex model BXT8J which has received excellent reviews. The broadest range of availability in current treadmills includes individual exercise programs as well as other features which rely on internet connectivity of the machine. These more advanced machines and programs are targeted at the 25-35-year-old advanced workout enthusiast and range in pricing from \$2,000.00 up to \$4,000.00+. Our member's need is limited to occasional use and a much lower level of treadmill capability as suggested by the Bow Flex product above. It should be noted that very few manufacturers compete in the less elaborate treadmills and, consequently, there are only one or two competitors to the Bow Flex model to choose from at this level of options to the user.

My Action Request for this meeting:

My request is that the board decide at this meeting whether or not they wish to replace the treadmill contingent upon a final review of models that I will recommend to the board at the August Board Meeting (all of which will be in the \$1,300.00 and \$1,600.00 range). In the meantime, it may be in the interest of the board to notify members of the need we have for a replacement treadmill. Our current treadmill as well as almost all other pieces of exercise equipment in the activity room has been donated to Bayshore by members over the past 15 or more years. One of Bayshore members may very well have a treadmill they are willing to donate to our clubhouse.

Planning Committee Report to the Board of Directors, August 19, 2023

- 1) Date report submitted: August 11, 2023. Report covers: July 18, 2023 – August 8, 2023.
- 2) Planning Committee & Membership Update
 - a) The Planning Committee continues to meet on Tuesdays from 9-11am in the office.
 - b) Since the last report, the PC met on 7/18, 7/25, 8/1, & 8/8.
- 3) Since last report:
 - a) PC has closed:
 - a. Construction Files: 22
 - b. Violation Complaints: 20
 - b) New Construction: 2 submitted, 1 approved.
 - c) Height Variance Requests: 1 in process
 - d) Projects: (approved)
 - a. Fence: 1
 - b. Paint: 1
 - c. Shed:
 - d. Siding: 3
 - e. Windows: 1
 - f. Deck: 3
 - g. Roof: 2
 - e) Permits:
 - a. RV approved: 2
 - b. Boat approved: 1
 - f) Complaints filed:
 - a. Scotch Broom: 1
 - b. Sand: 1
 - c. Deck:
 - d. RV: 2
 - e. Fence: 3
 - f. Lights:
 - g. Trees: 2
 - h. Dog/Cat: 3
 - i. Sign: 1
 - j. Miscellaneous: 4
 - g) Complaint Letters Sent:
 - a. Informational: 5
 - b. Notice of Violations: 4
 - c. Notice of Fine: 1
 - d. Refer to Board of Directors for Fine: 1

Action Items:

1. Recommend a \$100 fine for a Commercial Sign that has been visible for over 2 months. All mailed communication has gone unanswered.
2. A motion to change a requirement in the Guidelines for Determination:
 - I would like to make a motion to: Remove Manufactured Home Guidelines, item 3(e) ("Have a garage or carport with exterior materials matching the manufactured home, to be completed prior to occupancy.") from the Guidelines for Determination

As a group, the Planning Committee discussed, voted, and approved removing section 3(e) from the Manufactured Home Guidelines (see attached) because we felt that this is discriminatory toward new homeowners who want to have a manufactured home instead of a "stick built" one. "Stick built" homes do not have a requirement to add a garage/carport.

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

encl

MANUFACTURED HOMES GUIDELINES

1. Building requirements for manufactured homes are based upon the same Covenants and Restrictions dictated for site-built construction of homes. An “attractive and aesthetically pleasing design for any building”, C & R Article II, Subsection 2, is required.

2. Manufactured homes shall meet Federal H.U.D. code requirements.

3. Manufactured homes placed on any Bayshore property shall:

a) Be new multi-sectional (“double wide” or wider) and enclose a floor area of not less than 1,000 square feet.

b) Be placed on an excavated and back-filled foundation, enclosed at the perimeter with no more than twenty-four (24) inches of the enclosing split faced block masonry foundation exposed above grade. The foundation must meet State of Oregon Building Code requirements.

c) Have a roof with a minimum pitch of 4 inches in height for each 12 inches in width with a minimum of 12-inch eave overhang on all sides. Homes wider than 32 feet may have a lesser roof pitch to meet maximum height limitations per Art II, Subsection 3.

d) Have an exterior where no joint seams are visible between sections. Exterior siding must be compatible with Bayshore site-built homes.

e) Have a garage or carport with exterior materials matching the manufactured home, to be completed prior to occupancy.

f) Have at least partially taped and textured interior.

g) Be certified by the manufacturer to have an exterior thermal envelope meeting performance standards which reduce heat loss to levels equivalent to the performance standards required of single family dwellings constructed under the state building code as defined in ORS 455.010. (Evidence demonstrating that the home meets “Super Good Cents” energy standards is sufficient.)

4. Decks, porches, steps, or outbuildings must be approved by the Planning Committee (just as required on site-built structures.)

Meeting July 20, 2023 (6:00 to 7:30 pm) Next meeting (In-person/Zoom) August 24th @ 6:00pm

Attendance: (Zoom) Elaine Ferguson, Kathi Lenz, & Debbie White, Gary Brown & Mike Vest (Board Liaison),

Old Business

- Bid process & language combining both committees (Tabled until further direction is received)
- Election Committee
- HOA Parking Lot & Grounds (Tabled)
- Incorporate changes to P&P draft to bring it current with recent board actions
- Make finalized P&P Manual available via Website
- Separate HR Related documents to a separate document

Other

Update the format for P&P manual - apply style guide

Revision Process for Posting

- New language to replace all cross-outs
- Person to double check (highlights in yellow or cross out/inserts)
- Final version back to chair to send to Board President and the office
- New section of Addendums

New Business

Work with Planning committee to review fine schedule for unenforceable fines

Separate out HR related content from P&P manual

Remove forms to appendices.

Clean up P&Ps for formatting and language consistencies.

Assignments

- Gary to work with Planning committee
- Kathi work through P&P updates to include all board actions from 2022-2023.
- Elaine taking all the HR wording out of the P&Ps. Take all forms out and attach as an addendum.
- Debbie – Reviewing committee sections

Next Meeting – Thursday August 25

Adjourn

August, 2023

Canal Report:

There have been a number of complaints from Canal property owners of people using their property to get to the canal. Please don't use people's yards to get down to the water. Home owner's property actually goes down to the water's edge. The water's edge is not for public use. If you are kayaking, canoeing, paddle boarding or even tubing in the waterways remember to use your property only to enter and exit the canal. The canal is a beautiful wildlife habitat that we as homeowners do not want to see destroyed.

The only Bayshore access is an over grown lot off the large clubhouse parking lot. number of people are thinking of putting up private property signs which nobody wants to see. The same can be said for ocean front homes. Owners are finding people walking all over their properties.

Whether it is other home owners or vacationing visitors there are designated access areas for people to use.

Karin L Couch
Canal Chairman

Virtual Voting Task Force Report

August 8, 2023

In Attendance: Dan Gardner, Norm Fernandez, Debbie White, Kenn Apel (Board Liaison)

Members of the Virtual Voting Task Force met on August 1st. As a reminder, the purpose of the Task Force is to determine a means to allow Bayshore members to make a motion(s) or vote on a motion(s) virtually real-time during a Members Meeting.

Given the Task Force members could not find an online organization that would allow real-time, “spur of the moment” motion making and voting, the Task Force decided the best means for achieving its goal was to create a process that would be handled locally via Bayshore volunteers. So far, the Task Force has been working on registration and voting processes for eventual Board approval. Highlights of the process, which still need refining, include steps such as:

1. Before registration begins, volunteer members of an E-Voting Committee (EVC) who are the co-hosts of the Zoom meeting, sign into Zoom. (*Note:* The Task Force is using this committee name as a placeholder for a group of volunteers who will help run the process).
2. One of those EVC volunteers then immediately,
 - a. Disables naming rights for all Zoom attendees, and
 - b. Automatically mutes all Zoom attendees.
3. EVC volunteers then begin registering Zoom attendees by:
 - a. Checking that a Zoom member is indeed a member,
 - b. Determining that the Zoom attendee has not already given a proxy for voting at a meeting, and
 - c. Has the right to vote at the meeting (i.e., ensuring a joint member on the lot who is in attendance in person at the meeting has not already received a “card” to vote on a motion).
4. If all the above is true, the Zoom member then:
 - a. Is checked off on master list,
 - b. Assigned a new name, consisting of the number 1 (signifies the number of votes allowed on a motion), the Zoom member’s membership number and the member’s last name (e.g., (1) 3290 Apel).
 - c. Zoom members are told they must keep their videos on at all times.
5. Special cases:
 - a. If a Zoom member has more than one lot, then the number of votes allowed will be put in parentheses before the membership number (e.g., (2) 3514 Smith). When a vote is taken, the vote counters will count the yes or no vote times the number in parentheses.
 - b. If two valid Zoom attendees are observing off of the same device, they will be told that when a vote is taken, the vote counters will assign the same responses (yes or no) for that one device/entry.
6. Voting:
 - a. When a vote is called, members of the EVC will count votes (i.e., electronically raised hands). At least two EVC members will count the votes separately and then compare the outcome of their vote to ensure the correct number of votes has been tallied.
 - b. Once the votes have been tallied, a co-host will ensure that all electronic hands have been lowered.

Submitted by Kenn Apel

Beach Access Task Force Report

August 8, 2023

In Attendance: Jana Hanford, John Westhafer, Kenn Apel (Board Liaison)

Kenn provided a brief history of the Task Force over the last two years. The current members of the Task Force members then began discussing options for how Bayshore could provide its members and their family/guests access to the beach. Options include building a walkway out to the beach at the 66C beach access path and/or buying or borrowing a motorized beach chair. The following “assignments” were made:

Jana: will investigate portable and removable beach pathways (e.g., Mobi-Mat) by discussing their use at a Lincoln County beach and also researching these types of portable pathways on the internet.

John: will investigate David’s Chair and other motorized beach access chairs, including speaking to organizations that currently use these chairs (e.g., Lincoln City).

Kenn: will speak with the State Park Ranger to understand the length of portable pathways that may be permitted on the beach and investigate local grant agencies that may be able to provide some funding for a project(s). Kenn also will review the dimensions of the Bayshore plot that is used (and possibly be could be enlarged) for parking.

The Task Force will meet again on September 5th at 1:00pm.

Submitted by Kenn Apel