

BAYSHORE BEACH CLUB, INC.

BOARD OF DIRECTORS MEETING

Saturday, November 16, 2024

In Attendance:

Karen Moorhead, Corp. 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
Storr Nelson, Director	Division 5

Absent:

Carolyn Gardner, Treasurer	Division 5
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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 1:03 pm.

President Hanselman welcomed guest speakers (John and April) from the Waldport Citizens patrol. *See below in New Business Section for more information.

Vice President Smith moved and Corporate Secretary Moorhead seconded to approve the September 21, 2024 Board of Directors meeting minutes. Vote was unanimous in favor.

Vice President Smith moved and Director Hanselman seconded to approve the Board review of the financials for November, 2024. Vote was unanimous in favor.

REPORTS:

FINANCIALS: Report Submitted.

FACILITIES: Report Submitted. President Hanselman provided a quick overview of the facilities report, as Facility Manager McClain was absent this meeting. President Hanselman mentioned an ADA approved door for the upstairs clubhouse was still in need, and two bids came in for the clubhouse siding. The pool repairs are 90% complete, with Vice President Smith offering a thank you to Facility Manager McClain for the good job in supporting Swimcraft with the pool repairs (digging a trench, and other labor).

Clubhouse chimney update: A leak near the chimney roof was an emergency repair last week costing roughly \$768.00 (short term patch). Bayshore also received a \$3600.00 bid for the chimney work, and will review the bid at the next Board meeting.

COMMITTEES:

PLANNING COMMITTEE: Report Submitted with Actions. *Vice President Smith moved and President Hanselman seconded to add member Gary Brown to the Planning Committee. Vote was unanimous in favor.*

The planning committee would like Board approval to send out two fine letters to residents: 1) Division 2: Unkempt yard, \$100.00 fine; and Division 6: Prohibited vehicle, \$250.00 fine.

Vice President Smith moved and Director Guptill seconded to approve a \$100.00 fine for an unkempt yard in Division 2. Vote was unanimous in favor.

Vice President Smith moved and President Hanselman seconded to approve a \$250.00 fine for a prohibited vehicle in Division 6. Vote was unanimous in favor.

Vice President Smith mentioned the Planning committee will be on break during the month of December, and will not hold a meeting, but will be available to assess an emergency situation. The January Planning committee meetings will reconvene on January 8th, 9-11 am at the clubhouse.

LONG-RANGE RESERVE/PHYSICAL ASSETS: No Report.

SAFETY COMMITTEE: No Report.

POLICIES AND PROCEDURES COMMITTEE: Verbal with Action. *Corporate Secretary Moorhead moved and Vice President Smith seconded to add member Barbara Phillips Michel to the Policies & Procedures committee. Vote was unanimous in favor.*

SOCIAL COMMITTEE: Report Submitted with Action. Chair, Lynda Claro, requested the Board approve funding for new glass dinner plates/bowls for the Holiday party. President Hanselman proposed the committee utilize the funds that are currently in the budget for the dishware, and the Board will address any future need of funds at a later date.

Chair Claro reminded members to rsvp by December 2nd for the Holiday party on December 14th from 5-9 pm in the clubhouse. There is only room for 80 people and many have rsvp'd already.

COMMUNICATIONS: No Report.

BUDGET/FINANCE: Verbal Report. Chair, Mary Lou Morris, discussed her research on banks with a higher percentage CD, such as Washington Federal, and Discover Bank. Chair Morris mentioned what she felt was a QuickBooks discrepancy. President Hanselman stated the money is not missing, but rather it should be a QuickBooks glitch/error or a misread of the report. Pres Hanselman stated that he would have more information on this at the next Board meeting.

SAND LOBBY: No Report.

TASK FORCES:

CLUBHOUSE PROJECT: Verbal Report. Chair, Kenn Apel, stated the Clubhouse Project task force will be on a temporary hold with no immediate future report, until the Board makes determination on future clubhouse renovations.

DUES TASK FORCE: Report Submitted. See below under New Business.

BEACH ACCESS TASK FORCE: Report Submitted. Due to residential property blocking half of the beach access 67D, Bayshore is unable to fully plow the beach access. The State does allow residents to fully walk the beach access to reach the beach, but it would be illegal to plow through the residents' property. Member Kenn Apel suggested Bayshore speak to the owner to discuss a possible cost split to clear the beach access.

President Hanselman moved and Vice President Smith seconded to approve all reports for the minutes. Vote was unanimous in favor.

UNFINISHED BUSINESS:

A. Board Vacancy: The Board received and reviewed one application for the Board vacancy from member Mark Mugnai, who was previously on the Planning committee, and a previous Board member. Director Hanselman and Director Harris would like to request member Mugnai include a more complete resume before consideration. The Board tabled this topic until the January Board meeting and will send one more email out to members for their consideration of the temporary Board position.

B. Beach Access Grading Update: See above under Beach Access Task Force.

NEW BUSINESS:

A. Guest Presentation – Waldport Citizens’ Patrol: John and April who volunteer on the Waldport Citizens Patrol were invited to speak at this meeting by members and fellow volunteers of the Citizens Patrol, Gary and Melody Brown. The objective was to inform members of the patrol service, and to welcome anyone who desires to volunteer. John and April explained the process to become a volunteer and the type of work involved. They shared several examples of what they had experienced on patrol. The main objective as a volunteer would be to have extra eyes on the community and report anything unusual or suspicious. Feel free to ride along and see if it’s a good fit. The Citizens Patrol conducts a meeting every 1st Wednesday of the month at the Fire Station in Waldport next to City Hall, at 6:30 pm. You will also receive a nice yellow jacket if you join! More information about this will be available in the Breeze.

B. 2025 Spring Cleanup: Vice President Smith previously met with members Dave Smith and Steve Ames to discuss the 2025 spring cleanup. The spring cleanup will be held the weekend of May 31st to June 2nd. If you would like to volunteer to be part of the ‘scotch broom crew’ prior to the spring cleanup, or help in another capacity, please contact Vice President Smith via email, text, or leave a message with the office.

C. Dues Task Force Presentation: Chair, Kenn Apel, delivered a slide show presentation providing detailed information on Bayshore’s income vs expense. The video presentation and report are both available on the Bayshore Beach website, under Quick links: Dues Task Force, and under Committees: Dues Task Force.

The Board will host a Special Meeting sometime this January with members in person and on zoom, to discuss Bayshore’s dues and cost vs expenses and will send out a notice of the meeting date closer to January (or as the rules require).

D. Clubhouse Claps with Claro: President Hanselman thanked the clubhouse painting crew: members, Dave Smith, Dave Hubbard, Jim Hamilton and all of the many hands that helped paint the clubhouse. “Clubhouse is looking beautiful” per President Hanselman.

E. Breeze Editor: Member Pam Sturgeon stepped down as Breeze editor, and member Kenn Apel stepped up to take on the task as Breeze editor, and will begin his journey with the January 2025 Breeze edition (no Breeze in December). Thank you, Pam, for your hard work and wonderful editions of the Breeze.

F. Street Lighting (Member to Address Board): Member Sarah Schultz has requested the Board turn the streetlights on next to her house. President Hanselman asked 3 times if Ms. Schultz was present online or in the room. After no response he stated that he would represent her request as best he could. The current status and history of the lights in Bayshore was discussed. To improve the ‘night sky’ for the Bayshore residents, and to reduce costs, many lights were removed by vote of the Board in 2018. It was suggested that member Schultz is free to upgrade or add additional lighting on her house and property, and return to the Board if this does not improve the situation. In particular, motion detection lighting was suggested by Vice President Smith, for her aid in personal security. No motion needed.

G. Facilities Maintenance Pay Structure; Annual Staff Raises; Holidays/Holiday Pay:

President Hanselman moved and Director Hanselman seconded to include the Day after Thanksgiving and Christmas Eve as permanent paid holidays for permanent employees. Vote was unanimous in favor.

Facilities Manager McClain's pay structure was discussed by the Board, and consideration of a salaried position was debated for consistent pay throughout the year.

EXECUTIVE SESSION: *Vice President Smith moved and President Hanselman seconded to adjourn to executive session at 3:11 pm. Vote Was unanimous in favor.* The Board discussed annual staff raises and maintenance pay structure.

President Hanselman moved and Vice President Smith seconded to approve the discussed raises for staff. Vote was unanimous in favor.

MEMBERS COMMENTS:

Melody Brown requested an audit. President Hanselman reiterated details provided by former president Vest that Bayshore P&P's guide is to limit audits to when accounting discrepancies are discovered. President Hanselman stated that as the accounting staff and board had not had the chance to confirm or investigate the report but would do so over the holiday break. President Hanselman stated that if he did not return with a solution/correction at the next meeting that the situation would then warrant an audit discussion.

Artisans Update Announcement by President Hanselman:

- 71 members attended the Pancake Breakfast!
- Don't miss the Holiday Bazaar this December 7th and 8th with a full capacity of vendors!

HAND CLAPS:



- President Hanselman and Board thanked the Social Committee for all their hard work and time spent planning and preparing this year's Holiday Party and other events!! Thank you, Social Committee!!
- Vice President Smith and Board thanked Facility Manager McClain for his extra help laboring with Swimcraft on the pool repairs. Thank you, Kirk!!
- Board thanked Lynda Claro, Lynda Apel, and Paula Brubaker and all the members who helped renew and refresh the clubhouse with fresh paint and new décor! Thank you, Team Bayshore!
- Board thanked Pam Sturgeon for her hard work and wonderful editions of the Breeze as editor. Thank you, Pam!!!

ADJOURNMENT: President Hanselman moved and Vice President Smith seconded to adjourn the meeting at 3:40 pm.

Minutes prepared by Kathy Drossel, Office Coordinator

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

As of October 31, 2024

11/11/24

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

Ordinary Income/Expense	Jul - Oct 24	Budget
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.