

Minutes

Meeting of the Board of Directors of the Kiwanda Shores Maintenance Association

January 13, 2025, 6:00 pm PT



FOLLOW-UP TASKS

- Ray will work to have the pothole filled with asphalt (possibly in conjunction with repaving of other KS streets.)
 - The Board agreed (post-meeting) to have the 2025 annual meeting on June 7, 2025. Susan will reserve the Kiawanda Community Center.
 - Ray is securing a bid from (William) Gettis Paving Inc. for the paving of Sea Swallow Drive and Neptune Drive. [See notes below. Bid secured.]
 - Peggy is working on creating a separate capital budget to tracing capital funds and capital expenditures. [See notes below. Draft of capital budget was prepared.]
 - Board agreed to postpone approval of the Operating Budget (and Capital Budget) until the next Board meeting.
 - Board agreed to update the 2025 budget for the website development to \$3,000.
 - Board agreed to pursue having the KSMA sell the property of interest to the property owner (see below) as a condition of approving the driveway.
 - o It was recognized that, to sell KSMA-owned land, approval from the KS general membership would be needed.
 - Doneg will adjust the boundary stakes for the Kiwanda Shores dune grass pilot plantings.
 - KSMA will include in its next distribution to membership a brief description of the action taken by the Tillamook County Board of Commissioners with regard to STR limitations.
 - o The next meeting of the KSMA Board was scheduled for March 10, 2025.
 - CAPITAL BUDGET MEETING:
 - o It was determined and agreed to by the Board to proceed with the paving of both Sea Swallow Drive and Neptune Drive in 2025.
- KSMA board members in attendance:

Susan	Peggy	
Doneg	Jeff	Ray
 - Approval of minutes from November 18, 2024, KSA board meeting (Doneg)
 - o **The minutes for the November 18, 2024, KSMA board meeting were approved.**
 - Decision on when to have annual meetings starting next year
 - o Board discussed possible dates for the membership-approved rescheduled annual meeting. It was recommended that the date not be set on a major holiday weekend.
 - o **Board established the third Saturday in May as the date for the KSMA annual meeting.** For 2025, the Kiawanda Community Center was found to be not available for the third Saturday in May (May 17). The Board agreed post-meeting to have the 2025 annual meeting on June 7, 2025.

- Beach-front management (Ray and Susan)
 - Paul G. is continuing to work on revising the application to the State and County for a multi-year permit for dune maintenance. Ray indicated that there is some uncertainty as to whether it will be possible to get more than a one-year remediation permit approved (which does not provide authority to modify the beachfront terrain beyond the 40' of property owners' property line.)
 - Even if the multi-year plan for dune maintenance cannot be secured, a multi-year permit for remediation would be of value.
 - **Board agreed that – as an owner of a beachfront lot – it is important for KSMA to continue funding its share of the sand removal, permitting, etc., costs.**
 - **It was expressed that the Kiwanda Shores dune grass pilot project should be continued and expanded in front of the KS-owned lot.**
 - It was suggested that this approach might ultimately be the most successful for re-establishing dune grass on the beachfront (in order to reduce erosion) while maintaining property owner ocean views.

- Decision on KSMA financial participation on sand removal permits beyond current funding (Susan)
 - **Board further agreed that it is the position of the KSMA to support and assist KS beachfront owners in securing permits for dune management / remediation.**

- We need a new towing company (Susan)
 - Paul B has tried but has not had success in securing a towing company to replace the one that is listed on the neighborhood signs. The company no longer exists, and other companies have not (yet) been interested.

- Pothole on Ocean Drive (Ray)
 - Pothole on Ocean Drive remains. **Ray will work to have the pothole filled with asphalt (possibly in conjunction with repaving of other KS streets.)**

- Update on planned paving of Sea Swallow and Neptune Drives (Ray)
 - **Ray is securing a bid from (William) Gettis Paving Inc. for the paving of Sea Swallow Drive and Neptune Drive.** He has attempted to secure a bid from an additional paving company, but he has not yet been successful.
 - Ocean Drive may be sealed at the same time.
 - The project will be funded from the KSMA Capital Budget.

- Financials and budget (Peggy)
 - Peggy circulated the KSMA Proposed 2025 [Operating] Budget, which runs from January 1, 2025 to December 31, 2025.
 - Peggy is working on creating a separate capital budget to tracing capital funds and capital expenditures. The projected expenditures for the capital budget will be drawn, in part, from the Capital Plan created last year.
 - Peggy was successful in moving additional KSMA funds into a previously-established high-yield savings account. A Wells Fargo account was closed.
 - **Board agreed to update the 2025 budget for the website development to \$3,000.**
 - **Board agreed to postpone approval of the Operating Budget (and Capital Budget) until the next Board meeting.**

- Architectural Control Committee (Jeff)

- There are two new construction projects being planned / implemented on the quad. The review of one of the properties became contentious on the issues of slope of roof and placement of the driveway. The other property was reviewed without issue.
 - In general, KSMA owns and maintains the driveways to homes constructed in the quads. For new construction projects, KSMA has the responsibility of approving (or not) allowing the use of KSMA land for a private driveway and taking on the maintenance of the additional driveway. Ray raised a question as to whether KSMA should continue the practice of allowing (private) driveways to be constructed on KSMA-owned property and then being responsible for maintaining the driveways.
 - Board had a discussion as to whether to require a property owner who is requesting approval to construct a driveway on KSMA-owned property first to purchase the land from the KSMA. The new owner would maintain the driveway, rather than the to-be-developed driveway being added to the developed square footage maintained by the KSMA but used by a single property owner.
 - **Board agreed to pursue having the KSMA sell the property of interest to the property owner as a condition of approving the driveway.** It was recognized that, to sell KSMA-owned land, approval from the KS general membership would be needed. Potentially, the upcoming KSMA annual meeting could be the vehicle for having the needed vote, if the applicant to the ACC wishes to purchase the KSMA-owned property.
- Dune grass pilot project (Doneg)
 - Doneg reported that a second plot of dune grass was planted in front of the KSMA-owned beach front lot. Because of the limitations on the use of heavy machinery, the dune grass procured from other KS lots consisted of smaller “chunks” of dune grass, although when transplanted the grass was clumped together to foster hearty and rapid growth.
 - Jeff noted that the dune grass is beginning to grow past the boundary stakes around the plantings and that it would be useful to extend outward the boundaries to protect the new growth.
 - **Doneg will adjust the boundary stakes for the KS dune grass pilot plantings.**
- Short-term rental (STR) update (Doneg)
 - Doneg provided an update on the recent actions of the Tillamook County Board of Commissioners with regard to the limitations on the number of short-term rental permits allowed. The Commissioners voted to remove the cap on the number of properties in Pacific City located west of the Nestucca River (referred to by the County as the “west division”) that are allowed to operate as STRs. The existing STR limitations would continue in other parts of Pacific City and the County.
 - **It was agreed that KSMA will include in its next distribution to membership a brief description of the action taken by the Tillamook County Board of Commissioners with regard to STR limitations.**
- Webmaster update (Susan)
 - Susan reported that our webmaster (Travis) is in the process of re-working the KSMA website. Updates he has provided so far, and his assistance with creating email capabilities, have been very useful.
 - **A new logo for KSMA that was designed by Travis was reviewed and approved by the Board.**
- Next meeting of the Board of KSMA
 - **The next meeting of the KSMA Board was scheduled for March 10, 2025.**

SUPPLEMENT TO THE JANUARY 13, 2025, KSMA MEETING NOTES:

- Review of bid to pave Sea Swallow Drive and Neptune Drive (Susan, Ray, Peggy)
 - On February 12, the KSMA Board of Directors held a conference call to discuss the bid received by Ray from (William) Gettis, Inc. to pave Sea Swallow Drive and Neptune Drive.
 - Ray reported that the bid to overlay pavement on Sea Swallow Drive and Neptune Drive totals \$77,840: \$26,500 for Sea Swallow and \$51,340 for Neptune Drive. These are both considered to be reasonable prices and will extend the life of the streets for 20 years or more.
 - In preparation for the discussion, Peggy prepared a draft Capital Budget (attached). Board reviewed the line items of anticipated future capital expenditures.
 - Peggy raised a concern that a second bid should be secured to ensure that we are receiving a competitive price for the work. Ray explained that a second bid was sought, but a second interested vendor was not identified. There is a very limited number of paving contractors operating in south Tillamook County. **Board agreed to proceed with a single bid in this instance because of the market conditions.**
 - **It was determined and agreed to by the Board that proceeding with the paving of both Sea Swallow Drive and Neptune Drive in 2025, was the most prudent approach.** Waiting until 2026 to pave one of the streets could potentially result in higher costs to the KSMA for the delayed work as a result of a higher bid amount if rebid in 2026. In addition, the Capital Budget indicates that sufficient funds are available to fund the paving of both streets in 2025. The sealing of Ocean Drive will not take place as part of this repaving effort.