

## Minutes

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



November 18, 2024 (Meeting postponed from November 11), 6:00 pm PT

- KSMA board members in attendance:
  - Susan Caney-Peterson
  - Peggy Halley
  - Doneg McDonough
- Others in attendance: Paul Gulick, coordinating beachfront maintenance permits
- Approval of Minutes from August 31, 2024, Annual Meeting (Susan)
  - Minutes of the Annual Meeting were approved.
  - There were approximately 32 in-person attendees and 20 participants via Zoom.
- Beachfront permits: sand management and dune grass planting (Paul Gulick)
  - Paul is coordinating the effort to secure approval (and permits) allowing the grading of sand and planting of dune grass on the Kiwanda Shores beachfront. Paul reported that an application has been filed with the State OPRD and Tillamook County. (See attached email dated Oct 28, 2024, at 3:36 PM, from Paul to Kiwanda Shores beachfront homeowners.) The fees for the permit(s) have not yet been paid by the beachfront homeowners. Prior to formal submission, the application was revised to incorporate requirements indicated by State and County officials.
  - OPRD has a long review process, including a public comment period, potentially lasting between one and three months. Questions are expected from OPRD prior to approval of permits.
  - Depending on when approval is received, there may be time within this planting season (prior to the end of winter / end of April, 2025) to plant additional dune grass. If not, planting would occur over the following planting season.
  - Since the expiration of the multi-year, master permit, individual beachfront homeowners have been securing (annual) sand removal permits to allow for partial grading of sand on their beachfront. (The cost to beachfront homeowners for the annual sand grading/removal is approximately \$300 - \$400 per property. The sand removal is typically performed by Coastway Excavations.) Sand may be moved 20 feet away from homes for the purpose of protecting the homes but may not involve “view grading”.

- When a multi-year permit is received, (a) comprehensive planting of the dune grass will take place and is estimated to cost approximately \$53,000 (\$1,200 per homeowner) and (b) more extensive sand management will occur, costing in the range of \$1,000 - \$4,000 per property. The homeowners have contracted with Bros & Hoes Landscaping in the past to do the planting and Coastway for the sand grading. Doneg commented that another landscaping firm (Andres Landscape) recently completed planting dune grass at the refurbished Cape Kiwanda parking lot.
- Paul indicated that this will be his last year coordinating the dune management efforts. Others will need to be identified to continue this work. Paul stated that OPRD and the County wanted the overall Cape Kiwanda Dune Management Plan to be updated as part of the current permitting process but relented when KS homeowners expressed difficulty in achieving an update in a timely manner. Such an effort has previously involved landowners extending outside the boundaries of KS, such as the Pelican Restaurant. If a consultant were hired to support such an effort, a budget of approximately \$20,000 might be needed. (Susan asked that Paul provide the contacts from the prior work on this.)
- There was a discussion on ways – and whether – KSMA might become involved in the beachfront management efforts. (KSMA currently funds sand removal and planting that occurs on KSMA property.) There are three primary activities:
  1. Securing a multi-year permit from the County and OPRD for dune maintenance;
  2. Conducting periodic dune grass planting along the beachfront in compliance with the Cape Kiwanda Dune Management Plan; and
  3. Performing annual sand grading and removal.

Paul offered that item #1 might be an area that might best fit with the KSMA mission. Item #2 could also be supported by KSMA as there is a benefit to the entire community from this activity.

- Doneg raised the issue of adding a second plot (roughly 10' x 5') to the KSMA dune grass pilot project, which is located on the beachfront due-west of the KSMA-owned beachfront lot. It was agreed that replicating last year's planting would be constructive to continuing to evaluate an alternative dune grass planting method (i.e., transplanting of large chunks of mature dune grass in concentrated areas).
- Financial Report (Peggy)
  - Financial statements (such as "P&L Budget vs. Actual) were made available to board members.
  - Peggy (working with Robin) continues to increase the revenues for KSMA from the investing of KSMA reserves into higher-rate savings vehicles. The Board encouraged Peggy to continue to migrate funds from existing accounts to these higher yield accounts, while ensuring that there is sufficient availability of the funds for needed KSMA expenditures. It was recommended that KSMA's naming of the accounts be updated to reflect the purpose of the funds (e.g., capital reserve fund).

- The Board had a discussion of the accounting for capital funding and capital expenditures. \$17,700 was recently transferred between accounts (and added to the operating budget) in preparation for additional road paving work. It was suggested that KSMA establish a capital budget and record capital expenditures (as well as a capital reserve account) against the capital budget, rather than incorporate capital expenditures into the annual operating account reporting. For example, \$50,000 would be identified in a capital budget for capital expenditures in 2025 for road paving on Sea Swallow Drive and Neptune Drive, as well as for potential work on the north and south entrance gates. Peggy will work with Robin on preparing a capital budget for 2025.
- Susan happily reported that homeowner past due accounts stand at less than \$600.
- Architectural Control Committee (Susan)
  - Jeff is serving as chair of the Architectural Control Committee and is processing requests from homeowners. But, there is a need for volunteers to assist Jeff and serve on the Architectural Control Committee.
  - An unauthorized fence was removed from the homeowner’s property near the wetlands.
- Short Term Rentals (Doneg)
  - There are currently 28 homeowners on the STR Wait List for Pacific City – Woods. Approximately 5 of those on the wait list are Kiwanda Shores homeowners. There has been some movement of homeowners off of the wait list (and receiving permission to operate an STR), but more homeowners are being added to the list than are working their way off the list.
  - Over the summer, Susan and Doneg attended three (of three) County-organized community meetings to discuss potential adjustments to the STR cap applicable to Pacific City. There was near unanimity from attendees of the community meetings that the STR permit cap should be lifted or removed entirely. Director Sarah Absher stated that she would be taking the community’s recommendations to the County Board of Commissioners for consideration. She stated that it was expected that the Board would formally consider the recommendations at their August or September Board meetings. To date, this topic has not been placed on the agenda of the Tillamook County Board of Commissioners.
- Communications Update (Susan)
  - Susan asked for and received approval to move forward with the KSMA website update. \$3,000 was budgeted for the Website redesign.
  - Susan asked for and received approval to authorize spending \$13 per month for a Mail Chimp subscription to facilitate email communications with KSMA membership.
- Roads and Maintenance
  - Wetlands bridge repair: It will cost an estimated \$200 to repair the wetland bridge. Scott will coordinate the work with the contractor.

- Action Items from Previous Meetings
  - Due to time constraints, consideration of a few items was postponed until the next Board meeting. These include:
    - Decision on when to have annual meetings starting next year
    - We need a new towing company; old one out of business (Paul B.)
    - Paul B is working with Dave (Peggy's husband) to establish a streamlined process for the review of remodeling / replacement projects.
    - Ray will fill the sink hole on Ocean Drive with asphalt (with Paul B as back-up) when the broader repaving work is conducted.
    - Ray volunteered to coordinate securing the sand removal permit for both the KSMA-owned lot and beach access points.
    - Update from Ray on next year's paving of Sea Swallow and Neptune Dr.
- Next KSMA Board Meeting
  - The next meeting of the KSMA Board will be held on January 13, 2025, at 6:00 pm.