

**BAYSHORE SKI & RACQUET CLUB  
HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING-OPEN SESSION  
October 25, 2025**

**DIRECTORS PRESENT:** Ron Zurek (President), Ellen Kosmatka (Vice-President/Treasurer), Bill Kay (Vice-President/Director at Large), and Solomiya Pyatkovska (Vice-President/Director at Large).

**DIRECTORS ABSENT:** Shelley Silver (Vice-President/Secretary)

**HOMEOWNERS PRESENT:** John Kosmatka

**PROPERTY MANAGER:** Mindy Vermilion, Email: [bayshorebigbear@gmail.com](mailto:bayshorebigbear@gmail.com), Tel: (818) 489-4511, Fax: (909) 866-4074, Mailing address: PO Box 1224, Big Bear Lake, CA 92315.

I. **Call to Order:** Ron Zurek called the open session meeting of the Bayshore Ski & Racquet Club Homeowners Association to order at 10:01 a.m., Saturday, October 25, 2025, via Zoom video / telephone conference call.

II. **Welcome and Introductions:** All in attendance were introduced and welcomed.

III. **Approval of Minutes of the September 20, 2025 Meeting:** Motion to approve the Minutes as submitted made by Solomiya Pyatkovska, seconded by Bill Kay. Vote: 3-0-1, approved. Ellen Kosmatka abstains due to her absence at the meeting.

IV. **Reports:**

- A. **Manager's Report:** Report submitted and read by Mindy Vermilion. A copy of the Manager's Report is available to all Homeowners by request. Please contact Mindy Vermilion for a copy. Motion to approve request to purchase hedge trimmer in the amount of \$483.80 made by Ellen Kosmatka, seconded by Solomiya Pyatkovska. Vote: 4-0, approved.
- B. **Landscaping Report:** Verbal report given by Solomiya Pyatkovska. See also Manager's Report.
- C. **Architectural & Property Report:**
  - 1. **Violations:** Verbal report given by Bill Kay. 19 Correction notices were sent May 1st, with a deadline for compliance of August 31<sup>st</sup>. At the time of the meeting there are four outstanding notices, with time extensions given through October 31<sup>st</sup>. Of the remaining four, three Homeowners were able to be contacted and made commitments for completion by October 31<sup>st</sup>. One unit has not responded to any notifications. Further update in December.
  - 2. **Requests:** None.
- D. **Treasurer's Report:** Summary report provided and read by Ellen Kosmatka. This is the last financial report provided by Desert Resort Management. Motion to approve the summary report made by Bill Kay, seconded by Solomiya Pyatkovska. Vote; 4-0, approved.

V. **Old Business:**

- A. **2025 Projects – Discussion Regarding Projects for the Reserve Budget:**
  - 1. **Parking Lot Slurry** – Completed June 9<sup>th</sup>.
  - 2. **Roof Project** – Building 681: The roof project is complete as-of 9/19/25. Homeowners in the building have been notified.
  - 3. **Painting** – Buildings 755, 723 and 749: Buildings 755 and 723 are complete. Building 749 is underway with completion expected the week of October 27<sup>th</sup>.
  - 4. **Willows Project** – The willows pruning project was completed on October 4<sup>th</sup>.

- B. Management Transition to Wheeler Steffen Property Management: The transition to Wheeler Steffen Property Management is underway and going very well so far. Treasurer Ellen Kosmatka and Manager Mindy Vermilion had a Zoom meeting with Paul Steffen to ask some questions about various items including but not limited to new bank accounts, invoice payment system, monthly Reserve transfers, and other items. This meeting was summarized and discussed in detail. Mindy Vermilion will circle back to Wheeler Steffen Property Management with directions and additional questions from the Board. Further update in December. Motion to approve Wheeler Steffen Property Management to open two new bank accounts, one for Operating funds and one for Reserve funds made by Ellen Kosmatka, seconded by Bill Kay. Vote: 4-0, approved. The existing Wells Fargo accounts will continue to be used so HOA business can continue while new accounts are opened.

**VI. New Business:**

A. Contracts and Proposals:

1. Mile High Equipment Snow Removal Contract 2025/26 Season: Contract not received in time for the meeting. Motion to approve the contract, pending no increase in price from last year's contract made by Ellen Kosmatka, seconded by Bill Kay. Vote: 4-0, approved.
2. Mile Reimbursement Request – Mindy Vermilion: Request made for mileage reimbursement for driving personal vehicle to conduct HOA business as part of the management transfer from DRM to WSPM, totaling \$171.50. Motion to approve made by Bill Kay, seconded by Ellen Kosmatka. Vote: 4-0, approved.
3. Mike's Plumbing:
  - a. Main Water Line Repair – 737-B: Motion to approve main water line repair from the main meter to the stop/waste valve for unit 737-B made by Solomiya Pyatkovska, seconded by Ellen Kosmatka. Vote: 4-0, approved. This is a Reserve account item.
  - b. Additional Repairs to Irrigation Lines – 737-B Water Line Project: Motion to approve additional costs for unforeseen damages to irrigation lines during the main water line repair project for unit 737-B made by Ellen Kosmatka, seconded by Bill Kay. Vote: 4-0, approved. This is an Operating account item.
4. CID Insurance Programs – Fidelity Bond Policy Renewal: Motion to approve the policy renewal as presented, with no increase to the policy premium made by Bill Kay, seconded by Solomiya Pyatkovska. Vote: 4-0, approved.

- B. Proposed Delinquency Fee Policy: Proposed delinquency fee policy provided by Wheeler Steffen Property Management for review. Policy review and discussed; Motion to approve this policy to be distributed to the community made by Solomiya Pyatkovska, seconded by Ellen Kosmatka. Vote: 4-0, approved.

- C. 2026 Meeting Dates: Per the CC & R's the monthly meeting of the Board of Directors will take place on the third Saturday of every month, for a total of eleven meetings per year. The 2026 meeting dates are: January 17, February 21, March 21 (Annual meeting and Election of the Board of Directors), April 18, May 16, June 20, July 18, August 15, September 19, October 17, and December 12 (November and December combined to accommodate for the holidays).

**VII. Emergency Items Not on the Agenda:**

- A. Reserve Report Financial Update Summary – Draft summary of the reserve report financial update provided by Mindy Vermilion. Summary reviewed and discussed; Pending no corrections to be made after review by Paul Steffen, the Board approves this draft to be sent to the community in the Annual Disclosures mailing.

**VIII. Homeowner's Presentations and Comments:** *(Agenda Policy SB 528 - Open Meeting Act - The Board is no longer able to discuss or take action on any item that is not on the scheduled Agenda. The Board requests that any owner that would like a matter placed on the Agenda for review that you provide your request in writing to the management company at least ten (10) days prior to the meeting.)* None

IX. **Property and Association Issues Not On Agenda (In Executive Session Book):**

A. **Correspondence:** None

B. **Legislation:** None

- X. **Next Meeting of the Board of Directors:** 10:00 a.m., Saturday, December 6, 2025 via Zoom video/telephone conference call. Meeting information including agenda and Zoom link/call-in information to be provided by general notice no less than (5) five days prior to the meeting.

Please note: California's Governor signed Assembly Bill (AB) 648 regarding virtual board meetings into law on September 22, 2023. CAI-CLAC sponsored this bill, which amends the Civil Code to permit board meetings to take place virtually, without there being any physical location requirement, as long as certain notice and accessibility requirements are complied with. The change to the law is effective January 1, 2024. As such, meetings will be held via Zoom and Homeowners will be provided with the meeting link and call-in information no less than five days prior to the meeting. If a physical location is also available, Homeowners will be notified.

For the most up-to-date meeting and Association information, please refer to the community bulletin board (located next to the center trash enclosure) or the Association website: [www.bayshorehoa.org](http://www.bayshorehoa.org)

- XI. **Motion to Adjourn:** Motion to adjourn the Open Session at 11:52 a.m. made by Solomiya Pyatkovska, seconded by Bill Kay. Vote: 4-0, adjourned.

Respectfully submitted by:

\_\_\_\_\_  
Mindy Vermilion, Recording Secretary

\_\_\_\_\_  
Shelley Silver, Association Secretary