

**BAYSHORE OWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING**  
April 21, 2008

**BOARD MEMBERS PRESENT**

Lorraine Shore, President  
Carol Woods, Secretary  
Ralph Carney, Treasurer  
Cal Larson, Director  
Kari Miles, Director  
Kyle Reeves, Director

**BOARD MEMBERS ABSENT**

Steve Neff, Vice President

**STAFF PRESENT**

Susan Green, General Manager

**HOMEOWNERS PRESENT**

Rhudel Acuna, ACC Chair  
Darcy Carney, Carney Consulting  
Harry Greenough  
Coleen Mueller  
Kathleen Riley  
LC Smette  
Dieter Wuerth

**ROLL CALL/DETERMINATION OF A QUORUM**

Lorraine Shore, President, called the meeting to order at 7:10 p.m. and a quorum was present.

**ADOPTION OF THE MINUTES**

*Motion:* To adopt the March 24, 2008 Board Minutes  
*By:* Ralph Carney  
*Second:* Kyle Reeves  
*Passed:* Unanimously

**TREASURER'S REPORT**

*Financial Statements:* Darcy Carney, of Carney Consulting, reviewed financial statements with the Board and homeowners.

*Collections:* Susan Green, General Manager, reported that all past due accounts have had action, including items such as a 30-day, 60-day, or 90-day letter, demand letter from attorney, lien on home, and/or small claims action. For homeowners with significant sums owed, a remedy for getting caught up includes a promissory note with plan for repayment. It was noted that with collections, any legal fees incurred are recoverable. Since this plan has been in place since early 2007, a significant drop in debt by homeowners has occurred, with collections netting some \$18,471. Ms. Green reported that past-due amounts owed by homeowners as of March 31, 2008, was \$22,213.

*Dues Increase:* The Dues Committee, in February 2008, after several months' preparation made a recommendation to the Board that dues be increased by \$5 a month with the entire amount going towards savings for future capital improvements. The Board noted, in addition, that operating costs have increased while dues have remained flat since 2000 at \$55 a month. It was further noted, that the Board of Directors has the authority to raise the assessment up to a maximum of \$72.75 per a complex formula found in 1977

Restated Articles of Incorporation, Article IV, Covenant for Maintenance Assessments (see minutes of Bayshore Board of Directors, March 17, 2008). The Board's interests being synonymous with that of the homeowners, a motion to increase dues was made.

*Motion:* To increase monthly dues by \$10 with \$5 going to operations and \$5 to long term savings for capital improvements.  
*By:* Ralph Carney  
*Second:* Carol Woods  
*Passed:* Unanimously

## **HOMEOWNER'S COMMENTS**

*Dieter Wuerth*

- 1) Thank you: Mr. Smette wanted to take the opportunity to thank the Board for a wonderful job.
- 2) Security: Encouraged Board to go forward with upgraded security. Board president Lorraine Shore assured Mr. Smette that this issue is already being addressed by the Board and that the only reason it had not gone forward previously was due to lack of funds and other issues that were of higher priority.

*Kathleen Riley*

- 1) Boardwalk: Wanted to bring to Board's attention missing timbers/broken on trail across from the Clubhouse.
- 2) Security: Echoed Mr. Smette's sentiments about wanting upgraded security.

*Ralph Carney*

- 1) Pothole: Brought to Board's attention need to fix a pothole. Board responded that MOA maintains and a phone call could be made to MOA.

## **COMMITTEE REPORTS**

No committee reports.

## **FACILITY REPORTS**

Maintenance Report: Jeff Johnson, Maintenance Supervisor

*Lighting Seminar:* On Wednesday, March 26, 2008, Maintenance supervisor, Jeff Johnson, attended a lighting seminar sponsored by Brown's Elec. and Green Star. It involved advancement in lighting technologies and some of the many regulations (Energy Policy Act 2005) that will be put into law in the near future regarding lighting, lighting fixtures, ballasts, etc. The class was very informative and interesting from a maintenance viewpoint. Both private home owners and larger businesses were present.

*Greenbelt bids:* Three contractor bids are on hand now for the common grounds, and a fourth contractor will be submitting a bid this week.

*Bids for maintenance projects:* We are currently in the process of gathering bids for maintenance and capital improvement projects, such as weight room flooring, architectural drawing for roof, and more. All info will be given to Board for presentation to homeowners at Annual Meeting on May 5.

The Learning Center at Bayshore: Susan Green, Educational Administrator

A very successful early enrollment for summer and fall has occurred. Radio ads are currently running for summer and fall to fill in empty spots.

*Before-After program.*

2007-08 There are currently have 7 students, with 3 openings

2008-09 Seven students have enrolled for Fall and we have 3 openings

*Part day.*

2007-08 This program has only 4 openings out of 46 possible

2008-09 We have enrolled 8 students for Fall so far

*Full day.*

2007-08 This program is at capacity of 20 with wait list

2008-09 We have enrolled 20 students for Fall and have a wait list

*Summer 2008*

We have 27 of 30 positions filled for summer. Full day only. Therefore, TLC should not experience a significant dip in revenue during the summer months.

Bayshore Operation Report: Susan Green, General Manager

*IT News*

Our IT contractor signed Bayshore up as a Small Business Partner for \$300, thus enabling us to receive 10 copies of Microsoft Office Professional 2007, among other programs. Retail value of 5 upgrades from MS Pro 2003 is \$1649.75.

Password encrypted wireless internet for events is now in operation. It has already been used successfully by one day-time convention this week and another day-time convention that will be held later this month. These two conventions brought in \$4,315. The cost of the hardware and labor was \$1,138.49. The network was split so that wireless event users do not have access to business network.

Wireless internet may also be an excellent add-on to Bayshore homeowner summer visitors, who could bring their laptops to Clubhouse to check email, etc., after signing a user agreement. The amount of bandwidth to user network can be specified by the Watchguard router.

As a university student, a very reasonably priced copy of Adobe Acrobat 8 Professional was obtained. This will enable us to create PDFs that can be filled out, such as Proxy's

for Annual Meeting that can be posted on our website or emailed to homeowners, ACC forms, Chalet Event Room rental forms, and more.

*Website News.* Proxy for Annual Meeting, along with ACC forms now on website!

### **OLD BUSINESS**

*Fitness Room Flooring:* Five bids being on file for replacing aged and damaged flooring in the fitness room. This flooring has been looked at for several years but no repair ensued due to annual flooding. The problem of flooding was resolved with 2006's repair to concrete work behind the Clubhouse; therefore new flooring in the fitness room can go forward. Super Floors of Alaska submitted a bid for 3/8" flooring. Per discussion, the Board would prefer 1/2" matting, with installation to occur at earliest possible date.

*Motion:* To authorize flooring bid from Super Floors up to \$6,000 for 1/2" matting, with President Lorraine Shore having the discretion to authorize an amount over that if she deems it within reason.

*By:* Ralph Carney

*Second:* Kyle Reeves

*Passed:* Unanimously

*Summer Greenbelt Maintenance:* Three bids are on file for summer greenbelt maintenance. Last year's maintenance came in with a low bid of \$15,000 being accepted. However, numerous and continual complaints were made by homeowners about the quality of greenbelt maintenance. One bid this year came from Northern Lawn Grooming that had a former association with Green Acres, which company satisfactorily performed greenbelt maintenance for several years. It was determined that Northern Lawn Grooming was intimately acquainted with our greenbelt and could satisfactorily perform the duties associated with proper maintenance.

*Motion:* To accept the bid of Northern Lawn Grooming for summer greenbelt maintenance of \$22,000 to cover the months of May through September.

*By:* Ralph Carney

*Second:* Kyle Reeves

*Passed:* Unanimously

*Roof Engineering Design:* The Board wants to obtain bids for roof replacement so that an adequate savings can be acquired for future roof replacement. To get bids, an architectural design is necessary. Alaska Structural Inspections, LLC, proposes to prepare a design package suitable for obtaining competitive bids from several roofing companies.

*Motion:* To accept the bid of Alaska Structural Inspections to prepare architectural roof design, up to a cap of \$2,500, with any further expenses to be preapproved by the Board, as necessary.

*By:* Ralph Carney

*Second:* Cal Larson

*Passed:* Unanimously

**NEW BUSINESS**

None.

**ADJOURNMENT**

*Motion:* Motion to adjourn the meeting at 9:18 p.m.

*By:* Kyle Reeves

*Second:* Ralph Carney

*Passed:* Unanimously

Respectfully Submitted,

Carol Woods, Secretary

*Original draft by Susan Green, General Manager  
Final edit by Carol Woods, Board Secretary*