

**BAYSHORE OWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING  
Minutes  
October 17, 2011**

**BOARD MEMBERS PRESENT**

Steve Neff, President  
Kathleen Riley, Secretary  
Mohammed Naviwala, Treasurer  
Mark Bass, Director  
Brian Collier, Director

**BOARD MEMBERS ABSENT**

Kari Miles, Vice-President  
Michael Stahl, Director

**STAFF PRESENT**

Susan Jensen, General Manager

**HOMEOWNERS PRESENT**

Rhudel Acuna, Chair, Architectural Control  
Larry Jelle  
Tracy Torrance and two boys  
Dieter Wuerth

**GUESTS PRESENT**

None

**ROLL CALL/DETERMINATION OF A QUORUM**

Steve Neff, President, called the meeting to order at 7:05 p.m. and a quorum of at least five was present.

**ADOPTION OF THE MINUTES**

*Motion:* To adopt the minutes of September 19, 2011  
*By:* Kathleen Riley  
*Second:* Mohammed Naviwala  
*Vote:* All present in favor (passed)

**TREASURER'S REPORT**

**August 2011 Financial Statements:** Susan Jensen, Bayshore General Manager. Detailed financial statements are available at Association office for homeowner review.

Income for event room is up due in part to networking by Cherie and Susan. Cherie Olson, Event Coordinator, has attended bridal fairs. Susan Jensen has attended networking events at Anchorage Chamber, BNI (Business Networking International), and at non-profit groups. Susan is currently President of BNI Crucial Links chapter and a member of the Chamber's Legislative Committee.

A new bar and television are needed for the event room. The bar is very old and in poor condition. The television set is very old and renters need to be able to plug in computers for slideshows or other presentation. After discussion the Board recommended Susan Jensen purchase of a new bar for estimated cost of \$1700 and bring information about televisions to next board meeting.

Income on early learning center is down from spring budget turned in by educational administrator. This is due in part to overly positive outlook in spring along, loss of some students due to natural attrition, and extra cost associated with NAEYC certification process.

## **HOMEOWNER'S COMMENTS**

*Tracy Torrance.* Ms. Torrance spoke in favor of keeping the candy counter. She felt it was important that children come to the Clubhouse as opposed of going to Fred Meyers along busy roadways. See more under "New Business" below.

## **COMMITTEE REPORTS**

### **Architectural Control Committee**

**Rhudel Acuna, Chair**

**October 17, 2011**

Follow-up. Last month it was reported that a homeowner on Alitak Circle had two untidy bundles of wood out front. No response was received to a 15-day timeframe. A certified letter was sent out and the problem was then taken care of by the homeowner.

During a recent inspection for a resale certificate, the ACC identified that the rear fence located at 3661 Hazen Circle was encroaching onto the common area by approximately 2.5 feet. The new owners are willing to move the fence to bring the property into compliance.

A cottonwood tree is located on the common area right next to the property line where the fence is to be installed. As this tree increases in size, the tree trunk and the root system will affect the integrity of the fence. Mr. Acuna recommended that the tree be cut down and the board approved the cost of \$425. The Board agreed with the recommendation.

## **FACILITY REPORTS**

### **Bayshore Owners Association Operations Report**

**Susan Jensen, General Manager**

**October 17, 2011**

#### **Payroll automatic deposit**

There is no fee for upgrading to online Business UltraBranch for Alaska USA. Last month I reported that there would be a \$5 fee per month. However, I need the Board to pass a resolution authorizing the president and secretary to authorize the upgrade. The employees are very happy at the advent of automatic payroll deposits.

A resolution was passed, a copy of which is on file at Bayshore offices.

#### **Upcoming dates:**

- Adult Halloween party, Friday, October 28, 2011. This event will be cancelled if reservations are too low (i.e. 40 to 50). Babysitting will be provided.
- Thanksgiving / event room will open to 60 deployed airmen for Thanksgiving celebration

Other items from the general manager report are addressed in other areas of minutes.

**Bayshore Owners Association Maintenance Report**

**Jeff Johnson, Maintenance Supervisor**

**October 17, 2011**

**Hand rail**

The hand rail caddy corner across the street from the clubhouse had one of its supports impacted in such a way as to leave 2 wood screws exposed on the underneath side of the hand rail. Rhudel Acuna informed me of this and the support and rail were repaired on Thursday, September 22.

**Floor Drain Cover**

The floor drain cover in the men's shower was stolen over the weekend of September 10. A new one was ordered from Grainger Inc. and installed by me. Cost plus shipping was \$38.13. New holes had to be drilled and tapped in the existing floor drain to receive the new cover.

**Event chairs**

Three event chairs have been repaired.

**Salt water pool system on-site visits (see report)**

Bayshore is considering moving to a salt-water system for the swimming pool. The single biggest issue that we face regarding implementation of a salt based chlorine generator is the possibility of corrosion of existing materials. The following items pose a significant challenge to implementing a new salt system. Start up costs for a complete system are estimated at around \$10,000-12,000 for parts/materials and don't include contracted labor, class instruction, air fare, car rental and hotel costs.

1. Stainless steel hand-rails may be incompatible with salt
2. Heat exchange cast iron/copper is incompatible with salt
3. Tile and grout around pool perimeter must be hosed down at night to avoid corrosion of grout
4. Underwater light fixtures may not be compatible with salt
5. Current balance tank, gutter system and bull nose are incompatible with salt

After talking with Chester Pool Inc vice president Greg Carnforth, some good news is that vinyl pool liners hold up quite well to the salt system. However, the stainless steel fasteners used to help keep the liner in place may be a weak point but may be isolated from the water by means of a sealant and trim caps. Further research is pending.

**Hand Rails/ Fence**

New hand rails have been installed on the west end of the building for BELC and a new cedar fence/barrier installed on the west end entrance to the preschool.

**Bayshore Early Learning Center**  
Pamela Wright, Educational Administrator  
October 17, 2011

**Enrollment**

***Before-After Program 2011-2012 (Butterflies K1)***

- The Before-After Program is full with 12 students

***Full-Day Preschool Program (Dragonflies, ages 3-4) 2011-2012***

- The Dragonfly classroom currently has 8 students enrolled with 2 positions left to fill. There are still 2 children waiting to enter the program turning three between October-January.

***Full-Day Pre-Kindergarten program (Grasshoppers, ages 4-5) 2011-2012***

- The Pre-Kindergarten classroom currently has 13 students enrolled with 5 positions available

***Overall Enrollment 2011-2012 School year***

- Currently there are 7 positions available in the Center
- 2 positions in the preschool (Dragonfly) classroom
- 5 position in the Pre-Kindergarten (Grasshopper) classroom

**Program updates**

***Pre-school and Pre-Kindergarten Programs***

- Staff continues to work on classroom portfolios for Accreditation and the online child portfolios for individual child portfolio, tracking children's progress

***Staff:***

- Miss Mary has resigned her position at BELC and we are currently receiving applications to fill that position at this time

***Parent Council Update:***

- New Council leaders are John Estabrook-President
- The Council met on October 12<sup>th</sup> - Fund raiser for December 7<sup>th</sup> (Holiday Extravaganza) to help raise funds to purchase needed items for classroom in working towards Accreditation
  - Computers
  - Listening Center
  - Multicultural Dolls

***Parent/ Teacher Conferences:***

- Parent Conferences are scheduled for October 26<sup>th</sup> and 27<sup>th</sup>

**NAEYC (National Association for the Education of Young Children)**

***Accreditation Update***

- We are currently in Step 2 of the Accreditation process and our candidacy has a due date of 1/31/2012. To help accomplish our goal we are using SchoolChapters Online classroom portfolios to create the program and classroom portfolios for Accreditation. These portfolios are to be ready to submit to NAEYC by the end of November 2011.

**Bayshore Chalet Event Room**  
**Cherie Olson, Event Coordinator**  
**October 17, 2011**

These autumn days are bringing signed contracts! It's really great that we are still booking for fall of this year! Almost all of our December dates are reserved! I've contacted companies that have previously reserved December dates, to let them know that there are some good weekday dates still available.

The wedding show at the Alaska Native Heritage Center in September brought in contracts and lots of interest; looking forward to the Clear Channel Wedding Expo October 23rd. Last year's show was fabulous! Wedding shows are generally really fun, and most always profitable!

On September 30th Susan and I took the Chamber of Commerce train trip to meet and network with local vendors. It was great! Susan and I both agreed it is something we want to do again next year!

I'm happy to report that I am now a ***certified wedding planner***. I took the course online (Pam Foster Career School) and graduated with an "A" last month! It was a fun course; quite in-depth and enlightening. I thank Susan for suggesting that I become certified. It will certainly be beneficial in my work at Bayshore.

The Board congratulated Cherie on her accomplishment and authorized payment of \$600 to reimburse the cost of course.

*Motion:* To reimburse Cherie Olson for \$600 wedding planner course  
*By:* Kathleen Riley  
*Second:* Mohammed Naviwala  
*Vote:* All present in favor (passed)

## **OLD BUSINESS**

### **Security update; Steve Neff and Mohammed Naviwala**

Security by using outside companies is prohibitive to the extreme. The use of an employee is more reasonable and could be accomplished for about \$7 per home per month.

A discussion ensued about using a security person who is an employee and providing them with a truck to use that says "security." We will provide a uniform. During the day the truck would be available for Jeff Johnson, Maintenance Supervisor.

The security person would do random patrols of the neighborhood, be on hand as needed at Clubhouse events, and could enforce closing of Central Park in the evening.

The Board instructed Susan Jensen to move forward with finding a "gently used" half-ton, 4-wheel drive truck with an 8-foot bed.

Susan Jensen presented a bid for additional security camera installation at the Clubhouse. Mohammed Naviwala will provide information about security cameras.

## **NEW BUSINESS**

### **Candy counter outdated?**

Some homeowners have suggested that having a candy counter is outdated. The school district and nationwide, people are calling attention to our overweight children and the need to reduce sugar in our diets.

This item was discussed at the beginning of the meeting with the Board and homeowner Tracy Torrance. Ms. Torrance is in favor of keeping the candy counter. Homeowner Dieter Wuerth spoke against having candy at all, citing change and diabetes. He said that we used to have a cigarette machine in years past but now it is gone due to health hazards.

After discussion, the Board recommended that we keep the counter, raise the price of candy and offer healthy items at discounted rate.

### **Conversion of billiards room?**

Colleen Gee from Bayshore Early Learning Center suggested we think about removing the billiards room and converting the room for use as an open room. The preschool could use it for dance lessons or other activities. It would make a great place for swimming pool parties as an option instead of using the main event room upstairs. It could also be used for Scout meetings. A list of billiards room usage was provided for data.

After discussion, the Board approved the sale of the billiards table and conversion of the space to a small meeting room.

**MEETING ADJOURNED at 8:43 p.m.**

Respectfully Submitted,



Kathleen Riley, Secretary