

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

BOARD MEMBERS PRESENT

Lorraine Shore, President
Steve Neff, Vice-President
Debra Blanchard, Secretary
Kathleen Riley, Treasurer
Kari Miles, Director
Michael Stahl, Director
Carol Woods, Director

STAFF PRESENT

Susan Green, General Manager

HOMEOWNERS PRESENT

Rhudel Acuna, ACC Chair
Darcy Carney, Carney Consulting
Mike Majchrowicz
Kyle Reeves
LC Smette
Dieter Wuerth

BOARD MEMBERS ABSENT

None

ROLL CALL/DETERMINATION OF A QUORUM

Lorraine Shore, President, called the meeting to order at 7:03 p.m. and a quorum was present.

ADOPTION OF THE MINUTES

Motion: To adopt the minutes of: April 21, 2008 Board Meeting
May 5, 2008 Annual Meeting
May 5, 2008 Executive Session of Board
June 16, 2008 Executive Session of Board

By: Carol Woods
Second: Debra Blanchard
Passed: Unanimously

TREASURER'S REPORT

Financial Statements: Darcy Carney, of Carney Consulting, reviewed financial statements with the Board and homeowners. Carney Consulting handles the bank reconciliation each month and monthly financial statements. Darcy Carney presents the financial statements each month but does not audit them. Ms. Carney noted that fixed asset additions this year include \$4,066 for the parking lot resurface, \$6,598 for the weight room flooring, and \$5,500 down payment on new event room windows. She also discussed that accumulated depreciation is recorded at year end rather than monthly, to conserve time and money.

Collections: Susan Green, General Manager, reported on that past due homeowner accounts have had action, including items such as a 30-day reminder letter (25 owners), 60-day letter (6 owners), 90-day demand letter (5 owners), 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 a plan for repayment. It was noted that with collections, any legal fees incurred are recoverable. Ten accounts are

being handled by Bayshore's attorney and represent the bulk of past dues. Six of the ten are on repayment plans.

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. At this time \$2,325 a month is being set aside in the money market account for savings and when \$10,000 is achieved then the money will be placed in a new 12-month Certificate of Deposit. The Board asked Susan Green, General Manager, to draft an *Investment Policy Procedure* on how investments are to be handled in the future for successive Boards of Directors.

HOMEOWNER'S COMMENTS

LC Smette

- 1) Compliment: Mr. Smette wanted to take the opportunity to thank the Darcy Carney on the format of the new budget.
- 2) Offer to serve: Mr. Smette heard that Lorraine Shore was leaving the Board of Directors and wanted to let the Board know that he is willing to serve as an entry level member.

Dieter Wuerth

- 1) Pond: Made a note that the oil-looking sheen in the stream and near the pond is caused by decaying plants, not oil. He states that there is not too much run-off from streets, but a recommendation of the long-term study is to not cut the grass too close to pond because it acts as a filter.

COMMITTEE REPORTS

Architectural Control Committee Report: Rhudel Acuna, Chair

The ACC reviews reports nearly daily as requested. There has been a pretty good cooperation with complaint and violation letters. Mr. Acuna noted that he looked through neighborhood prior to meeting and homeowners are making corrections.

Pond Committee Report: Kari Miles, Chair

Ms. Miles sent letters and has been interacting with the Municipality on how to make improvements to the pond and is waiting for feedback. She anticipates there will be more information by next Spring. The MOA has verbally agreed to absorb half the cost of improvements to the quality of the lake. A letter of confirmation from Bayshore should be generated. Goals for the lake include limiting lily pads, eliminating bird vetch, and reducing sediment. One report from some time ago suggests building a settling pond. Removing lily pads from the flow of water through the lake would also help reduce sediment. Bird vetch, a high seed-carrying plant, is an invasive plant that is invading the pond area and it can thrive in wetlands. The only way to make it disappear is with a massive education program and to hand pick. Seeds carry over about six years so it has to be a concerted effort, year after year, to win the war.

FACILITY REPORTS

Maintenance Report: Jeff Johnson, Maintenance Supervisor

The Learning Center (TLC) Improvements. A new 12 x 12 foot sandbox has been made and filled with clean sand for the TLC kids. Also a new mixer valve has been installed by Anchorage Plumbing and Heating in the large room and this has fixed an ongoing problem of not having adequate warm water in the TLC room and both the men's and women's upstairs bathrooms. This repair was required by the Municipal licensing agency during its annual renewal process for TLC.

Tree Removal. Numerous trees have been removed from various common areas at homeowner request. This is an ongoing project and will continue throughout the summer. Some cleanup has also begun around the boardwalk but more remains to be done to remove more of the dead trees. Also at homeowner request, cleanup of dead standing trees and some brush on the corner of Bayshore and Admiralty Dr. has begun.

Alaska Structural Inspections. BOA Building reroof: see drawings and engineering package that arrived July 21, 2008. This information can now be sent out to roofing companies for competitive bids for future financial planning.

Proposal for Downstairs Women's Rest Room. One bid proposal is on hand by the same company that remodeled the women's locker room shower. Others are pending. Work will include: cutting and removal of drywall and rotten wood, door (installed), replacement of drywall and patching, and texturing.

Main Boiler. The bearing assembly for the boiler that heats the whole building, pool water and spa water is leaking very badly and is scheduled to be replaced this Wed., July 23rd by Mike Murphy of Discount Mechanical.

Spa. The impeller blade for the circulating pump for the spa fractured and the spa had to be shut down for a while. Fortunately I had a replacement part already on hand and in 2 hrs the spa was back up and running.

Men's Sauna Heater. Due to excessive use of water the men's sauna heater is currently down for repairs. Parts are on order and will be brought back online as soon as possible.

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.

Summer 2008

We have 26 of 30 positions filled for summer. Full day only. Therefore, TLC has not experienced a significant dip in revenue during the summer months as was typical in the past when full day and part-day were both offered. Problems in previous summers had to do with low enrollment in the part-day summer program with people expressing an interest and then not attending.

Before-After program preregistration for Fall 2008 (begins August 20)
2008-09 Seven students have enrolled for Fall and we have 3 openings

Part day.

2008-09 We have enrolled 44 part-time slots of 100 slots open for Fall. The part-time program runs 2.5 hours in the morning or afternoon, either 2, 3, or 5 days a week. There are a total of 100 slots to be filled. Therefore enrollment at this time is 44% filled. This program tends to reach about 85% to 90%. Before-after students use the part-day room in the early morning and late afternoon, which ensures full use of the room during the day.

Full day preregistration for Fall 2008.

2008-09 We have enrolled the capacity of 20 students for Fall and have a wait list of 16 students. Homeowners receive preferential placement.

Bayshore Operation Report: Susan Green, General Manager

Dues Increase. The dues increase on July 1 went very smooth with changes in accounting, automatic credit card charges, and homeowners knowledgeable about the change. An information flyer went out in June with a letter from President Lorraine Shore, Historical Dues Information, and Capital Projects List. Questions from homeowners were directed to General Manager, Susan Green.

Weight Room Flooring. Completed in June with Super Floors of Alaska for total of \$6,598

Parking Lot Repair – Phase II. Completed in June for a total of \$4,066

Tract F. We received a check for \$4,000 from Alaska Frontier Services for use of Tract F from mid-June 2008 through mid-October.

Repair of Walking Path. \$2,800 of funds from Tract F were used to repair walking path near pond. Plants and roots growing under pond caused severe damage in places. Work is complete.

Roof Engineering Design. Work is nearly complete. The *Commercial Reroof Submittal* is on hand for Board of Director review on July 21, 2008. The plan has to be approved by Municipality and before final invoice, Mike Malloy will respond to questions from Board of Directors. Maximum estimate for cost is \$2,500 and work beyond that amount must be preapproved.

Blinds for Event Windows. Final cost will be \$7,997. The Board preapproved expenditure in June 2008 Executive meeting of up to \$8,200.

Event Windows Replacement. Initial payment of \$5,500 for window replacement was made in June 2008. Windows will be installed August 5 through 7. Total cost of project \$11,400.

Video System Surveillance. Preapproved for 2008 for up to \$3,635. Maximum final will be under \$3,400, according to contractor. Work will commence upon arrival of equipment.

Sleeping Lady Lane. One contractor was approached to give estimate and scope of work for parking lot asphalt repair located just inside SLL. Once the scope is defined, the project can be added to capital project list. Additional bids will be obtained when project is closer to actually being awarded.

OLD BUSINESS

Office Computers: Three competitive bids were obtained for this project. The Board approved the lowest bid.

NEW BUSINESS

Wind Mills: Homeowner Mike Majchrowicz shared information about wind mills and his desire to have a wind mill at his home. The Board was very interested in learning more about newer technologies for energy and incorporating them into the neighborhood. The Board asked Susan Green to forward written information and website links via email.

Resignation of Board President Lorraine Shore: Ms. Shore has retired from her job and will be moving out of state. This meeting was her last as a member of the Bayshore community. The Board, General Manager, and homeowners present thanked Ms. Shore for her dedicated service in her role as a board member. As a special thanks, a \$100 gift certificate was given along with a plaque commemorating her years of service, 2006 to 2008.

Executive Session of the Board: An executive session of the Board will be held after the meeting to decide on a new member and board executive positions.

ADJOURNMENT

Motion: Motion to adjourn the meeting at 8:50 p.m.

By: Michael Stahl

Second: Debra Blanchard

Passed: Unanimously

Respectfully Submitted,

Debra Blanchard, Secretary

*Original draft by Susan Green, General Manager
Final edit by Debra Blanchard, Board Secretary*