

**BAYSHORE OWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING**

December 15, 2008

BOARD MEMBERS PRESENT

Steve Neff, President
Kari Miles, Vice-President
Debra Blanchard, Treasurer
Kyle Reeves, Director
Carol Woods, Director

STAFF PRESENT

Susan Jensen, General Manager

HOMEOWNERS PRESENT

Stephanie Armstrong
Dieter Wuerth

BOARD MEMBERS ABSENT

Kathleen Riley, Secretary
Michael Stahl, Director

ROLL CALL/DETERMINATION OF A QUORUM

Steve Neff, President, called the meeting to order at 7:15 p.m. and a quorum was present.

ADOPTION OF THE MINUTES

Motion: To adopt the minutes of November 17, 2008 Board Meeting as amended.

By: Kyle Reeves

Second: Debra Blanchard

Passed: Unanimously

TREASURER'S REPORT

Financial Statements: Debra Blanchard, Treasurer, presented financial statements (available for review by homeowners at Bayshore Clubhouse). Ms. Blanchard reported a positive financial outlook.

Savings: In July 2009 dues were raised by \$10 per month. The Board is currently setting aside \$5 a month to go into CDs as each \$10,000 is accumulated. The first CD was purchased on November 3. In the year 2008, a total of \$30,000 has been put into CDs keeping in mind future large capital improvement projects. However, in January, additional saving of reserves will be discussed, along with conservative spending in light of current nationwide financial trends. In addition, there was a request by the board to divide short-term savings into separate accounts. One account will hold reserves from \$5 dues until funds are transferred into CDs and the other account will be an operating expense reserve.

ADOPTION OF THE FINANCIALS

Motion: To adopt the financials ending November 17, 2008

By: Kari Miles

Second: Debra Blanchard

Passed: Unanimously

Budget for 2009: The Board will meet in December for an initial budget workshop and will meet again in early January for a second budget workshop. A final draft will be ready for January's Board Meeting at 7:00 p.m. on January 19, 2009, at Bayshore Clubhouse. Homeowners are encouraged and welcome to attend all Board Meetings.

HOMEOWNER'S COMMENTS

Stephanie Armstrong. Shared her concerns about event guests leaving the clubhouse late, possibly inebriated, broken glass in her driveway, and cars blocking the fire hydrant and/or mail box in front of her home. Solutions discussed included 1) having our teen staff scour the area at the close of the weekend to look for trash or broken glass, etc.; 2) placing a free-standing sign in front of fire hydrant during large events; and 3) the possibility of using hired security guards after 10:00 p.m. if a party is serving alcohol.

Dieter Wuerth. 1) In response to Ms. Armstrong's comments, Mr. Wuerth renewed a long-standing request for the Board to consider the plight of the four homes located nearest the Clubhouse and whether they should have reduced homeowner dues, since they take the blunt of the inconvenience of events. 2) Mr. Wuerth shared a concern about water being wasted in the showers at the Clubhouse and suggested getting push knobs that automatically shut off after a short while so that when a person walks away from the shower, it shuts off similarly to the sink faucets currently being used in the pool bathrooms.

COMMITTEE REPORTS

None.

FACILITY REPORTS

Maintenance Report: Jeff Johnson, Maintenance Supervisor

Clubhouse Reroof. A new roof has been on the Capital Improvement list for many years as something that will have to be replaced at some point. The roof life has exceeded the 30-year expectation so far. Architectural Drawings of the clubhouse reroof project were produced this summer and we have received three bids for long-range planning.

Mixer Valve for Showers. On the weekend of Dec. 6th and 7th the "core" of the mixer valve that controls the temperature of hot water flowing to the showers became stuck in such a way that only cold water would come out of the showers. The Maint. Dept. kept an extra on hand just for this very reason. It was replaced in about 1 ½ hours and the showers are operational again.

Heat Recovery Unit. Work is scheduled to be done later this month to replace one defective Damper Actuator. This is the last of four. Also a defective humidistat in the control box located in the pool area will be replaced as well.

Green Star Energy Report. In August the Maint. Dept. contacted Sean Scaling of Green Star to come to the BOA facility to make an in depth inspection of the entire facility inside and out. On hand now is a detailed, 24 page report on the BOA facility. A follow-up meeting with Sean and Bayshore Maint. Dept. is pending. The Board should make itself familiar with the details of the report at their own convenience. Aside from some technical info it is pretty interesting reading.

The Learning Center at Bayshore: Susan Jensen, Educational Administrator

Before-After program

2008-09 Eight students have enrolled for Fall and we have 2 openings

Part day preschool

2008-09 30 students are in the part-day program, which represents 100% of space available. There are five students on the wait list for morning preschool.

Full day preschool

2008-09 The program is at capacity of 20 students for Fall and with a wait list of 28 students. Homeowners receive preferential placement; there are four homeowners on the wait list at this time.

Orientation for Board of Directors required by MOA. After discussion, the Board thought February would be the best time for orientation. Thereafter, orientation will be conducted with new board members as they are elected. Board members will receive a notebook with information given to parents, information contained in the staff handbook, and Municipal regulations, along with a tour of the Bayshore Early Learning Center.

Bayshore Operation Report: Susan Jensen, General Manager

Video System Surveillance Update. Installation is nearing completion – waiting for delivery of night vision cameras.

2 Treadmills. Installation complete.

Capital Improvement List. All projects on 2008 list have been completed.

Directional Signs to Clubhouse have been posted. Board member Kyle Reeves suggested that more signs be installed in the neighborhood, because event-goers become lost in the neighborhood and signs would help them reach the Clubhouse.

Preschool teacher major surgery update. One of the preschool teachers, (name omitted), has had major surgery and has been off-work for November and December. She is slated to come back in January with a start of only 2 hours a day until she can work up to full-time work again. In the meantime, the rest of the staff have pulled together as a team and adjusted schedules to cover her shift.

New Years Eve Party Update. The party for homeowners and guests already has 45 RSVPs. Bayshore will cover the cost of a DJ, champagne toast, and clean-up. Attendees will supply the pot luck and drinks. Cost to homeowners/guest is free. By having attendees bring all the food and drinks with a free ticket price, more people will enjoy the party and the savings will enable Bayshore to provide a DJ at an annual Halloween party. Les & Dee Dennis will act as host and hostess.

APEX Examiner. Susan Jensen has been invited to participate as an examiner for the *Alaska Performance Excellence*. APEX is a program dedicated to recognizing Alaska organizations demonstrating world-class performance. It is a forum in which organizations from all corners of the public sector can learn from the successes of others. Participation will include 2 full days of training in January and one week of judging in March. This honor brings prestige to Bayshore to have someone on board competent to judge top performing businesses in the competition. Board member Kyle Reeves discussed how APEX relates to the Baldrige National Quality Program (www.quality.nist.gov). Past awardees of the Baldrige program include names such as Motorola, Boeing, AT&T, and Verizon. One Alaska winner of the national competition is the Chugach School District.

Graduation from Alaska Pacific University. General Manager, Susan Jensen, graduated Magna Cum Laude from Alaska Pacific University on December 13, 2008, with a bachelor of arts degree in Business Administration.

2009 Marketing Plan. A marketing plan for Bayshore was presented by power point to Board President Steve Neff. A written copy of the plan was briefly shared with the Board and will be presented in further detail to the full board early 2009.

OLD BUSINESS

None.

NEW BUSINESS

Television. The television has stopped working and it needs to be repaired or replaced. Options and further discussion will occur at budget workshop and January Board meeting to determine needs of homeowners and event-goers for use of television vs. projector, etc.

AED Acquisition. A discussion was held regarding whether the Clubhouse should purchase a defibrillator, and, if so, where the device should be located. Board Director Kyle Reeves and General Manager Susan Jensen will check their respective sources about the cost of a quality AED and report back to the Board for further discussion.

ADJOURNMENT

Meeting was adjourned at 8:27 p.m. to be followed by executive session to discuss staff pay rates for 2009 and holiday bonuses.

Respectfully Submitted,

Kathleen Riley, Secretary

*Original draft by Susan Jensen, General Manager
Final edit by Kathleen Riley, Board Secretary*