

**BAYSHORE OWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING**

January 18, 2010

BOARD MEMBERS PRESENT

Steve Neff, President
Kari Miles, Vice-President
Kathleen Riley, Secretary
Debra Blanchard, Treasurer
Bruce Bookman, Director
Michael Stahl, Director

STAFF PRESENT

Susan Jensen, General Manager

HOMEOWNERS PRESENT

Rhudel Acuna, Architectural Control Comm.
Anne Marie Brigandi

BOARD MEMBERS ABSENT

Mohammed Nawiwala, Director

GUESTS PRESENT

None

ROLL CALL/DETERMINATION OF A QUORUM

Steve Neff, President, called the meeting to order at 7:04 p.m. and a quorum of at least five was present.

ADOPTION OF THE MINUTES

Motion: To adopt the minutes of November 16, 2009, Board Meeting
By: Michael Stahl
Second: Debra Blanchard
Vote: All present in favor (passed)

TREASURER'S REPORT

Financial Statements: Susan Jensen, General Manager, presented October financials. Copies are on file at the Association office located inside Bayshore Clubhouse, and are available to homeowners for review upon request. Of interest is that the preschool will receive a credit for botched advertising by ACS Yellow Pages of \$251 per month for 12 months of June 2009 through May 2010; there was a profit for homeowner association; and there was a profit for preschool division of Bayshore. Darcy Carney, CPA, of Carney Consulting, will be on hand at February's board meeting to present 2009 year end financials. Event rates for 2010 have gone up. Our regular clients who book for business parties each December were unsure of new rates for 2010, after significant increase in 2009, so Event Department rolled back 2010 rates to match that of 2009 so that current annual clients can be retained. Event clients frequently "book" 12 months or more in advance. After no further discussion, the President asked for a motion to accept:

Motion: To adopt the November, 2009, financial statements
By: Bruce Bookman
Second: Debra Blanchard
Vote: All present in favor (passed)

HOMEOWNER'S COMMENTS

Anne Marie Brigandi.

Fitness Center. Mrs. Brigandi said there were extension cords in the fitness center that needed to be replaced. She also mentioned condition of fans and that they could really use another workout mat. Susan Jensen said new extension cords would be installed by

maintenance almost immediately and that she ask maintenance to check on uniform fans and a new workout mat, as these were all small items that would fall under routing maintenance.

COMMITTEE REPORTS

Architectural Control Committee (ACC) report: Rhudel Acuna, Chair

In 2009, 111 exterior home projects (i.e. painting, roofing, hot tubs) were approved. In addition, action was taken on 113 violations, 11 incidents, and 47 complaints. Records are on file for all. Kari Miles noted with surprise that there were only 47 complaints. Mr. Acuna said that complaints were down and incidents were down. Michael Stahl inquired as to definition of “incidents” and “complaints.” Mr. Acuna said *incidents* were events such as house break-ins, dog incidents and that it is a broad category. *Complaints* include things like parking violations, barking dogs, cars on both sides of the street making passage of two vehicles impossible. Homeowners also complain about the color another neighbor may be painting their home. The ACC remedy includes looking to see if the complaint is justified and then sending a letter. Kari Miles commented that a few years ago General Manager Susan Jensen spent a great deal of time editing friendly type letters for different types of complaints. Good templates. Ms. Jensen clarified that in spring, for instance, perhaps 90 violation letters may go out all at once and a friendly letter letting people know that something like tires on the front lawn were noticed in a routine inspection takes some of the sting out of getting a “violation” letter. It makes the letter more of a friendly reminder that spring is here and it is time for everyone to clean up.

FACILITY REPORTS

Bayshore Administration Report: Susan Jensen, General Manager

Groom Fell During Reception

A groom became inebriated and fell outside the Clubhouse after an event. The paramedics were phoned. They came and after examination said he should be fine.

Collections

Carmen Olmos, Admin. Asst., will be working with Susan Jensen and new attorney at Burr, Pease, and Kurtz, with demand letters and other collection efforts. They had been working with Carl Johnson previously, but he left BPK last fall and they are now working with Leonard Anderson, Esq.

New Year's Eve Party

The Annual New Year's Eve Party was held on December 31, 2009. M&M Productions provided DJ tunes. Homeowners and their guests brought their own drinks along with a food dish to share. Staff member Sandy Christensen organized the party and residents Robbie and Kelly Dennis acted as host and hostess. A champagne toast was held at midnight. The event goes all had a good time. Cost to Association was \$800 for the New Year's Party and \$650 for Halloween Party, down from \$2000 annually in years' past for the New Year's party alone.

Homeowner Debtor

Homeowner D.A. is currently Bayshore's biggest debtor in the homeowner dues department. D.A. was sued in Small Claims in 2006 and we received a judgment of \$3908.85 with interest accruing at 8.25% on unpaid balance. An overview of the account shows

5638	homeowner dues and fees previous to 1/1/2006
440	estimated late fees 2005 and previous
480	late fees 2006-current

1093	interest from SC judgment through Dec 31, 2009
<u>936</u>	attorney fees 2009-current
8587	

D.A. recently contacted the Clubhouse and spoke with Carmen Olmos, advising that he would like a reduction in amount owed so he can take care of before leaving state related to his job. He stated that his ex-wife was supposed to be paying bills. Bayshore has a lien on file with District Recorder's office for homeowner dues as well as for small claims judgment. Susan Jensen returned his call and left a voice mail message early January and is awaiting a return call.

Shredding of Old Records

In early January, Carmen Olmos, Bayshore Administrative Assistant, took charge of shredding old documents with the help of neighborhood teen Angela Castillo. Angela brought boxes down from storage and Carmen checked through them to make only approved documents were shredded. 1,982 pounds of material was shredded for \$554.96. Carmen reports that each year after this we should be able to shred "in-house".

General Manager Working Remotely and On-Site

Starting in late December, Susan Jensen began working remotely from Cordova and on-site in the office. The remote work constituted about 2/3rd of days each month and at least one week on-site at Bayshore. Time and activities are tracked. Everyone is doing their job and Ms. Jensen gently guides Association with business as usual. The HOA will see a savings and in early January that savings added up to more than \$700 with using up personal leave time.

Ms. Jensen is constantly available to staff members, homeowner, and clients, via email or by cell phone that is local in Anchorage (personal phone – no charge to Association). So far it seems to be working very well.

Bayshore Maintenance Report: Jeff Johnson, Maintenance Supervisor

Overall Operations

The overall operations of the Clubhouse has been running smoothly. No major problems other than the kitchen floor that was leftover from 2009.

Kitchen Flooring

Vinyl tile has been chosen to replace current flooring in kitchen that was damaged in October due to a small leak. The project is scheduled for February and funds were approved by the Board in November of approximate costs of \$1400. The repair will take up to two weeks, which can limit rental of event room. However, Cherie Olson, Event Coordinator, has continued to book events during that time period offering a discount.

HRU Work

There was some linkage on the dampers broken. McDonald Miller came out to repair at a cost of \$405 including parts and labor.

Upgrade Snowplow

Current snow plow blade piles up snow right on side of the path and this causes the paths to be narrow. An upgrade to newer, better blades, like plows will throw the snow up and over the berm. The whole upgrade would cost approximately \$726.

Fitness Center

A service tech is scheduled to look at one of the ellipticals. A homeowner reported it making a squeaking noise as the pedals are rotated in either direction. Additional, one of the black stair step machines has a loose chain and needs repair. Jeff can install the chain, but it has to be ordered through a tech.

New Snow Plowing Company

This year we hired a new snow plowing company in part because they were a lower in price than company used last year, but also they would charge a flat fee each month and the old company would not. Jeff Johnson, Maintenance Supervisor has been working with them to stay on top of areas they have missed over in Sleeping Lady Lane and Marathon. We will continue to evaluate whether we will use them next year or whether any savings overall will be achieved.

Clubhouse Doors Upgrade

Two bids have been received for the upgrade to the Front and Back doors of the Clubhouse. Both doors are currently out of compliance with ADA and the Board approved up to \$15,000 for repairs. The two bids are nearly identical in price, but Bid 1 of actually repairs the concrete at the front door instead of just putting a ramp on top of the old concrete. As it stands, the concrete lip that a ramp would connect to is rounded and so it would not mesh up properly. Other than that, the installation, labor, and costs are fairly close. Gramkow Construction submitted **Bid 1 for \$18,954** (including glass insert provided by Bayshore for \$1410). Glass, Sash & Door Supply submitted **Bid 2 for \$18,285** (including glass insert provided by Bayshore for \$1410). Maintenance Supervisor Jeff Johnson recommends that Bid 1 be awarded work.

Motion: To approve Bid 1 to Gramkow and total cost of installation of \$18,954
By: Bruce Bookman
Second: Kari Miles
Vote: All present in favor (passed)

Bayshore Early Learning Center: Eva Hansmeyer, Educational Administrator

Discussion about BELC included discussion about incorporating swim lessons into summer programs with local teens who currently work as lifeguards getting training for swim lessons. The Parent Counsel is going to try to have a member, on rotation basis, attend monthly Bayshore Board meetings. Parents volunteering in the program may have to have training and/or background check depending on number of hours they volunteer.

Before-After program 2009-2010

Currently we have 7 of 10 students possible with one child as a drop in.

Part Day Program 2009-2010

FULL. There are 26 Students enrolled in this program with a wait list. In December two children withdrew from the program; however, positions were filled from the waitlist.

Full Day Program 2009-2010

FULL. Currently this program is at 20 children with a waiting list.

New UAA Early Childhood Program Partnership

We are pleased to announce a newly formed partnership with the UAA Early Childhood degree program. Eva Hansmeyer, Administrator for BELC has been working with Dr. Hilary Seitz, a professor in the Bachelor and Master programs at UAA. We are planning the partnership to include onsite assignments of students, training of BELC program staff, and parent education nights. There are a few things that have been planned so far to start us off on this great partnership.

- *Intern.* The first is an assignment of an intern that will be assigned to Eva Hansmeyer as her mentor. She will be working in the program for up to 7 hours a day and in between 30 to 35 hours a week for the duration of the Spring semester. This is an unpaid placement for our program. She will be working alongside Ms. Hansmeyer three days a week in the PT day program and with the other staff with Ms. Hansmeyer's supervision two days a week. Her focus will be in curriculum implementation that is in line with the Reggio philosophies that are being implemented here. We feel this will be a great fit for both student and program.
- *Staff Training.* The second is to conduct staff training. Our first in house in-service training day for staff will be held on February 4th. In these series of trainings staff will learn and explore the Reggio concepts in Early Childhood education.
- *Parent Education Nights.* The third is to start monthly parent education nights. Dr. Seitz will be co-presenting with Ms. Hansmeyer for the first one on February 11th following our regularly scheduled Valentines celebration.

This is a very exciting partnership that will help expand the quality of our program and create important community partnerships.

Parent Council

The council continues to move forward and participation remains high. Here are a few highlights of items that are being explored:

- Organizing a monthly parent welcoming events such as; donuts w/ dads, or tea and muffins with mom's etc.
- Planning ways to encourage parents to volunteer in the classrooms more and/or feel more inclusive in their child's classroom.
- Exploring mini grants to help bring in income to help enhance the classrooms.

The council plans to start having a "Parent Council" representative attend both staff and board meetings on a consistent basis which is supported by Ms. Hansmeyer.

OLD BUSINESS

Homeowner Welcome Committee. In November, President Steve Neff suggested we think about putting together a welcome committee to meet new homeowners in the neighborhood and encourage them to use the Clubhouse facility. Susan Jensen brought a list of homeowners new to the area since January 2009. The Board asked Ms. Jensen to author a letter for their review and to send out to new homeowners. Carmen Olmos can make sending out of the letter a part of routine when closing papers come in on home sales. President Neff said that he thought two board or community members should visit new owners as a welcome committee and tell them about the swimming pool, exercise room, and that they are there to answer any questions. They would like invitation to go out on website and reader board so that residents

know that this is being done and is a volunteer opportunity. President Neff said he expects participation by fellow board members!

Encroachment Issues. Vice-President Kari Miles said that some time ago the Board discussed whether everyone who had encroachments had been notified. Rhudel Acuna of Architectural Control Committee would have that information and will look into it. Regarding encroachment that is the subject of Bayshore v. Squires, 3AN-09-11445CI, the homeowners may be amenable to a settlement conference.

Capital Improvement Committee. Anne Marie Brigandi said that she volunteered for CIC late fall and has not heard anything about committee meetings. Kari Miles said that head of committee, Mike Miles sent out emails but did not get response. Ms. Brigandi and Val Haney volunteered for committee in fall. Contact information will be forwarded to Mr. Miles.

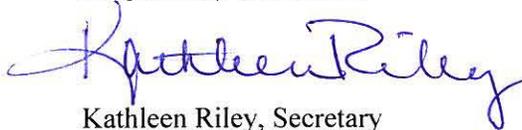
NEW BUSINESS

Adding Checking Account Signator. From time to time it is difficult to find two board members to act as two-party check signers when General Manager is unavailable. Ms. Jensen suggested adding Cherie Olson, long-time office staff member to act as one signer along with Board member in absence of Susan Jensen. Right now Kari Miles, Debra Blanchard, Steve Neff, and Susan Jensen are signators. The Board was not in favor of adding another signer at this time.

ADJOURNMENT

Meeting adjourned by President Steve Neff at 7:49 pm

Respectfully Submitted,



Kathleen Riley, Secretary

Regular Meeting was followed by
Executive Session