

**BAYSHORE OWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING  
Minutes  
March 21, 2011**

**BOARD MEMBERS PRESENT**

Steve Neff, President  
Kari Miles, Vice-President  
Kathleen Riley, Secretary  
Mark Bass, Director  
Michael Stahl, Director

**BOARD MEMBERS ABSENT**

Mohammed Naviwala, Treasurer  
Bruce Bookman, Director

**STAFF PRESENT**

Susan Jensen, General Manager

**HOMEOWNERS PRESENT**

Larry Jelle  
Dave Streit, POC Bayshore street lights  
Eli Shayer, Eagle Scout candidate  
Allan Shayer, Eli's father  
Bob Roesler, Pres., Bayshore ELC PTA

**GUESTS PRESENT**

None

**ROLL CALL/DETERMINATION OF A QUORUM**

Steve Neff, President, called the meeting to order at 7:03 p.m. and a quorum of at least five was not present. Kathleen Riley arrived almost immediately and a quorum was present.

**ADOPTION OF THE MINUTES – delayed due to no quorum**

*Motion:* To adopt the minutes of January 17, 2011, and February 21, 2011 Board Meetings  
*By:* Michael Stahl  
*Second:* Mark Bass  
*Vote:* All present in favor (passed)

**TREASURER'S REPORT**

*February 2011 Financial Statements:* Susan Jensen, General Manager, presented financials for February, 2011. Interest rates for CDs were discussed. Rates are currently less than one percent for 12-month CDs. Rates for 60 month CDs provide little incentive to tie up funds. Board-designated savings is moved from checking into savings each month at rate of \$5 per household per month for future projects. Additional funds are moved out of checking to money market for future operating costs or unexpected maintenance. Detailed financial statements are available at Association office for homeowner review.

**HOMEOWNER'S COMMENTS**

*Larry Jelle.* Spoke in favor of a modest dues increase, perhaps \$5 per month. He worked in maintenance for many years and stated that it is very important to fund maintenance and avoid putting it off. Delaying known maintenance issues ultimately increases costs.

## **COMMITTEE REPORTS**

### ***Bob Roesler, President, Bayshore Early Learning Center PTA***

Reported that the PTA has two quotes for putting in a new window in the large preschool room. They are working on a fundraiser near Easter and a later project. They are a bit short of their funding goal. In June they propose to do a trike-a-thon. The other project is a newsletter to keep parents informed about why funds are being raised. His goal is to have written proposals for the next board meeting.

### ***Rhudel Acuna, Chair, Architectural Control Committee (ACC)***

The ACC approved four exterior homeowner projects at the last meeting.

## **FACILITY REPORTS**

### **Susan Jensen, Bayshore General Manager**

#### **Pool back-up**

Our maintenance supervisor Jeff Johnson is out of state for two weeks. Serving in his place is an experienced pool operator who served for five years as an aquatic pool manager for the Municipality of Anchorage, with 16 years of service at MOA pool environment total. Jeff will return to work on April 4, the date slated for annual pool maintenance.

#### **Eye wash station**

Eye wash station ordered for boiler room \$615. Additional cost of valve \$143.25 to connect. Both on order through local company.

#### **Lighting for preschool rooms and fitness center \$7,183 (est.)**

Maintenance Supervisor Jeff Johnson is recommending that we move forward with changing out lights to new energy efficient lights. Our supply of ballasts is gone and as lights burn out we will have to purchase new ballasts. Additional cost is the time and effort to repair along with energy inefficiency. The lights were installed many, many years ago. Our last estimates of parts and labor for new energy efficient lighting are:

- Fitness center \$1,981
- Preschool big room \$4,039
- Preschool small room \$1,163

**Comments:** Kari Miles would like to know what funds are available for lighting or other projects. Steve Neff commented that this project has been on books since 2008 and should be funded. Michael Stall expressed a desire to make an informed decision after seeing the capital projects list. Kari Miles said that Mike Miles could give his recommendation at the next board meeting. Susan Jensen said that she would email the capital improvement list.

#### **Pool Door Incidents and Work Needed**

Two times this past month the main entrance to the swimming pool was inaccessible. The swimming

pool door stuck with folks being unable to go in or out of the pool area for 20 or more minutes each time. Yesterday it happened during lifeguard swim. The lock inside is older and got caught on the plate. Able Locksmith came out and did a temporary repair, but more work is needed. I am recommending an exit push bar. Since it is an interior door, it currently pushes into the pool area with a knob. To have a push exit we would have to reverse the swing of the door. Bids will be obtained.

A second issue with access is that I was unable to open the second exit door of the pool from the outside. This door is kept locked at all times and exits from the pool into the locked caged area under the deck. I unlocked the bolt from the outside and was unable to pull the door open from the outside. Jeff Johnson reports that when the door is unbolted, it has to be pushed open with the push bar from the inside. The solution for both doors is to have a push exit. For the second door, we need a push exit that is available at all times, but can be connected to the security system so an alarm sounds. It also needs a lock that can be opened from the outside (like the event doors). We can then fix the fence under the deck so that people can actually exit to the outside from the second door without being locked into the fenced area. Bids will be obtained.

**Comments:** Kari Miles asked if we could get dollar figures and email it around. Susan Jensen responded that it will be a bit until after Jeff Johnson (maintenance) returns.

#### **Tint on Upper Event Windows \$679 (complete)**

We had a business meeting here recently and they had their speaker set up at the far end of the room near the fireplace. During the course of the morning the sun hit the tall windows and people were shading their eyes and standing up and moving to the back of the room. Jeff covered the upper windows with some material for the rest of the meeting. I contacted someone who gave a very good bid for tinting the windows. The tinting is now in place at a cost of \$679. This is funded under repair and maintenance. We have sheer material to hang permanently on the upper windows that will allow light, but diffuse the intense sun. We have to find someone to sew it into the correct shape. That will be coming soon.

#### **Altercation at Party Saturday Evening**

A fight broke out in the parking lot Saturday, March 5, just after a homeowner wedding reception around 11:30 pm. Fortunately our event janitor was out in a car and came in to tell the event monitor to call the police. She immediately went outside but the fight must have already broken up. She heard loud voices for the people loading up items into their vehicles because the wedding/reception was already over, so she thought maybe that was what she had heard. The people outside said there was no fight. However, the next day we learned more. The glass or Plexiglas that was in the pond information center down the sidewalk towards the grade school was broken and it appeared there was some blood there and a little on the path pathway to the parking lot. Additionally, the event monitor discovered the next morning that her car hood was dented with evidence of some flowers matching those at the event on the hood and what may have been a little blood. She filed a police report (she used to work as a clerk for APD) and got an estimate for damages. The homeowner and bridal party have agreed to pay all damages with huge apologies.

#### **Event room chairs**

White bridal event room chairs have been purchased at a cost of \$10 each for 168 chairs. Some need touch-up paint/glue. Comments on bride sites have mentioned our ugly chairs. The folding chairs are old and many need to be replaced because they are bent, fabric worn, or missing support pieces. The cost for new folding chairs is about \$16 to \$20. But, they are unattractive for weddings. We show photos of the room set up and many people inquire about the white chairs in the photos.

Now we are able to offer the chairs as one of the many incentives for brides to rent the Chalet Room at Bayshore.

**Event Sales going strong at 83% of budget for 2011**

As of early March, we are at 83% of target sales for events for entire year of 2011. Income so far is \$82,769 of \$99,400 target.

- Homeowner events: \$3,900 of \$6,300 target
- Guest events: \$68,669 of \$71,500 target
- Booking fees: \$10,200 of \$21,600 target

**Money market**

\$30,000 cash was moved from checking to the money market account in March.

**Certificate of deposit**

Open at \$1,000, \$10,000 or \$100,000	Dividend rate	Annual
12 - 17 Months	0.845%	0.850%
18 - 23 Months	1.090%	1.100%
24 - 35 Months	1.290%	1.300%
36 - 47 Months	1.795%	1.810%
48 - 59 Months	2.095%	2.100%
60 Months	2.390%	2.400%

**Health care rates**

Bayshore received a “collection” letter from the attorney for the union health trust on Wednesday, March 16, 2011, with a 10 day notice to respond from the date of the letter (March 15). The health trust and union were notified by certified mail of rescission of 2010 rates and a return to 2006 rates; however, it appears that they in turn failed to notify the trust attorney. A response is needed.

**Annual meeting**

Meeting is Monday, May 2, 2011. Steve Neff and Mohammed Naviwala have agreed to run as incumbents. I have not heard back yet from Bruce Bookman about his intentions. The Board has a meeting on April 18 that is two weeks ahead of annual meeting. No new board candidates have stated an intention. An invitation to serve will be part of a Spring Survey, be posted on the Community Board and Website, and be included in the Annual Meeting Mailer.

**Upcoming dates:**

- Spring neighborhood yard sale is slated for Saturday, May 7
- Big dumpster Monday through Thursday, May 9 to 12
- Shred documents with Shred Alaska. Bayshore is working on having the service available for one afternoon.

## **Bayshore Early Learning Center: Pamela Wright, Educational Administrator**

### **Enrollment**

#### ***Before-After Program 2010-2011***

- We currently have 2 openings in the morning and 3 openings in the afternoon

#### ***Part Day Program 2010-2011***

- Monday/Wednesday/Friday—1 openings in the morning and Afternoon program full
- Tuesday/Thursday—5 opening in the morning and 1 positions opened in the afternoon

#### ***Full- Day Program 2010-2011***

- The Full Day Program currently has 19 students with only one opening to fill.

#### ***Over all Enrollment 2010-2011 School year***

- There are 14 openings available at this time
  - 5 positions in Before/After ,
  - 7 positions in the Part-day Program
  - 2 Full-Day position available

### **Program updates**

#### ***Staff Education:***

- Wellness in Alaska Training April 12<sup>th</sup> 8:00am-5:00pm – meets 7 hours of municipality required training

#### ***Parent Council Update:***

- Parent Council President Bob Roesler to give Report on Parent Council activity

#### ***Parent/ Teacher Conferences***

- Conferences are to be held April 13-15<sup>th</sup>

#### ***Accreditation Update***

- Nothing specific to report at this time. We still continue to working with Thread on the consultation project in our classrooms.

***Comments:*** Susan Jensen mentioned staff is attending a free children’s “wellness” training. Kari Miles asked if this would count towards accreditation. Susan responded that it will count towards annual training requirements and that Pamela, Educational Administrator, is waiting until she finishes her master’s degree next December, to apply for final phase of NAEYC accreditation.

#### ***Summer Program***

- Working on the summer program, we will have information available by end of this week.

## **Staff**

- Welcome to new Preschool teacher Karlee Dolphin (part-time position).

### **Chalet Event Room: Cherie Olson, Event Coordinator**

“Busy” is the operative word these days! We’re still getting calls and visits from brides-to-be who had attended the last wedding show! Some still need to choose a date, but voice their desire to have their Big Day at our Chalet Room. It’s good to know that we offer more than other venues in our area. Happy to see that summer dates are filling up.

It’s good to report, too, that more businesses are beginning to book for meetings. It’s our goal to get the word out that our venue is the best place to meet for workshops, etc. The more we book for weddings and other functions, the more people we meet who become invaluable contacts, as well as clients. This increases business for meetings and other social events.

We’re also very excited about acquiring our new (to us) chairs! Thank you so much! This in itself will be a great boon to business. Bridal people will be especially happy about these new chair additions!

It is always our goal to offer the best in quality and service.

**Comments:** Kari Miles asked that at the next board meeting Cherie provide information on how many business meetings are booked and if they are during the week, during the little used times. Also, if she knows where the lead are from; i.e. mailing, word of mouth, etc.

## **OLD BUSINESS**

**Insurance review.** Ms. Jensen will present at a future meeting when we have more time. She has put out inquiries and will be working with our insurance agents to prepare. Ms. Jensen did a huge review of the preschool insurance Fall 2010; however reduced budget for 2011 did not allow for any changes to insurance policy at that time. Information will be brought to the board for review for Fall 2011. Renewal date is September 30, 2011. This topic is being placed on each board agenda as a placeholder for future discussion.

**State of the Association Letter to Homeowners by President Steve Neff.** Mr. Neff sent out a letter to all homeowners. The feedback to the association office was very positive.

**Downstairs Exit Door Lock.** Vice-President Kari Miles asked that this issue be revisited at March’s meeting. Costs were discussed during the February meeting and the Board concluded that a personal touch was desirable. The issue is to review whether it is advisable to install a video with door buzzer for homeowners to enter the fitness center when the main entrance of the clubhouse is unavailable due to event rental.

**Comments:** Kari Miles commented that it is four to six hours [for a part-time person to check in homeowners while the event room is rented upstairs] and that person cannot do anything else. Those of us who go down there at those times do not need a person, just need a key. It doesn't seem to be a huge benefit. That's my perspective. It's just access. I don't think it is value added by having the extra person there. If that person is there as a back-up for security during the party, that is different. I just wanted to keep it on [the agenda] as dialog. We are looking at keeping a tight budget and I don't see it as a value. If they had a project to work on, that would be another matter or if they are backing up party event if you need more security that is another matter.

Susan Jensen responded that she did not know that a video upstairs with person buzzing in homeowners was the best way. The person in the office is not always watching the screen and may be away from the desk while attending to an event while a homeowner is left standing outside waiting.

Steve Neff commended that he does not want a key or code entry.

**Eli Shayer, Eagle Scout Candidate.** Eli said that his family has lived in Bayshore for 18 years and he was in the Cub Scout Troop that met at Bayshore. For his Eagle Scout project, he proposed a renovation of the pathway between Scammon Bay Circle and Admiralty Bay Drive. The plan is to replace the old wood on the sides and put new gravel down the middle, giving a refreshed four-foot wide path. He will lead other scouts participating in the project. He provided copies of the project budget of \$822. Gravel from Alaska Sand & Gravel may be donated but could be as much as \$130. The trail will be 144 feet long. A strong cloth will be used under the gravel.

**Comments:** Details of the pathway were discussed. This was first brought before the board last year and the Board gave tentative approval to fund estimated materials of \$1,000. Michael Stahl said that if it appeared the project was going to exceed \$1,000, to come back to the Board and explain why. Eli's father, Allan Shayer, gave thanks to the Board for their generosity throughout the years.

**Motion:** To approve purchase of materials by Bayshore for Eagle Scout project to improve pathway between Scammon Bay and Admiralty Bay Drive not to exceed One Thousand Dollars (\$1,000.00).

**By:** Kari Miles

**Second:** Michael Stahl

**Vote:** All present in favor (passed)

**Dave Streit, POC, Bayshore Streetlights.** Dave reported that we are sitting in pretty good order with street lights. First, the lights are not a grant and he sees them as being a safety issue. On the 15th of March, the Assembly was planning to meet and approve the costs and then Chugach could begin to start billing. He has not heard back from Craig Johnson's office. He assumes it all went as planned.

All the poles are going to be metal. All the wood poles will be gone. All poles will either be replaced or straightened to meet standard. A big issue is that Chugach did not keep engineering records on installation of poles and how big the bases were. They attempted to divert our attention in the sense they did not want to do research and instead wanted to hang a short lantern on the updated poles. Dave resisted that and the administration was kind of on board to save money. The Administration was unable to show him any neighborhood that had the proposed little lanterns. Bayshore will now have four foot arms like our sister and brother neighbors. Poles that are crooked but useable will be taken out of the ground and studied so engineering will have data for future years. All poles will have LED lighting like the three we have already installed. The lights project is slated to being on or about May 15. A total of 56 poles are being converted from wood to metal. These poles should last 30 to 40 years. Exposed wire hanging from pole to pole will be buried as part of the project.

### **NEW BUSINESS**

**Dave Streit, re Bayshore-Klatt Community Council.** Dave recommended that Bayshore have a presence on BKCC so that our neighborhood concerns will be address by our community council. He suggested that we have a sub-community council so that our input goes back to Juneau.

**Comments:** Steve Neff, President, said that Susan Jensen had asked him to go and that he did not.

**Barbeque, Susan Jensen.** Ms. Jensen brought up the barbeque as the old one needs to be removed or replaced. After discussion by Board and attending homeowners, it was decided to replace the barbeque as it adds to the ambiance of the clubhouse. Homeowners really enjoy the barbeque and it is a selling point to event renters. A suggestion was to put the barbeque on paving stones.

**Annual Meeting.** The meeting will take place on May 2. Information will go out in the annual meeting notice to be sent to all homeowners. Steve Neff and Mohammed Naviwala will purchase deli type food for meeting and get reimbursed. Staff members will be on hand to serve the food.

### **ADJOURNMENT**

Meeting adjourned by President Steve Neff at 8:38 p.m.

Respectfully Submitted,

Kathleen Riley, Secretary

Approved by Board of Directors April 18, 2011