

**BAYSHORE OWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES (as amended)
February 18, 2014**

BOARD MEMBERS PRESENT

Michael Stahl, President
Kari Miles, Vice President
Andy Hepola, Secretary
Mohammed Naviwala, Treasurer
Mark Bass, Director
Michael Burke, Director
Brian Collier, Director

STAFF PRESENT

Brook Wyatt, Administrative Assistant

HOMEOWNERS PRESENT

Jennifer & Kim Fricke
LC Smette

GUESTS PRESENT

Darcy Carney, CPA, Carney Consulting

BOARD MEMBERS ABSENT

None

ROLL CALL/DETERMINATION OF A QUORUM

Michael Stahl, President, called the meeting to order at 7:04 p.m. A quorum of at least five was present.

ADOPTION OF THE MINUTES

Motion: *To adopt the minutes of January 21, 2014*
By: *Kari Miles*
Second: *Michael Burke*
Vote: *All present in favor (passed)*

TREASURER'S REPORT

Year-End 2013 Financial Compilation

Darcy Carney, CPA, Carney Consulting Group presented the Year End and Fourth Quarter Financial Compilations. Detailed financial statements are available at Association office for homeowner review.

Comments

Kari Miles, Vice President, would like a collections report for next month's meeting. Ms. Carney said she can include an aging report in her quarterly reports. Ms. Carney said the fixed assets had not been reviewed yet, and has not yet taken into account the 2013 pool renovation. She will meet with Susan Jensen, General Manager, at a later date to discuss the Clubhouse's fixed assets. Several Board members expressed concern over the location of capital improvements in the financial reports, and asked that both those be supplied on a quarterly basis by Ms. Carney, and a monthly basis by Ms. Jensen.

Motion: *To have a supplemental financial report for capital improvements*
By: *Kari Miles*
Second: *Brian Collier*
Vote: *All present in favor (passed)*

HOMEOWNER'S COMMENTS

LC Smette said that he was announcing his candidacy for the board, he would like the minutes on the website to be password protected, and he would like to speak to each board member about a private matter outside of the meeting. He asked for a time that would work for them and for their contact information. Kari Miles, Vice President, said she thought that at one point their phone numbers were on the website and their email addresses. Brook Wyatt, Admin Assistant, said the Board's email (board@bayshoreclub.org) is on the website and any personal information should not be on the website.

FACILITY REPORTS

Bayshore Owners Association Operations Report

Susan Jensen, MPA, General Manager
susan@bayshoreclub.org | 907.522.4909
February 18, 2014

Audit versus Financial & Accounting Policies and Procedures Review

At the last board meeting the Board of Directors expressed an interest in exploring the benefits of an audit versus looking at the financial and accounting policies and procedures. They also expressed an interest in hearing more from Darcy Carney, CPA, and Clay Hightower, CPA. Ms. Carney does the monthly reconciliation, along with quarterly and annual compilations. I spoke with Ms. Carney and also with Mr. Hightower. Darcy will address the board at the February meeting and Clay will attend the meeting in March. Both expressed positive thoughts on reviewing the policies and procedures.

Control Measures Regarding Who Uses Clubhouse

The clubhouse opens at 5:00 a.m. on weekdays. No one is consistently manning the office between 5:00 a.m. and 9:00 a.m. so people using the exercise facilities sign-in and take a key. This has been on the honor system since inception of the clubhouse as far as we know. However, the Board has concerns about unauthorized people using the clubhouse; i.e. non-members. They asked me to look into how extensive the problem may be. As a result, I have someone coming in during the early morning hours on various mornings to observe and monitor the comings and goings of guests. I will bring more information in March after continuing to gather facts about usage.

Bayshore Owners Association Maintenance Report

Jeff Johnson, Maintenance Supervisor
jeff@bayshoreclub.org | 907.522.4914
February 18, 2014

Pool

I made an interesting discovery last week. It has to do with water bonding which is all totally new to us, but the national electric Code requires it. So I am getting up to speed with that and looking at various products that will achieve a water bond.

Spa

Plan review: We are waiting to hear back from Jeff Hickman with the Municipality of Anchorage with Health & Human Services Environmental Sanitarian. It is in line to be reviewed.

Comments: Brian Collier, Director, asked to see what bids had been made to replace and install the new hot tub. Ms. Wyatt said she would advise Jeff Johnson, Maintenance Director, of the request.

Current hot tub top side control panel had short-circuited last month. However, as soon as it dries out it works just fine. I have another panel on hand (\$160 cost), but am working to keep current panel dry by using silicone. Unfortunately there is a little display window on top and it cannot be sealed off.

Exterior Drainage

I am waiting for an initial bid on draining and excavation under sidewalk near northwest corner of building.

Tree

I removed the dead tree in front of the northwest section of clubhouse. I did this on my own and a neighbor hauled away the debris for firewood.

Bayshore Early Learning Center

Colleen Gee, Administrator

colleen@bayshorekids.com 907.522.4909

February 18, 2014

Enrollment

Full-Day Preschool Program (Dragonflies Age 3-4)

The Preschool Dragonfly classroom currently has 8 students' enrolled (2 openings)

Full-Day Pre-Kindergarten program (Grasshoppers Ages 4-5)

The Pre-Kindergarten Grasshopper classroom currently has 20 students' enrolled (full)

Before-After Program (Butterflies Grades K-1)

The Before-After Care currently has 6 students' enrolled (4 openings)

Program updates

Staff Update

The staff enjoyed attending the AAEYC Conference downtown at the Hilton on Feb. 6th & 7th. This was a great time to learn about "Building Healthy Brains & Bodies." Teachers are refreshed, ready with new ideas to implement into the classroom.

Parent Council Update

Starting January, Administration will designate a date with meeting at 5:30 p.m. so children can continue in care while parents attend the meeting.

Program Update

The center was closed on February 6 and 7 while staff attended [AAEYC Conference](#) (Anchorage Association for the Education of Young Children). The center Valentine Celebration was

on Thursday, February 13, 2014. Center will be closed on Monday, February 17th in observance of President's Day.

NAEYC Accreditation

[NAEYC accreditation](#) is maintained through August 2014.

Comments: Michael Stahl, President, asked what steps need to be taken now to maintain accreditation. Ms. Wyatt said she would forward the question on to the proper person.

Bayshore Owners Association Event Report

Cherie Olson, Event Coordinator

cherie@bayshoreclub.org | 907.522-4910

February 18, 2014

It's been a whirlwind of contract signing since the beginning of the year! Summer dates are getting full and holiday reservations are looking good, too.

Susan and I visited an Anchorage business that specializes in tradeshow display stands. We saw what was offered and will look over the brochures as to the type of stand that would best suit our show of photos of past events. A lighter weight portable display unit would be nice for wedding shows, too.

We will also meet with a graphic company representative to determine logo, best pictures, etc. We're thinking that a wall-type rack would take up less room and still display event photos to their best advantage.

Brides are still making contact from Fall wedding shows! These shows offer great exposure and are always fun to attend.

Spring is on the way- we hope! Will be looking forward to more bookings!

Comments: Mr. Stahl asked what the event bookings are looking like for 2014. Ms. Carney said she could include a break-out report of booking fees per month, which would show when people are signing contracts. Ms. Miles asked what is the discount policy for events and if it would be possible to have a break-out report for short-bookings vs. regular bookings. Ms. Carney said she could include that in the break-out report. Ms. Wyatt said she would advise Ms. Jensen of the question on policy.

OLD BUSINESS

Audit

Clay Hightower, CPA, is Bayshore's tax accountant. He will be at the March board meeting to discuss audit versus other types of reviews.

NEW BUSINESS

None.

MEETING ADJOURNED at 9:05 p.m.

Respectfully Submitted,

(NOTE: approved and waiting for signature)

Andy Hepola, Secretary