

**BAYSHORE OWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
October 20, 2015**

BOARD MEMBERS PRESENT

Michael Stahl, President
Andy Hepola, Secretary
Mohammed Naviwala, Treasurer
Brian Collier, Director

STAFF PRESENT

Susan Jensen, General Manager
Michael Bayless, ACC Inspector
Glenn Hagberg, Event Manager
Jeff Johnson, Maintenance

BOARD MEMBERS ABSENT

Kari Miles, Vice President
Mark Bass, Director
Dave Streit, Director

HOMEOWNERS PRESENT

TL and Teri Stanbro, ACC candidates
Robert Lloyd, ACC candidate
Ron and Val Haney

GUESTS

Darcy Carney, CPA, Carney Consulting
Tim Anderson, Scout Leader

GUESTS

Reese Kodama, Boy Scout
Wayne Kodama, father of Reese

ROLL CALL/DETERMINATION OF A QUORUM

Michael Stahl, President, called the meeting to order at 7:04 p.m. There was a quorum of at least four board members.

ADOPTION OF THE MINUTES

Motion: *To adopt the minutes of September 15, 2015, as corrected*
By: *Andy Hepola*
Second: *Mohammed Naviwala*
Vote: *All present in favor*

TREASURER'S REPORT

Compiled financial statements as of September 30, 2015, were presented by Darcy Carney, CPA

- Accountants Compilation Letter
- Statement of Financial Position – Comparative
- Statement of Activities – Comparative
- Statement of Activities – by Class
- Budget vs. Actuals – HOA/Events
- Budget vs. Actuals – Preschool

Bayshore Accounts Payable Aging Summary, by Darcy Carney, CPA

There were \$15,649.72 accounts payable as of September 30, 2015. These are normal amounts that are mainly less than 30 days old and due to be paid shortly.

Capital Projects as of September 30, 2015, report given by Susan Jensen, GM.

Bayshore HOA planned for \$64,210 of projects and \$38,510.07 was spent so far this year. Funding source \$6,324.06 from board designed dues savings (\$15 per home per month goes into this savings plan); and \$32,068.82 coming out of the 2015 operating account.

Bayshore Early Learning Center planned for \$4,905.00 to replace cubbies and for new kids kitchens and dress-up centers. The actual cost was \$5,625.54 with overage due to an inaccurate quote on freight. All funding came from current operating account for the preschool.

Accounts Receivable Aging Report as of October 20, 2015, by Susan Jensen, GM

\$ 1,920.00	24 owners owe for October (less than 30 days old)
1,425.00	9 owner owe for September and October (less than 60 days old)
16,022.25	5 owners on payment plans
813.00	2 owners, payment expected shortly
<u>7,417.75</u>	3 owners, with attorney for collection
\$27,598.00	total

HOMEOWNER'S COMMENTS

Robert Lloyd

Vehicles expressed concern about vehicles driving fast and cutting the corner at Admiralty Bay Drive and Amber Bay Loop.

Discussion: This was discussed at length with Mr. Lloyd at September's Board meeting when the same topic was brought up. Susan Jensen related information from last month's meeting regarding her obtaining a resolution from Bayshore-Klatt Community Council in support of traffic calming measure in Bayshore, that the Municipality of Anchorage will conduct studies next summer regarding traffic calming measure for Bayshore. Also, that traffic engineering and Susan had discussed putting in a "regular" curb on the corner of Amber Bay Loop and Admiralty instead of the current "roll" curb. This would curtail people frequently rolling over the curb into the greenbelt. This is on the agenda for MOA and Bayshore for next spring/summer.

COMMITTEE REPORTS

Architectural Control Committee

Michael Bayless, ACC Inspector

ACC@bayshore.club 907.223.5552

October 20, 2015

A copy of the ACC minutes from October 14, 2015 was available for review, along with a spreadsheet containing current and closed project requests, complaints, and violations.

Helping Hands Committee. The ACC previously gained permission from the Board of Directors to form a sub-committee called the Helping Hands Committee. Teri Stanbro will act as chairman and along with other committee members will solicit help from the community and from local businesses to help elderly or families in need with special projects. The group talked about starting off with a BBQ kick-off to solicit volunteers and donations. TL Stanbro volunteered to run the BBQ.

Appointment of ACC Members: Mohammed Naviwala recently gave a regretful notice that due to time constraints he can no longer serve as a member of the ACC. Three neighbors were recommended for appointment to the ACC.

Motion: *To appoint Robert Lloyd, Teri Stanbro, and TL Stanbro to the Architectural Control Committee for the term of October 20, 2015 through May 1, 2017.*
By: *Brian Collier*
Second: *Andy Hepola*
Vote: *All present in favor*

FACILITY REPORTS

Bayshore Owners Association Operations

Susan Jensen, MPA, General Manager
susan@bayshore.club 907.522.4909
October 20, 2015

Resolution Pointe

Public pathway access. MOA has agreed to install asphalt pathway. Bayshore can now develop connecting greenbelt pathway to Amber Bay Loop, ideally in 2016, with neighbor volunteers and contractors as needed.

Insurance estimate for building replacement

Update: Jim Dokoozian will prepare an informal rendering of the true replacement cost of clubhouse would be in case of a total loss. The report will cost between \$500 and \$700. I inquired how much it would cost to get a formal estimate and he said it would be \$10,000 to \$15,000 or more. He is not willing to do a formal report due to the time commitment. He reiterated that a formal report is not necessary to estimate adequate insurance coverage.

Homeowner events coming up

HOME IMPROVEMENT FAIR - CANCELLED

Glenn Hagberg, Event Manager, states that nearly all returning vendors are tied up until after October 31. However, they uniformly requested participation in a spring home improvement fair.

FAMILY HALLOWEEN CARNIVAL – GOING FORWARD AS SCHEDULED

Friday, October 23, 2015 6:00 to 9:00 pm

Cake walk, cupcake/cookie decorating, games, prizes, and more. Wear a costume and bring your candy bag! For members (free) and their guests (\$2). NOT open to public. Children under 18 must be accompanied by a parent. Many neighbors are donating time and/or prizes for the event. Coordinator is Brook Storch, 344-0539 or brook@bayshoreclub.org

HOLIDAY CRAFT BAZAAR

Saturday, November 14, 2015 10a-4p

Bayshore Clubhouse is hosting a Fall Bazaar featuring gifts, collectibles, and crafts. Guests will get an early start on Holiday shopping! Admission is free and it open to the public. Coordinator is Brook Storch, 344-0539 or brook@bayshoreclub.org

Bayshore Owner Association Maintenance Report

Jeff Johnson, Maintenance Supervisor

jeff@bayshoreclub.org 907.522.4914

October 20, 2015

2015 Capital Projects

Pool - Everything working okay.

New spa - Everything working okay. Electrical equipment has been placed on surge protector.

Men's Sauna - Everything working okay.

Walking pathways - We are getting fourth bid in anticipation of moving forward in 2016 due to this year's contractor failing to complete the project due to reported health issues. Right now contractors are very busy finishing up current projects and will be available for bids after October 31.

2016 Capital Project

NEW BUDGET ITEM for 2016 regarding pool.

Background: The Municipality of Anchorage inspector notified me that the recirculation system is inadequate to make four turnovers in a 24 hour period. That is a new requirement. He gave us our current permit with the requirement that we submit a plan for improvement/correction to be completed within the next 12 months. I have sent Chester Pool the information to review and sent a copy of that request to the MOA inspector. Chester will come up with a "total dynamic head" which is a calculation of how hard the pump has to work to move our 39,000 gallon pool in a 24 hours period. Then they will let us know the correct size of pump and piping necessary.

Update: We are waiting to hear back from Chester. It could be another month before we hear anything.

Bayshore Early Learning Center

Colleen Gee, Administrator

colleen@bayshorekids.com 907.522.4909

October 20, 2015

Enrollment

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

The Preschool Dragonfly classroom currently has 9 students enrolled. One open position.

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

The Pre-Kindergarten Grasshopper classroom currently has 19 students enrolled. One open position.

Before-After Program (Butterflies Grades K-1)

The Before-After Care currently has 8 students enrolled. Two open positions.

Program updates

Staff Update

Ms. Mary Ann has returned back to work. The staff and children are glad to have her back. The schedule is back to normal and there should be little to no overtime.

Staff will be having parent teacher conferences the week of October 19th. Parents will be invited to join their child on the 30th of October for PJ Halloween pizza luncheon.

Program Update

Colleen will be working with Susan on the upcoming budget for next year.

Bayshore Clubhouse Event Report

Glenn Hagberg, Event Manager
glenn@bayshore.club | 907.522.4910
October 20, 2015

Bridal Shows

Our appearance at the September Bridal Show at the Alaska Native Heritage Center resulted in at least two confirmed bookings during the show for 2016. Others have contacted us afterwards for site inspections. Our multi-media display was positively described as “elaborate” by another vendor who has been in that show for years. Our printed materials and booth display not only showed our professionalism but highlighted Bayshore Clubhouse as an excellent choice of venue for prospective brides.

Prior to the recent bridal show, we increased our rental prices across the board. We have continued to book business and haven’t experienced any negative feedback based on pricing. We have been noticing that as long as we can get prospective brides and grooms into the Clubhouse for a personal tour, we are almost guaranteed to book their event here.

The second bridal fair of the season that was scheduled for October 25 at O’Malley’s on the Green has been cancelled by the radio station that was promoting it. It was to be their ninth annual event, but a lack of vendors precipitated their decision.

We are heading into peak “Engagement Season” according to weddingwire.com. They claim that between November and February, 38% of engagements occur. The largest bridal show in the state is in January at the Dena’ina Center and we will have a booth at that one.

NACE

We recently became official members of NACE, the National Association for Catering and Events. We took advantage of a special 20% discount during their recent membership drive. We also presented during their September monthly meeting which was their Anchorage Chapter Membership Showcase. I set up a nice looking table display and addressed the group about the Bayshore Clubhouse and fielded questions from the membership.

Signage

A few months ago after seeing a number of vehicles belonging to event guests clogging up the nearby cul-de-sac, we purchased sandwich board signs instructing guests not to park there. We also got one for in front of the hydrant near the intersection across the street from the Clubhouse. In addition, we added one with a "15 Minute Parking" message for in front of the pre-school entrance so parents on event days can pick up their children easier. All of these sign placements increased safety to homeowners and children. After the few months have passed, I can say that people can actually read and follow instructions. We called each homeowner in and near the cul-de-sac and each one thanked us profusely for the signage.

OLD BUSINESS

Schedule 2016 Budget workshops. The Board rescheduled a workshop to another date that was more convenient to members.

Reese Kodama Eagle Scout project update: Reese brought in for the attendees of the meeting to see, one of the two benches he built as part of a community improvement project. The benches will be placed near Bayshore Lake after a little finishing work.

NEW BUSINESS

None

MEETING ADJOURNED at 8:24 p.m.

Respectfully Submitted,

Andy Hepola, Secretary