

**BAYSHORE OWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
February 16, 2016**

BOARD MEMBERS PRESENT

Michael Stahl, President
Kari Miles, Vice President
Mohammed Naviwala, Treasurer
Mark Bass, Director
Brian Collier, Director
Dave Streit, Director

STAFF PRESENT

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

HOMEOWNERS PRESENT

Robert Lloyd, ACC member
Mike Mullane

BOARD MEMBERS ABSENT

Andy Hepola, Secretary

GUESTS

Darcy Carney, CPA, Carney Consulting Group

ROLL CALL/DETERMINATION OF A QUORUM

Michael Stahl, President, called the meeting to order at 7:02 p.m. There was a quorum of at least four board members.

ADOPTION OF THE MINUTES

Motion: To adopt the minutes of January 19, 2016 with minor revisions
By: Brian Collier
Second: Mohammed Naviwala
Vote: All present in favor

TREASURER'S REPORT

- 2014 Annual Compilation by Darcy Carney, CPA, Carney Consulting
 - Accountant's Compilation Letter
 - Statement of Financial Position - Comparative (Balance Sheet)
 - Statement of Activities – Comparative (Profit & Loss)
 - Statement of Activities – by Class (Profit & Loss separated out by “BOA” which is homeowner association and events and “TLC” which is the preschool)
 - Budget vs. Actual – BOA (homeowner association and event income)
 - Budget vs. Actual – TLC (preschool)

Ms. Carney reviewed the 2015 financials with the Board and guests.

Controls and Key Processes. A draft of this document was presented to the Board for review in January and February. The document has gone through several drafts. Contributors and reviewers included Clay Hightower, CPA, and Darcy Carney, CPA, along with Bayshore staff Brook Storch, Administrative Assistant, and Susan Jensen, General Manager. One board member wanted to take one more look at the document and have it come back to board meeting in March.

HOMEOWNER/GUEST COMMENTS

Mike Mullane

Mr. Mullane is a long-time neighbor. He is aware we are having issue with alleged pool violation with Municipality of Anchorage (MOA). He worked for MOA for 25 years and has recently retired. He has some familiarity with MOA bureaucratic process. He discussed the possibility of a waiver. The Board let him know that we are currently in the process of obtaining information with regarding to obtaining a waiver. This led into the maintenance report by Jeff Johnson and a healthy discussion about the pool, history, and possibility of a waiver.

COMMITTEE REPORTS

Architectural Control Committee

Michael Bayless, ACC Inspector

ACC@bayshore.club 907.223.5552

February 16, 2016

A copy of the ACC minutes from January 13, 2016 was available for review, along with a spreadsheet containing current and closed project requests, complaints, and violations.

The ACC is interested in getting a neighborhood watch started. Statistics show that having signs placed in the neighborhood is a huge crime deterrent. They also discussed the possibility of a Garden Club who could beautify the neighborhood and perhaps add flowers provided by the Municipal greenhouse to the traffic islands near Bayshore on 100th Avenue.

A subcommittee of the ACC is the PAY IT FORWARD committee. The purpose of the committee is to help neighbors who need exterior work on their homes and are need help completing the project. They will be putting signs on the Community Board about getting involved in the committee, offering to take care of junk vehicles, help with problem trees, etc. They will be reaching out to neighbors. Please contact Karen Johnson at 229-0412 to learn how to get involved or get help.

Volunteer work through the ACC is subject to the Board approving a volunteer waiver form.

Discussion during present board meeting: The Board discussed the whether there is a requirement that one or more board members be active members of the ACC or if appointees were acceptable.

FACILITY REPORTS

Bayshore Owners Association Operations

Susan Jensen, MPA, General Manager

susan@bayshore.club 907.522.4909

February 16, 2016

Meeting with Engineers

On February 16, 2016 we had a conference to discuss Pool Violation and Response

Attending: Mark Frischkorn, RSA Alaska; Scott Ferrell from Aquatic Design Group out of California; Bayshore Board members Dave Streit and Mark Bass; Bayshore staff members, Susan Jensen, GM, and Jeff Johnson, Maintenance Supervisor.

Scott Ferrell is a pool expert. He has designed more than 3,500 pools many of which are in Alaska. He has more than 40 years experience.

Mr. Johnson gave a tour of pool and equipment which was followed by a conference call of all attendees. After review of facts, plan of action:

- 1) Pool and facilities drawings will be copied by Frischkorn and provided to Ferrell and to Bayshore;
- 2) Frischkorn will go to Permit office and review code history and determine which applies to Bayshore pool; and
- 3) After review to determine if the pool was designed with good hydraulic principles, along with code review, Ferrell can author letter in support of grandfather waiver. Grandfather waiver is common practice.

Frischkorn estimated that total cost of review by him and Ferrell will cap at \$3,500.

Insurance estimate of building contents

This report is nearly complete with numbers to be forwarded to insurance.

Staff Manual for HOA employees update

A draft staff manual for HOA employees is in progress.

Important Legislation for Older Home Owner Associations

I am the current President of the Greater Alaska Chapter of Community Associations Institute. We have been working for clarity in the wording of legislation that put in protections for HOAs, however, some have interpreted the wording as protections only applying to associations created after 1986. We have a sponsor and are moving forward to get the wording put into law. I will update you with further information as it becomes available.

Bayshore Owner Association Maintenance Report

Jeff Johnson, Maintenance Supervisor

jeff@bayshoreclub.org 907.522.4914

January 19, 2016

Swimming Pool

Background: In September 2015, 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 for us. He issued a permit with the requirement that we submit a plan for improvement/correction to be completed within the next 12 months.

Pending: I sent Chester Pool the information to review in September 2015 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:

Chester reports that in order to facilitate the increased flow we would have to replace our current

two-inch piping in the control room with three-inch piping and the 1.5 inch piping around the perimeter of the pool with 2-inch piping.

Concrete work: Chester cannot do the concrete demo and replacement so I have obtained three bids running between of \$3,500, \$8,100 and \$9,100. The low bid had no detail and the high bids have more detail and also information on how to protect the pool liner and air quality (dust and debris control).

Piping: Four bids for piping are between \$18,600 and \$20,500. Chester can do the work and they will be sending a quote. Chester asked that I mount a vacuum gage before the pump and a pressure gage after the pump and record the differences and send them that information to determine total dynamic head loss. Every time water hits a bend (elbow in pipe) it affects the flow rate. I installed the gages one week ago and will be recording measurements. The gages cost about \$70 total.

Under consideration:

Push back on the regulatory requirement per last Board meeting because right now our turnover rate is approximately 3.2 turnovers and we have consistently met minimum water quality standards for the 20 years I have been maintaining the system for 21 years. The increase in flow is prohibitively expensive and we are already meeting water quality.

Board members, GM, and I spoke with engineer and pool expert earlier on February 16, 2016.

Discussions followup during present board meeting:

The Board discussed this issue at length with Jeff and with guest Jim Dokoozian. Jim recommended we contact Dick Armstrong and/or RSA Alaska to explore the regulatory issue. Questions revolve around: What harm to users? Are citizens at risk? Cost versus benefit.

Bayshore Early Learning Center

Colleen Gee, Administrator

colleen@bayshorekids.com 907.522.4909

February 16, 2016

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

The Preschool Dragonfly classroom currently has full enrollment of 10 students as of January 2016.

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

The Pre-Kindergarten Grasshopper classroom has full enrollment of 20 students as of January 2016.

Before-After Program (Butterflies Grades K-1)

The Before-After Care currently has full enrollment of 10 students as of January 2016.

Staff Update

Staff attended an early childhood conference in late January sponsored by Anchorage Association for the Education of Young Children (AAEYC). Our center is accredited by their parent organization NAEYC or National Association for the Education of Young Children.

Program Update

I made contact with families about plans for attendance in the summer and next fall. At this time we have a wait list for fall with people anxious to get into the program.

Bayshore Clubhouse Event Report

Glenn Hagberg, Event Manager

glenn@bayshore.club | 907.522.4910

February 17, 2016

January Wedding Fair

The largest wedding fair in the state took place on January 17 at the Dena'ina Center. It was a well-attended event and I had many prospective brides, their mothers, and reluctant grooms to talk with. Fortunately, I brought a TV for the booth and many of the grooms, and vendors as well, visited the booth and checked the status of the NFL playoff games. It was a nice way to draw in potential customers. I will enlist the help of another Bayshore expert next year to manage the crowds even better as I can only talk to one couple at a time generally. Fortunately, we had our rack card inserted into every bride's gift bag so even if we didn't get a chance to talk to a particular bride, our message and name reached each and every one. I have spoken to a number of brides following the show who were interested in touring Bayshore and considering us for their venue.

Anchorage Chamber After Hours Event

We hosted the Anchorage Chamber of Commerce membership at their monthly Business After Hours Event at the Clubhouse on January 28. It was a huge success and showcased the venue to a great group of potential customers and business professionals. We had over 120 people sign in as they arrived. Feedback was extremely positive from all who attended including from the Chamber staff themselves. It was nice to see our Bayshore neighbors there.

It was an amazing collaboration between the Clubhouse and industry professionals to put this event on. We had catering from the Bridge and from Peppercini's Deli; tables and linens from Alaska Event Services; floral centerpieces from Evelyn's Floral; music and PA from R&R Productions; beer from the 49th State Brewing Company; bartenders from F Street Station; printing from AT Publishing; photo booth from E Street Audio Video; room design and staging from Woodpecker Staging and Design; photography from Elegante Light Photography and Blueberry Patch Photography; and coffee service from Starbucks.

We had contributions of door prizes from a number of great business partners. Room nights and gift certificates to the lounge from the Lofts Hotel and Music Lounge; \$50 GC to Dianne's Wild Fork Catering; a blanket and a \$300 team golf embroidered polo shirt package from Activate Promotions; lots of great swag from Visit Anchorage; two \$50 debit cards from Denali Federal Credit Union; a Super Bowl buffet party for 15 people from Peppercini's Deli; a \$170 VIP package with tickets to the Miners and Trappers Ball, Jim Beam Jam and Running of the Reindeer from Fur Rondy; The Kiwanis Club showed up in costume and sold Rondy pins and the Lord Trapper, Jim Henderson, also made an appearance. If you come across any of the above vendors, please extend heartfelt thanks for helping put on this huge event.

Thanks go to board members Mohammed Naviwala and Andy Hepola for attending this event. Mohammed's wife Dina even won a door prize!

Super Bowl 2016

We took the annual Super Bowl Party at the Clubhouse to the next level and showed the game on

three screens, improved the audio, and put out a tailgate-worthy spread of food and beverages. We increased the number of people attending this event from last year and received great feedback on the event. Thanks to board member Mohammed Nawiwala and his nephews for attending this year.

Candidate Forum

We will be hosting South Anchorage Assembly and Anchorage School Board Candidates at the Clubhouse for a Candidate Forum on Wednesday, February 24 from 7:00-8:30. Board members' presence is most appreciated.

OLD BUSINESS

Tree and Brush Clearing. A draft waiver and release of liability form was reviewed and discussed by the Board for possible tree and brush clearing and also other additional future volunteer activities. The Board was not ready to approve a form. They want to wait until next fall for any tree and brush clearing while additional options for waivers are reviewed.

NEW BUSINESS

Capital projects bid procedure was briefly discussed. The process will evolve as part of large capital projects using guideline proposed by Mark Bass.

MEETING ADJOURNED at 9:45 p.m.

Respectfully Submitted,

Andy Hepola, Secretary