

BAYSHORE OWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES – DRAFT 1
August 16, 2016

BOARD MEMBERS PRESENT

Michael Stahl, President
Dave Streit, Secretary
Mohammed Nawiwala, Treasurer
Brian Collier, Director
Doug Steffen, Director

STAFF PRESENT

Susan Jensen, General Manager
Jeff Johnson, Maintenance
Karen Leszczak, ACC Inspector
Glenn Hagberg, Events Manager

BOARD MEMBERS ABSENT

Kari Miles, Vice President
Joe Steger, Director

HOMEOWNERS/RESIDENTS PRESENT

Karen Higgs
Patricia Higgs
Agnes Beadle
Loren Smette
Jason & Jeanine Moorman

GUESTS

Darcy Carney, CPA, Carney Consulting

ROLL CALL/DETERMINATION OF A QUORUM

Dave Streit, Secretary, 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 June 21, 2016, with minor correction
By: Doug Steffen
Second: Mohammed Nawiwala
Vote: All present in favor

TREASURER'S REPORT

2016 Second Quarter 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)

HOMEOWNER/GUEST COMMENTS

Jason & Jeanine Moorman spoke with Board about a violation letter alleging business activity in and around their home. Their concerns were re-directed to Architectural Control Committee (ACC) Inspector, Karen Leszczak, for more information and action. The Board is not involved when an owner first receives a violation letter. If the Moormans are unable to resolved violation with the Inspector, they can attend the next meeting of the ACC.

COMMITTEE REPORTS

Architectural Control Committee

Karen Leszczak, Inspector, ACC@bayshore.club

June 21, 2016

Minutes of the August 2, 2016, ACC meeting was available for review. Items discussed during the ACC meetings included:

- *Introduction* of new ACC Inspector, Karen Leszczak. Identification vests and coats and vehicle magnets will be used to identify Bayshore ACC staff while out in neighborhood. Business cell phone has been obtained for ACC inspector position of 223-4577.
- *Neighborhood Watch*. Date of Neighborhood Watch orientation class to be scheduled and included in quarterly newsletter
- *Garden Committee*. This subcommittee of the ACC has met two times. They propose to create 14 community garden boxes in Tract F next spring. The cost to install the boxes with dirt is \$119. The dimensions of each box is 12' x 4'. The idea will go before the Board of Directors at their next meeting. Additional costs include fencing the area.
- *Farmer's Market*. An idea the Board of Directors has discussed is the idea of a Farmer's Market in Tract F. Susan Jensen filled in the group in the idea possibly slated for next spring.
- *New Owner Welcome*. An idea brought is holding a welcome orientation for new owners. There have been a lot of homes sold this year and it would be very nice for new owners to have an orientation and special welcome. Everyone liked the idea.
- *Stop Sign Visibility*. Municipal Sign Shop will be contacted regarding stop sign visibility so they will trim branches
- *Complaint* of lawn service cutting greenbelt grass too low. Susan Jensen will follow-up with lawn service.
- *Owner Business Violation*. MOA Code Enforcement will be contacted regarding owners running businesses from their homes out in driveways which is violation. Two homes discussed.
- New violation form being created.
- Project and violation review.

FACILITY REPORTS

Bayshore Owners Association Operations

Susan Jensen, MPA, General Manager

susan@bayshore.club 907.522.4909

August 16, 2016

Dumpster Location and Pick-Up Time

A neighbor inquired about moving the Clubhouse dumpster to new location. Procedure for Alaska Waste is that their drivers have a route that is the most time efficient route for them. They currently come around 6:00 a.m. as it ties in with the Elementary School. At our request they put a note on the account that we requested a later pick-up. At least one other very close neighbor has stated it doesn't bother them. Our maintenance person puts out cones until trash gets picked up to make sure refuse truck can reach the container. If pick-up time is delayed it may tie up the parking lot as elementary students and preschool students normally use those parking spaces briefly as they drop off kids for school. It can get very busy around 9:00 a.m. Susan Jensen followed up with a letter to original neighbor who made request to let them know 1) what we found, 2) about the Board's

decision to keep the dumpster in its current place citing safety concerns, and 3) that we requested a later pick-up time with Alaska Waste.

Hard to See Stop Signs

Karen Leszczak, new ACC Inspector, contacted MOA regarding getting trees and bushes pruned to ensure visibility of stop signs to drivers. Several areas were trimmed by MOA in response earlier this month. She will be watching for further signs while she does her routine inspections. They responded same day.

- Action: Request additional foliage be removed at corner of Amber Bay Loop and Admiralty Bay Drive so that tall trucks can be sure to see the stop sign.

Fitness center equipment replacement special committee

Owner Stefanie Anderson requested that we start a committee to look at completely revamping the fitness center replacing all equipment with newer, smaller equip. A sign was installed in fitness center that Stefanie Anderson provided to direct inquiries to her about fundraising for new equipment. Stefanie has requested detailed information about the fitness equipment and room. Most of that information has been provided to her.

Cottonwood Removed

A cottonwood in the greenbelt near an owner's fence and home by Kvichak and Amber Bay Loop was removed after Board approval at June Board Meeting. The stump was poisoned to kill the roots and stump ground and shavings removed.

Collections update

- We received full balance from one parent (about \$800) who departed in May.
- We are receiving biweekly payments from another parent (homeowner) to pay off balance of \$1,517 that includes a \$275 demand letter fee from our attorney. The parent signed a *confession of judgment* to secure the payment plan.
- We received *default judgment* against a neighbor whose home was foreclosed by bank a few years back. The neighbors still owed money and we will collect about \$2,200 for old dues and another approx. \$2,000 for attorney fees. We confirmed location of bank account; however, a bank sweep brought in no funds due to low amounts in the accounts. We will work to secure funds from PFDs.

Tract F

At request of Board member Dave Streit with an eye to holding a Summer Market or parking in Tract F, bids were obtained regarding cleaning parking area in Tract F and striping per MOA code and for mowing and clearing out brush to look presentable.

- Action: Add cleaning of parking area and clearing/mowing to budget draft for 2017

Bayshore Owner Association Maintenance Report

Jeff Johnson, Maintenance Supervisor
jeff@bayshoreclub.org 907.522.4914
August 16, 2016

Pathway on Tract F

The pathway was completed by GMG General and inspected by me.

AWWU / Anchorage Water and Wastewater Utility

The issue of whether certain ruts were caused by an AWWU vehicle have been resolved. AWWU made repairs to the greenbelt for those ruts as well as removed piles of ground tree stumps and dirt piles. The grass disturbed by AWWU in the three-year project in all areas has been restored and inspected by me.

Back Deck Rail

Board member Doug Steffen obtained a bid to install five custom made brackets on the long piece of guardrail due to a safety issue.

Motion: To install five custom made brackets on long piece of guardrail due to safety for \$2,500 with funding from 2016 budget for repair and maintenance account.

By: Doug Steffen

Second: Mohammed Naviwala

Vote: Approved by Quorum July 20, 2016

This work has been completed and the rail is now very secure. Signs have been installed asking folks not to sit or lean on guardrail.

Parking Lot

I obtained a bid from GMG General and also from Professional Services. The Bid from GMG includes complete removal and replacement. The bid from Professional Services includes cleaning, crack sealing, seal coating, and lot striping. These provide two separate options regarding the parking lot. We have had two re-seals over the 40 years the parking lot has been in place. A replacement would last for many years. Our last re-seal was done about ten years ago.

Pathway Extra Bid from GMG General

The cost to do a complete replacement of the trail near the clubhouse would be \$26,950 and a topical redo with extraction of bad areas would be \$1,895.

Boardwalk Board Replacement

Jeff replaced 15 boards early July. This will be ongoing throughout the summer as boards start needing to be replaced. Board member Dave Streit will talk with Eagle Scout candidate(s) this fall about doing work on boardwalk as part of a project.

Volleyball Net

At the Board's request, I purchased a light weight volleyball net to loan out to neighbors who want to play volleyball. Next spring after grass has recovered from AWWU reclamation process a sign will be posted instructing people about hours the net is available to be borrowed. Evening workers routinely go by the park at 10:00 p.m. closing to ensure no one is using the park past closing. When I installed the net to try it out one of the strings pulled out. It is very flimsy compared to the professional net we purchased with the volleyball poles. A ladder will be necessary to install the net each time. The professional net is too heavy to carry back and forth and too difficult install for lending purposes.

Pool Violation

Board President Michael Stahl is working on getting a waiver regarding the violation issued Fall 2015.

- Action: Michael Stahl and Jeff Johnson will meet this week to review water quality reports

Replacement of Rotted Support Post

A support post for beam and downspout in the playground area was rotting. I painted a post that we had on hand and covered the lower portion with spray-on coating of rubber and will be installing this week.

Lift for Stairs

There is only one company in Anchorage and they gave a bid for \$17,173 to install a stair lift (Attachment E). The bid is to install from top to bottom with key (must use or remote so that no one can use it without; i.e. no kids playing around). This is the full cost with installation.

- Action: Add to September Board Meeting
- Action: Get second bid for installation of stair lift

Many owners over the years have requested access to downstairs via lift or elevator. We received a letter directed to Board asking for access. A letter was reviewed that long-time owners sent to the Board's attention.

Bayshore Early Learning Center

Lauren Dowd, Administrator
lauren@bayshorekids.com 907.522.4907
August 16, 2016

Enrollment

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

The Preschool Dragonfly classroom currently has 10 students as of August 16, 2016. Starting in September Dragonfly classroom will have 5 students enrolled with 5 spots open.

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

The Pre-Kindergarten Grasshopper classroom currently has 13 students enrolled as of August 16, 2016. Starting in September Grasshopper classroom will have 14 students enrolled with 6 spots open.

Before-After Program (Butterflies Grades K-1)

The Before-After Care currently has 7 students enrolled as of August 16, 2016. Starting in September Butterfly class will have 6 students with 4 spots open.

Program updates

Staff Update

We are fully staffed and I (Lauren Dowd) could not ask for a better staff they are absolutely amazing. The teachers are preparing their classrooms for the start of school and are very excited to get started on August 29th! Enrollment for fall is looking good. By September we are hoping that the program will be at full capacity. The next few weeks should bring new students enrolling.

Program Update

Lauren submitted the annual paperwork for continued NAEYC Accreditation (National Association for the Education of Young Children) renewal last June and approval is pending. The center is up for full re-accreditation in 2017 so Lauren is starting the process and paperwork now.

Bayshore Clubhouse Event Report

Glenn Hagberg, Event Manager
glenn@bayshore.club | 907.522.4910
August 16, 2016

Bayshore Yard Sale

The annual Bayshore Spring Yard Sale was Saturday, April 30 and nearly 75 homes participated in this year's sale. Anecdotal reports indicate it was a sales success. One homeowner who borrowed a couple of tables for the event reported that he brought in more than \$2,000. Another claimed similar success. One homeowner reported that a boat that was in his yard was stolen the night after the sale, presumably from a yard sale "customer" who perused merchandise of neighbors, whether it was for sale or not. No report on whether they got their property back or not. The Fall Yard Sale is scheduled for Saturday, September 10.

Bayshore Buzz

The Bayshore Buzz second quarter 2016 issue is being put together now. If you have any story ideas, please send them to glenn@bayshore.club.

- Action: Get next newsletter ready

Saturdays are Tough to Come By

Saturdays are the most popular day to host an event at the Bayshore Clubhouse. Out of 53 Saturdays in 2016, there have been two so far with no event booked. Looking forward there are just three Saturdays available this year including Christmas Eve (another Saturday was booked but they recently cancelled their event opening up a December Saturday). On the Saturdays that have been booked in 2016, four have been for Homeowner Large events; five have been for Homeowner Small events; and three are for Bayshore Special Events. The rest have been non-homeowner events paying full rate.

Bike to Work Day

Bike to Work Day was another successful event promoting the Bayshore Clubhouse. A record number of more than 100 bicycle enthusiasts visited the Bayshore booth and enjoyed snacks and beverages to sustain them on their respective treks to work. Neighbors who signed up to join the Bayshore Bikers Team received participation T-Shirts.

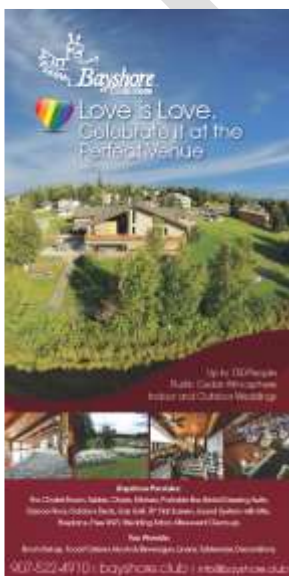
Love For All Wedding Expo

We have added another bridal show to our marketing efforts. This one came up fairly suddenly but is a unique opportunity to showcase the Clubhouse to a new group of potential customers.



This is the first inclusive wedding expo that is targeted to the LGBT community. It is coincidentally being held on the one-year anniversary of the Supreme Court's decision legalizing same-sex marriage in the US. It also takes place at the end of the annual Pride Week in Anchorage. The event will be held Sunday, June 26 at the Egan Center.

We also produced a new advertisement that will appear on the inside front cover of the show program.



OLD BUSINESS

Action item spreadsheet from June Board meeting reviewed.

NEW BUSINESS

Budget workshops will be scheduled for fall. Capital projects also need to be set for 2017. Michael Stahl requested we get through third quarter so we have more information for next year's budget.

MEETING ADJOURNED at 9:35 p.m.

Respectfully Submitted,

Dave Streit, Secretary

DRAFT