

**BAYSHORE OWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
October 18, 2016**

BOARD MEMBERS PRESENT

Michael Stahl, President
Kari Miles, Vice President
Mohammed Nawiwala, Treasurer
Brian Collier, Director
Doug Steffen, Director
Joe Steger, Director

BOARD MEMBERS ABSENT

Dave Streit, Secretary

STAFF PRESENT

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

HOMEOWNERS/RESIDENTS PRESENT

Robert Lloyd, ACC Chair
Griffith Turpin, Scout Master
Loren Smette

GUESTS PRESENT

Noah Streit, Eagle Scout Candidate
Narcisa Johnson, Northern Lawn
Darcy Carney, CPA, Carney Consulting

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 20, 2016, as corrected
By: Doug Steffen
Second: Joe Steger
Vote: All present in favor

TREASURER'S REPORT

- Third quarter compilation, Darcy Carney, CPA, Carney Consulting
 - Accountant's Compilation Letter
 - Statement of Financial Position – Comparative
 - Statement of Activities – Comparative
 - Statement of Activities – By Class
 - Budget to Actuals – BOA (homeowner association & event room)
 - Budget vs. Actuals – TLC (early learning center)

Ms. Carney reported that compared to last year at this time:

- There is a slight increase in homeowner income
- Party income has a slight increase
- Preschool tuition is up 1.21% over last year
- Payroll expense is up but is mainly in health insurance and nationwide everyone has been affected by this;
- Facility expense: advertising went down but in a different section it goes up

- Facility expense is down
- Grounds keeping cost is up
- Net operating income is \$28,232.10

HOMEOWNER/GUEST COMMENTS

Robert Lloyd reiterated comments and concerns from previous board meeting about the greenbelt lawn care. He alleges destruction of greenbelt by lawn company mowing down to the dirt. He suggests getting bids for next year. Alleges they killed his lawn down to a quarter inch near his home.

Note: Discussion by board included letting any potential lawn care folks know about uneven or problem areas.

COMMITTEE REPORTS

Architectural Control Committee

Karen Leszczak, Inspector
 ACC@bayshore.club, 907.223.4577
 October 18, 2016

Minutes of the October 4, 2016, ACC meeting was available for review. Items discussed during the ACC meetings included:

- Graffiti. Graffiti was recently seen in Tract F.
- Neighborhood Watch. A suggestion was made to replace Neighborhood Watch with Nextdoor.com. Nextdoor is already being used by 150 Bayshore residents.
- King Career Center donated flowers. Karen L to contact Adam to place order for 20 flats of flowers.
- Unmowed MOA right-of-way. Portions of lawn within MOA right-of-way along Bayshore Drive are not being maintained. These are on the other side of the street from our association, but reflect on the area in general. Karen L to discuss with Southport Master Owners.
- Bayshore Lawn Maintenance. Susan is receiving bids from new lawn maintenance companies.
- Owner Business Violations. Three homes running businesses have received violation notices to discontinue operating from Bayshore.
- Project Completion Dates. Karen L's winter project is to contact owners to determine project completion dates. Spreadsheet will be updated accordingly.
- Project Completion Deadline. A request was made to modify project completion deadline to end of season. Currently the deadline is one year.

FACILITY REPORTS

Bayshore Owners Association Operations

Susan Jensen, MPA, General Manager

susan@bayshore.club 907.522.4909

October 18, 2016

Man with Gun Follow-up

Early on Memorial Day, May 31, 2016, a young man was seen walking through the neighborhood with what appeared to be an assault rifle. Neighbors identified the man, who was living with his parents in Bayshore. His parole officer was notified; he was taken into custody; and the gun turned out to be an air-soft.

A detailed letter was sent to his parole officer at Spring Creek stating our opposition to his returning to live in the neighborhood when released from prison. She confirmed to me on October 10, 2016, the date of his release, that he is scheduled to live elsewhere while on probation. Nearby concerned neighbors were notified.

Alaska Waste

A request was lodged that the dumpster at Bayshore Clubhouse be emptied later in the morning. A review of video tapes showed the dumpster was typically emptied between 5:00 and 5:30 a.m. Alaska Waste consented to move the time to later in the morning and as of this month. The dumpster is currently being emptied once a week on Friday around 10:30 a.m.

Eagle Projects

Dave Streit headed up a meeting for Eagle Scout candidates in early October to talk about the process of doing an Eagle Scout Project. His son Matthew was on hand to lead them through his experience of doing a project and how helpful it was to meet with Bayshore Board member Kari Miles prior to making his presentation to the Bayshore Board of Directors. Susan Jensen, Bayshore General Manager attended the meeting to share with the scout possible projects in Bayshore.

Neighborhood Watch

The Architectural Control Committee (ACC) talked about reviving neighborhood watch. After review and discussion, the general consensus is to use Nextdoor.com and increase neighborhood participation. Nextdoor.com is a blog for neighbors to chat about things going on the crime and safety, neighborhood events, classifieds, and more. We could, for instance, create a group chat for neighbors interested in being on the Garden Committee.

Janitorial

We are currently looking at reducing janitorial costs by purchasing runners for the clubhouse and stop using a service that replaces rugs every few weeks with clean ones for annual cost of \$1,925. Replacement with similar basic rugs cost is \$1,406.

Zumba

Neighbors have expressed an interest in having a Zumba Class at the clubhouse. The first class is slated for Wednesday, October 26, from 5:30 a.m. to 6:30 a.m. and is free. This is a trial to see how it goes and how many Bayshore neighbors attend. I will be on hand. If future classes are scheduled the class instructor will charge \$5 per class and in addition, Bayshore will receive \$2 per person who is not a member. Non-members will not have unaccompanied access to lower level of clubhouse.

Bayshore Owner Association Maintenance Report

Jeff Johnson, Maintenance Supervisor

jeff@bayshore.club 907.522.4914

October 18, 2016

Pool Violation

Board President Michael Stahl is working on getting a waiver regarding the violation issued Fall 2015. A pool inspector came by in August and said they would return but have not so far. It was a different inspector than we had last year. She left no report for us so we assume she will be back. They post results online.

Lift for Stairs

We have two local bids and have reached out to Seattle companies at Board's request to check rates for installation in Anchorage. Three Seattle companies were contacted and none do work here. Stair lifts will be discussed at 2017 budget review in November and December.

Men's Sauna

The wall behind the sauna had to be rebuilt because the rock heating unit had not been anchored to the studs during replacement of wood interior and it started to pull away from the wall. It was a fire hazard.

Miscellaneous

Women's sauna mechanical timer replaced; dog mitts container replaced; 15 boards replaced on boardwalk and more are on order from Valley Sawmill; and many other day to day miscellaneous items.

Bayshore Early Learning Center

Lauren Dowd, Administrator

lauren@bayshorekids.com 907.522.4907

October 18, 2016

Enrollment

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

The Preschool Dragonfly classroom currently has 7 of 10 students enrolled.

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

The Pre-Kindergarten Grasshopper classroom currently has 15 of 20 students enrolled.

Before-After Program (Butterflies Grades K-1)

The Before-After Care currently has 6 of 10 students enrolled.

Three registration packets are currently out with new parents about to enroll children for October.

Program updates

Staff Update

We are fully staffed and I (Lauren Dowd, Administrator) could not ask for a better staff; they are absolutely amazing. Three of the staff members are still working towards obtaining their Bachelors in Early Childhood Education and should be done with in the next year.

Bayshore Clubhouse Event Report

Glenn Hagberg, Event Manager
glenn@bayshore.club | 907.522.4910
October 18, 2016

Fall Wedding Show

We have been busy taking calls from brides, giving tours, and booking dates for many attendees of the recent Fall Wedding Show at the Alaska Native Heritage Center. The show was well attended and scores of engaged people meandered from booth to booth picking up materials, asking questions, and planning their nuptials.

Here are some fun facts about weddings:

33% of weddings take place in a religious institution and that number continues to decline (about.com). One of the great features of booking their wedding at the Bayshore Clubhouse is that couples have the freedom to hold their ceremony on the grounds down by the pond, and perhaps have someone who is not a professional officiate their wedding. 43% of weddings are officiated by a friend or family member rather than a professional (about.com). The outdoor weddings down by the pond are picturesque and Bayshore provides a wedding arbor for couples to decorate and use.

50% of all weddings in 2015 occurred on only 25 days; and 76% of weddings occur during the summer and autumn months (weddingwire.com). We have adjusted our rates to take advantage of this statistic by placing a premium on Saturdays throughout the year, but more specifically during what we call wedding season which is May through August.

Clubhouse Sound System

A new sound system for the Clubhouse has been ordered with the approval of the board of directors. This sound system will bring the audio quality and user experience up to a high level compared to what has been in place for years. We have pared down our wish list and kept the system to the minimum with the opportunity to expand in the future. Included in this phase of the improvement are two wall-mounted speakers, an eight-channel mixer, a professional handheld wireless microphone, an AM/FM tuner, cables, and wall mounts. The next phase may include additional speakers, a wireless lavalier microphone, a plug in to the system from other parts of the room, outdoor coverage, and more.

Signage

The signage on the front of building is non-existent and I have had a number of people wonder if this is the Clubhouse as they arrive. A bit of signage will help identify the building to those who have not been here before (I know, it seems like everyone knows where the Bayshore Clubhouse is, but that is not accurate). I want to add the full address above the front door (currently it only has 3131 and no street name). One idea is to cover the area above the door with rough cedar planks that would match the interior of the facility and then mount the letters and numbers on that. This would be the first phase of this project. I can purchase the letters and numbers from a local printing company and install them with their help and perhaps that of Maintenance Supervisor Jeff Johnson. The cost of the professional letters including shipping is approximately \$250. The installation will be no charge. The sign company has not given me a cost for their services.

I would also like the name of the facility on the very front of the entryway. This may be a more difficult and costly proposition considering the letters would likely be cut locally by the sign company in our existing logo font. Again, I am waiting for the official quote.

Note: The Board advised signage will be reviewed taken up as part of overall clubhouse design coordinating with a designer and also with budget planning.

Planning for Upcoming Events

There are a number of events that require planning in order to execute them successfully. Here are the main ones and what planning has taken place.

Halloween Carnival

We will be holding the annual Halloween Carnival again. This year it is on Friday, October 21. We are soliciting helpers and sponsors for some of the activities. As I understand it, a couple of years ago, the attendance was about 100 children. Last year there were approximately 75 kids. We will monitor the participation from both attendees and neighbors helping out and make a decision if this event will continue in 2017.

Holiday Bazaar

The Bayshore Holiday Bazaar will be on Saturday, November 5. To maximize public attendance, it is normally held the same day as the big bazaar held at City Church at the end of 100th Avenue and Minnesota Blvd. However, before the date of the bazaar was blocked out on our calendar, I booked an event into the Clubhouse. The Bayshore Holiday Bazaar will take place one week prior to the large bazaar. We will be adding some staff members to help with the Holiday Bazaar. We will have someone monitoring the event room and acting as liaison between vendors and show organizer. Parking attendant(s) will be on hand to ensure cars are not parked illegally. Also, this year, we will be asking vendors to park in Tract F after loading their supplies into the Clubhouse to make it easier for the public to park and attend the event.

New Year's Eve

The disc jockey who will be performing on New Year's Eve at the Clubhouse has been booked for this event. We will publicize this event to homeowners in the Bayshore Buzz newsletter (scheduled to hit mailboxes on or about December 1), on the reader board, through all-homeowner emails, flyers at the Clubhouse, and Nextdoor.

Super Bowl Party

The date is Sunday, February 5, 2017. Multiple screens and tailgating food will be part of the event.

Home Improvement Fair

After exhaustive research into finding competing events that could affect vendor participation and public attendance, the 2017 Spring Home Improvement Fair is scheduled for Saturday, March 18, 2017. In 2016, our Home Improvement Fair competed against the Great Alaska Sportsman Show and the Fairbanks Home Show. I believe I have found the weekend where there are no major trade shows or events and is situated before the bulk of the Home Shows and trade shows in Fairbanks and Southcentral Alaska.

Fri-Sun, February 17-19: Anchorage Boat Show

Fri-Sun, February 24-26: Juneau Home Show

- **Saturday, March 18: Bayshore Home Improvement Fair**

Fri-Sun, March 24-26: Fairbanks Home Show; Wasilla Outdoorsman Show

Thu-Sun, March 30-Apr 2: Sportsman Show-Anchorage

Fri-Sun, April 7-9: Mat-Su Home Show

Sat-Sun, April 8-9: Kenai Home Show

Fri-Sun, April 14-16: Anchorage Home Show

Sat, April 15: Kids Day; Toddler and Baby Expo; Spring Fling for Women-Anchorage

Marketing

We continue to support the office and organization by creating marketing materials. Those include a new batch of business cards for six employees. I am also working on a celebration of life rack card and an updated Early Learning Center rack card. We are also working on a complete overhaul of the Bayshore website.

OLD BUSINESS

Pool waiver. Michael Stahl updated the board on the status of the waiver.

NEW BUSINESS

Noah Streit, Troop 104. Noah discussed a proposed Eagle Scout project of installing a bench on either side of the sign near the east entrance to the pond boardwalk. The benches will match earlier benches installed by another scout and will be at an angle that will encourage discussion among visitors.

Motion: To approve up to \$200 in expenses
By: Doug Steffen
Second: Joe Steger
Vote: All present in favor

Dates for Budget Meeting Workshops. The Board of Directors will meet to discuss the 2017 budget on Tuesday, November 1, at 7:00 p.m. and on Saturday, December 10, at 10:00 a.m.

MEETING ADJOURNED at 9:35 p.m.

Respectfully Submitted,

Dave Streit, Secretary