

**BAYSHORE OWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
February 21, 2017**

BOARD MEMBERS PRESENT

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

HOMEOWNERS/RESIDENTS PRESENT

Chelsea Yarbor
Mike Little
Dennis P. James
Carol Sizemore
Gary Gage
Bill and Karel Hauser

BOARD MEMBERS ABSENT

Kari Miles, Vice President
Joe Steger, Director

GUESTS PRESENT

Darcey Carney, CPA, Carney Consulting

STAFF PRESENT

Susan Jensen, General Manager

ROLL CALL/DETERMINATION OF A QUORUM

Michael Stahl, President, called the meeting to order at 7:00 p.m. There was a quorum of at least four board members.

ADOPTION OF THE MINUTES

Motion: To adopt the minutes of January 17, 2017
By: Doug Steffan
Second: Mohammed Nawiwala
Vote: Motion passed

TREASURER'S REPORT

Annual Financial Statements for year-end 2016 were presented by Darcy Carney, CPA, of Carney Consulting. Available at meeting:

- Accountants' Compilation Letter
- Statement of Financial Position – Comparative
- Statement of Activities – Comparative
- Statement of Activities – by Class
- Budget vs. Actuals – Bayshore HOA and Event Room (BOA)
- Budget vs. Actuals – Bayshore Early Learning Center (TLC)
- 2016 Year End Journal Entries (separate report)

These documents are on file at the Association office and owners are welcome to make an appointment with the General Manager to review and discuss.

HOMEOWNER/GUEST COMMENTS

Gary Gage Mr. Gage shared a concern that the Board was not using the appropriate CCRs (Covenants, Conditions and Restrictions) to determine their ability to make assessments or set the annual dues rate. He brought in a copy of the CCRs dated July 20, 1970, that he received when he

purchased his home in 1975. He believes that the Association Office may not have been giving new owners correct copies of CCRs through the years.

DISCUSSION: The Board of Directors had on hand copies of CCRs from various sections of neighborhood and all have provisions in them allowing Board to vote on annual dues up to level of Consumer Price Index value of \$25 dues assessment from 1973 which currently is approximately \$120. They also observed that there was a merger surviving document that appears to supersede Mr. Gage's original document.

ACTION: The Board plans to further review documents. Dennis James, homeowner and past board president, offered to go to the District Recorder's Office to research Bayshore documents. Susan Jensen will print out what is on hand at Bayshore office and make available to Mr. James.

COMMITTEE REPORTS

Architectural Control Committee

Karen Leszczak, Inspector
ACC@bayshore.club | 907.223.4577
February 17, 2017

Minutes of the February 7, 2017, ACC meeting was available for review. Members in attendance were Robert Lloyd, Chair; TL Stanbro, Teri Stanbro, Jerry Kupris and LC Smette.

Items discussed during the ACC meeting included:

Business

- Spring Flowers. Karen will order eight flats of flowers from King Career Center for flower beds. Volunteers needed to plant flowers.
- Garden Plot. Bayshore Elementary School declined our request for a water source due to liability issues.
- Community Bulletin Board Improvement. Bids will be obtained by Susan for landscaping around community board. A suggestion was made to contact Eagle Scouts to do the work at a reduced rate.
- Mowing contract needs to include the blowing of leaves and removal of leaves from landscaping rocks.
- 2016 Project Completion Dates. Spreadsheet almost complete. Just a few owners have not provided the status of their projects.
- Volunteer form is now located on the Bayshore website.

Violations discussed

- Complaint received regarding what is considered by complainant to be a political party flag. ACC members to review and define flags that are allowed or disallowed under by-laws and covenants. For instance, American flag, country of origin flag of owner (friendly countries to US only), and military service flag may be displayed permanently; sports team flag flown the day of event only. Flags that appear to violate regulation include things that would normally appear on prohibited signs such as political party, advertisement of a business or service, lifestyle, decorative, college/alma mater, distasteful or offensive in nature as determined by ACC members or Board of Directors, and flags depicting scenes or representing what is known to be violent and/or criminal. Direction will be sought from the Board of Directors.

- Windows being stored on porch. *Restore* was contacted to inquire of donation pick up. Restore will pick up donations; however, they do not accept wood-framed windows. This information will be passed on to the owner of the windows.

FACILITY REPORTS

Bayshore Early Learning Center

Lauren Dowd, Administrator
lauren@bayshorekids.com | 907.522.4907
February 21, 2017

Enrollment

Full-day Preschool Dragonfly classroom (Age 3-4) currently has 10 of 10 students enrolled.
Full day Pre-Kindergarten Grasshopper classroom (ages 4-5) has 20 of 20 students enrolled.
Before-After Care Butterflies program (Grades K-1) has 5 of 10 students enrolled.

Staff Update

The staff is excited about full enrollment in two of our three programs. Administrator Lauren Dowd is seeking part-time worker to help in the afternoons. She is working towards having a new person on board within the next week.

Program Update

The annual renewal for continued NAEYC Accreditation (National Association for the Education of Young Children) has been approved. The center is up for full re-accreditation in 2017, which occurs every five years. Paperwork is ready for the onsite visit of NAEYC slated for March 2017.

Bayshore Clubhouse Event Report

Glenn Hagberg, Event Manager
glenn@bayshore.club | 907.522.4910
February 21, 2017

Anchorage Wedding Fair

Bayshore was represented at The Anchorage Wedding Fair, the largest show of its kind in the state on a very snowy Sunday in January at the Dena'ina Center. Organizers blamed the dump of snow the day before on fewer show attendees than in years past. We agree that it was a factor, but there were still many brides in attendance to talk to. Fortunately, General Manager Susan Jensen agreed to work the Booth with Event Manager Glenn Hagberg. Often, while speaking to one potential client, others come by looking for information but since you are engaged with one couple they may walk away. With both of us there, we were able to engage more couples and discuss the benefits of holding their events at the Clubhouse. It was a great team effort!

Summer Bookings

We continue to book weddings and other events at the Clubhouse. It seems that if we can get potential clients in to take a tour, we have a high probability that they will book their event at the Clubhouse. Recently, while Event Manager Glenn Hagberg was giving a scheduled tour to a potential client, another couple who was out visiting venues all over Anchorage walked into Bayshore unannounced. General Manager Susan Jensen jumped into action again and began a tour for that couple ending with a warm hand off to Glenn to finish the presentation. Again, it is an example of good teamwork with our mutual focused goal of booking events.

Superbowl Party

The Superbowl Party in February was a success with approximately 25 neighbors joining us for what turned out to be an incredible comeback win for the New England Patriots. Bayshore Clubhouse hosted the event and provided a taco bar with soft and hard shells, burrito tortillas, beef and chicken taco meat, refried beans and the rest of the traditional fixin's. Others brought dishes to share including teriyaki chicken skewers, fruit, chips, seafood spread, and more. The men who used the bathroom were able to do so without missing a play, or a commercial, since there was a television with the game on it hanging on the wall in there. Cost to Association was \$128.99.

Bayshore Home Improvement Fair

The Bayshore Home Improvement Fair is scheduled for Saturday, March 18 at the Clubhouse. Expect to hear more about this great event in the very near future.

Spring Bazaar

Though the weather doesn't seem like it is cooperating, the Spring Bazaar is scheduled for Saturday, March 25 at the Clubhouse. This is always a well-attended event with both vendors and attendees.

Northway Mall Bridal Show

The Northway Mall is the latest venue to host a bridal show. This will be the first bridal show at that mall in many years. We plan to have a table at the show and market the Clubhouse to potential brides. It is important to keep bringing the Bayshore Clubhouse information to those looking for a venue for their wedding. This show was not planned or budgeted for but it is a very affordable show to be in. It is scheduled for Saturday, April 8.

Mat-Su Wedding Show

The Mat-Su Wedding Show will be held on Sunday, March 26 at Raven Hall on the grounds of the Alaska State Fair. Though Bayshore Clubhouse will not have a booth at that show, we will have our rack cards in each of the welcome bags that each bride receives as they arrive at the show. This is an affordable method of getting our message into the hands of our target market. An interesting tidbit about couples living in the Mat-Su Valley who are planning their nuptials is that even though they live out there, their families and friends are often still in Anchorage. The couples who book Bayshore for their wedding who live in the Valley say that it is easier for their guests to attend their wedding in Anchorage than it is to go out to the Valley for the event. In addition, Bayshore has a lot to offer those looking for a venue with many amenities compared with those in the Valley.

Competitive Analysis

We are putting together a competitive analysis report to see exactly where we stand in comparison to other venues in the Anchorage area that provide the same category of venue rental. We will use that information to confirm or adjust rates, compare amenities offered, and be able to know what other changes other banquet facilities have implemented.

Bayshore Clubhouse to Host NACE Meeting

The National Association for Catering and Events, Anchorage Chapter will hold their monthly board meeting and general membership meeting at Bayshore Clubhouse on Monday, February 27. Event Manager Glenn Hagberg was appointed Secretary on the NACE Board of Directors in January. This is an industry trade organization that promotes goods and services of its members.

Bayshore is providing the venue and we will have the opportunity to let the members know a little bit more about renting the Clubhouse and what is included with each rental. A full dinner with

appetizers and dessert will be provided by Peppercini's Catering. Linens will be provided by Alaska Event Services. Wine and beer are provided by UAA Seawolf Dining and Catering. Centerpieces are provided by Evelyn's Floral. The guest speaker discussing 2017 social media trends is Michael Buzinski from Buzzbizz Creative. Bayshore neighbor and professional photographer Frank Flavin will be on hand to take new headshots for members for use in their marketing materials, social media, or other uses. General Manager Susan Jensen will also be in attendance at that meeting.

OLD BUSINESS

Dues Increase

Motion: That Bayshore Owner Association dues assessment be increased by \$10 to \$90 per month per home starting April 1, 2017.

By: Dave Streit

Second: Mohammed Naviwala

Vote: Motion passed

Motion: That the *Board Designated Dues Savings* of \$15 per month per home be reduced to \$10 per month per home and that the remaining \$5 be reallocated to Operations starting April 1, 2017.

By: Dave Streit

Second: Mohammed Naviwala

Discussion: Michael Stahl clarified that the designated savings is not just for capital projects, that it can also be used for operations if necessary. Therefore, he would like to see the money go to savings so there is greater control. Other Board members and the General Manager concurred.

Vote: Motion failed

Motion: That Alaska USA CDs accounts S-82 (current value \$11,982.41) and S-83 (current value \$12,161.05) be moved to the Money Market account when they mature in June and September, respectively.

By: Brian Collier

Second: Doug Steffan

Discussion: Susan Jensen clarified that the funds in money market are used when necessary to bolster up the checking account. For instance, sometimes payroll is set to come out of the checking account prior to when credit card receivables arrive in the bank account. This could cause checking to go in the negative. Therefore, \$10,000 might have to be moved over temporarily until the credit card receivables apply. Also, summer months are low cash months and at times some funds from money market may need to be moved over until more cash comes in during the fall. This can be caused, for instance, by low attendance at the early learning center in summer. She assured that no money would be moved without the Board's knowledge. She also pointed out that last summer the \$30,000 in money market was transferred to checking to cover cash shortfall and that the current balance is \$500. Michael Stahl observed that \$10,000 in money market is a very low amount to have on hand with a nearly \$1M budget. Susan agreed. Please note the CDs were formed in 2006 with original values of \$10,000 each and are not a part of the Board Designated Dues Savings.

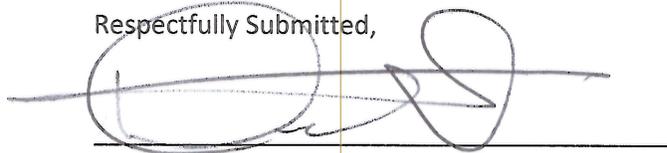
Vote: Motion passed

NEW BUSINESS

None

MEETING ADJOURNED at 9:15 p.m.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Dave Streit", is written over a horizontal line. The signature is somewhat stylized and loops back to the right.

Dave Streit, Secretary

