

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

BOARD MEMBERS PRESENT

Kari Miles, Vice President
Dave Streit, Secretary
Mohammed Nawiwala, Treasurer
Brian Collier, Director
Doug Steffen, Director
Pat James, Director (new)

HOMEOWNERS/RESIDENTS PRESENT

Coleen Mueller
Darshia Roberts
Janis Hales
LC Smette
Gary Gage
Chelsea Yarbor
Jose Saettone

BOARD MEMBERS ABSENT

Michael Stahl, President

GUESTS PRESENT

None

STAFF PRESENT

Susan Jensen, General Manager
Karen Lezczak, ACC Inspector

ROLL CALL/DETERMINATION OF A QUORUM

Dave Streit, Secretary, 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 February 21, 2017
By: Doug Steffan
Second: Brian Collier
Vote: Motion passed

TREASURER'S REPORT

January to February 2017 financials were reviewed. Available at the meeting:

- Balance Sheet
- Profit and Loss by Class
- Profit and Loss Comparison Jan-Feb 2017 vs 2016 - HOA and Events
- Profit and Loss Comparison Jan-Feb 2017 vs 2016 - Preschool

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.

Preamble to Motion: A discussion led by the Board reviewed the need to continue to plan for future big maintenance. As such, the Board has decided to create two new reserve accounts that will be sub-accounts of the Board Designated Dues Savings that began in 2008. The two sub-accounts will be seeded with money from the main account and then have money earmarked over a period of time to reach goal amounts for each. The balance of money left over in the main account will be used for deferred maintenance with as many projects being completed this year as possible.

Motion by Doug Steffan and seconded by Brian Collier:

The Board will establish two subaccounts of the Board Designated Dues Savings Account:

- 1) An "Emergency Reserve Account" with the goal of reaching and maintaining \$160,000 by the year 2021;
 - a. Effective April 1, 2017 – The Board will seed the Emergency Reserve Account with \$100,000 from the Board Designated Dues Savings Account;
 - b. Effective January 1, 2018 – The Board will add \$20,000 per year to the Emergency Reserve Account for three years beginning January 2018 by earmarking \$1,670 per month ($\$1,670 \times 12 = \$20,040/\text{year}$) from the Board Designated Dues Savings to the Emergency Reserve Account to reach/maintain \$160,000 goal in year 2021. Once the goal is reached the earmark can sunset.

- 2) A "Roof Account" with the goal of designating a total of \$130,000 by 2022;
 - a. Effective April 1, 2017 – The Board will seed the Roof Account with \$40,000 from the Board Designated Dues Savings Account;
 - b. Effective May 1, 2017 – The Board will earmark \$1,500 per month from the Board Designated Dues Savings Account to be allocated to the Roof Account for the period of five years (2017 – 2022) with the goal of designating a total of \$90,000 to this account using the monthly earmark. Once the goal is reached the earmark can sunset.

Vote: Motion passed

HOMEOWNER/GUEST COMMENTS

Gary Gage Mr. Gage continued the conversation he started at previous meeting about concerns regarding covenants on his house that pre-date formation of Bayshore Owners Association. A discussion ensued about a merger that occurred in 1977. The Board let Mr. Gage know that a compilation of historical documents is being put together and that he can review those documents once complete.

LC Smette Mr. Smette shared a concern that the Board should only be able to spend \$20,000 or less without getting approval by homeowners for projects over that amount. He feels the amount from old documents is set to limit power of board without two-thirds vote. The Board let Mr. Smette know that a compilation of historical documents is being put together and that he can review those documents once complete.

Coleen Mueller Ms. Mueller continued a long-standing discussion/complaint she has had with Board about moving the dumpster to alternate location. She also shared a complaint that there are dandelions in summer on common greenbelt near her home and that she has been told we cannot use herbicides without a permit.

COMMITTEE REPORTS

Architectural Control Committee

Karen Leszczak, Inspector

ACC@bayshore.club | 907.223.4577

March 21, 2017

Minutes of the March 14, 2017, ACC meeting was available for review. Members in attendance were Robert Lloyd, Chair; TL Stanbro, Teri Stanbro, and LC Smette. Guests in attendance were Chelsea Yarbor and Jose Saettone. Items discussed during the ACC meeting included:

Business discussed at ACC meeting

- *Spring Flowers. Robert Lloyd recommends sprouting our own flowers from seed to cut costs. Space and grow lights will be needed.*
- *New Flag Language. New flag language was approved by ACC. The proposed language will go before the Board of Directors for final approval.*
- *Project Requests. ACC wants owners to request prior approval for door and window replacements since it may alter the exterior appearance of the home.*
- *Parking on Lawns. The consensus by ACC was not to allow parking on lawns or in yards during summer or winter months unless concealed by a wood screening fence. ACC Inspector will enforce this.*
- *Draft Vehicle Parking Letter. Draft letter was approved by ACC. Letter will be submitted to Susan for edits and then to the Board of Directors for final approval.*
- *Volunteers. New owners Jose and Chelsea attended the meeting and expressed interest in volunteering on the Helping Hands committee. ACC invited both to join ACC. Chelsea has expressed interest in joining ACC. Her nomination will be brought before the Board of Directors.*

Violations discussed at ACC meeting

- *Owner of Trump flag and owners of sports and college flags will be contacted once Board of Directors approves new flag language.*
- *Neighbor on Alitak Bay expressed concerned over the number of vehicles in driveways and on the streets of Alitak Bay. ACC Inspector concerned with number of vehicles in driveways on Marmot Circle, Chiniak and elsewhere. Addresses are being compiled into a list for future attention.*

Discussion at this Board meeting re ACC

- The Board heard discussion about proposed language regarding flags in Bayshore and asked that the matter be placed on Old Business for April Board meeting.
- The Board asked the ACC to review lawn bids for summer maintenance of common areas and to report back to Board with recommendation.
- There was a discussion about the amount of snow in cul-de-sacs and that people are parking there at night blocking access for emergency vehicles. We can request that snow be removed or that vehicles be ticketed. We can also call our assembly representative John Weddleton.
- Motion: To appoint Chelsea Yarbor to ACC Committee (terms run two years).
 - By: Doug Steffan
 - Second: Brian Collier
 - Vote: Motion passed

FACILITY REPORTS

Bayshore Owners Association Operations Report

Susan Jensen, MPA, General Manager

susan@bayshore.club | 907.522.4909

March 21, 2017

Board Member Resign and Replacement

Board member Joseph Steger, who joined the Board in May 2016, has taken a new job and notified the Board that he is unable to continue as a board member. The Board thanked Mr. Steger for his involvement this past year.

Homeowner Pat James was invited by the Board to fulfil Mr. Steger's remaining board term through May 2018. Mr. James has been working on a special project for the Board and is a previous Board member from many years ago. He is a local attorney.

Corporate Document Research

Homeowner Pat James has been assisting the Board in research of documents filed with the District Recorder's Office for the State of Alaska and the Division of Corporations. He and Susan Jensen worked together to create a book of filed documents to keep in the office and make available to the Board and to owners.

Board Recruitment

Advertisement will go out to owners regarding running for Board of Director seats in May. Board Members whose terms end in May include Dave Streit, Mohammed Naviwala and Brian Collier. None have indicated so far whether they will run as incumbents.

Monthly Disbursement Reports

Reports for January and February have been created, reviewed and put on file. Checks are reviewed and signed at time of creation. The main purpose of the monthly disbursement's report is for a Board member to review disbursements that have been paid online or at local vendors with visa/debit card. Receipts for each transaction are available to review with the report. Once they have been reviewed, the receipts are put into their respective vendor files.

Maintenance Supervisor out for week or more

Our long-term maintenance supervisor was out this past week due to emergency surgery. His regular substitute filled in early morning to open clubhouse and maintain pool. We are unsure how soon he can return to work.

Swim Lessons Cancelled Indefinitely

Swim lessons have been cancelled for March and April. Our long-term swim instructor is unable to continue due to health issues. We have been unsuccessful in recruiting a new instructor so far.

Water Aerobics Schedule

The class is currently scheduled for Saturday afternoons the first three weeks of each month. The pool is open to family swim at the same time which can sometimes cause conflict. The ladies want a dedicated time slot from 4:00 to 5:00 p.m. on Saturdays.

Office Volunteer

A Bayshore neighbor is working as a volunteer at the office to help hone her skills before re-entering the workforce after a long break. She is receiving training from office personnel and helping with work load, which is appreciated by the office staff.

Eagle Scout Project

Life Scout Travis Ward has been in contact with Bayshore’s General Manager about doing a community service project. He proposes updating and improving the sign on the east side of the clubhouse lawn that was created about 20 years ago by students at Bayshore Elementary. Travis is currently planning out steps that need to be done. He has been advised to work with Board Members Kari Miles or Dave Streit in anticipating of making presentation to Board of Directors at the April meeting.

Chimney Cleaning

The chimney has been cleaned at a cost of \$125. The last cleaning was in 2012. Future cleanings will be scheduled to occur each fall.

Tax Extension

A tax extension has been filed by Bayshore’s tax accountant, Clay Hightower. Bayshore’s general manager will work with Mr. Hightower to update the capital assets list prior to filing taxes for 2016. No money is anticipated to be owed on taxes this past year.

Neighborhood Watch

A community meeting with Officer Natasha Welch in February was cancelled when she called in sick. A new meeting is pending once we learn when she is able to attend. The information listed below was included in emails to neighbors.

TOPIC of Meeting

CRIME!! Vehicle thefts, car ruffling and stolen good are up all over town. Come learn about how easy and effective it is to have a Neighborhood Crime Watch. It is easy to start and maintain AND the police department will install a sign announcing the watch in a place of your choosing.

APD Officer Natasha Welch with the Community Action Policing Team will talk with us about the Neighborhood Crime Watch program.

Neighborhood Crime Watch is a Crime Prevention Program of the Anchorage Police Department. It is one of the most effective and least costly ways of reducing and/or preventing residential property crimes. It is a citizen involvement, neighborhood and community based effort designed to assist citizens and the police in reducing crime and increasing an overall sense of peace, safety and security in the neighborhood. The program’s success is hinged on improving communications between neighbors and achieving and sustaining an appropriate level of neighbor involvement to a point where the neighbors realize a reduction and/or achieves prevention of burglaries and other property crimes. All nearby neighborhoods are welcome to join Bayshore neighbors for this meeting!

Info about past meetings below:

Due to rise of recent break-ins, a group of Bayshore neighbors have organized a Bayshore Neighborhood Watch. Additional neighbors are from nearby neighborhoods such as Southport and Bayshore-Klatt area.

About 40 people met at Bayshore Clubhouse on Saturday, November 19 for the initial meeting of Bayshore Neighborhood Watch. We also had neighbors from surrounding areas such as Bayshore West, Southport, and Campbell Lake. Some good things came out of first meeting included suggestions people can do immediately plus plans for being proactive and moving forward on a plan to get more education and in touch with each other. Ideas from our meeting that you can do NOW:

- Keep car doors locked at all times; most cars that get riffled through are unlocked; however, if there is something visible like a garage door opener they may break a window to get into the vehicle;
- Keep all house doors locked as thieves are checking doors all around the homes in the dark and a favorite is the side door to garage;
- Keep garage door opener with you and not left in car, same with registration OR black out address on registration in case car gotten into elsewhere (we checked on legally);
- Light up exterior of home (without blinding neighbors on their property, i.e. keep light spillage onto your own property);
- Get video system and/or security system with local company like Guardian;
- Get to know your neighbors and call if you see something suspicious;
- Have a trusted neighbor take UPS packages OFF your porch and save for you. A UPS driver at the meeting confirmed thieves are following trucks as they make deliveries all over town;
- Call Police Dispatch 786-8500 if you see something strange or 911 if urgent;
- Get a loud whistle and use it if you see something questionable; and
- Be a nosy neighbor!

Bayshore Early Learning Center

Lauren Dowd, Administrator

lauren@bayshorekids.com | 907.522.4907

March 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 19 of 20 students enrolled.
Before-After Care Butterflies program (Grades K-1) has 5 of 10 students enrolled.

Staff Update

BELC is excited to welcome Jannexsa Casas as a new part time employee. She is a senior at South High School and will be graduating in May. She plans to work towards a degree in childhood education starting next fall.

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
March 21, 2017

Bayshore Home Improvement Fair

The Bayshore Home Improvement Fair featured many local home improvement experts on Saturday, March 18 from 10:00 a.m.-4:00 p.m. The traffic from attendees was steady. It didn't feel like spring with all of the snow and ice on the ground but it didn't stop people from showing up. We also featured a bistro area where people could sit and enjoy coffee, juice, flavored water, and desserts during the Fair. In addition to all of the vendors, ACC President Robert Lloyd was on hand to talk about Bayshore's project approval process as it relates to community guidelines of the Association.

Spring Bazaar

The Bayshore Spring Bazaar date has been changed and moved to a week later than the original date. The new date is Saturday, April 1. This is always a well-attended event with both vendors and attendees.

Bayshore Board and Neighbor Participation

It is always appreciated when board members and neighbors show up to events like the Spring and Fall Bazaars and the Home Improvement Fair in addition to other events held throughout the year. Not only does it help the vendors feel as though a good number of people have come through as potential clients, it may be that even if one is not expecting to purchase anything, you never know when an item or service catches your eye and a good conversation results. We realize that people are busy, have other plans or a particular event is not their cup of tea, but when they can, we would encourage and appreciate board members and Bayshore neighbors to take advantage of the opportunities presented when these events are scheduled and make plans to visit them.

We also ask that when you see an event publicized on the Bayshore Clubhouse, and Bayshore – Klatt Community; neighbors ~ families Facebook Pages, that you share that post with your social media contacts. In addition, commenting on Nextdoor.com posts regarding these Bayshore events elevates that post to the top of the page for maximum exposure. Do you know of a vendor who may be interested in participating in one of our events? If you do, it would be much appreciated if you make contact with them and provide a warm handoff to us so that we can continue the conversation. If you have any questions about supporting the events we put on, helping promote the events, or participating in them, please contact Bayshore Event Manager Glenn Hagberg by calling 522-4910 or emailing glenn@bayshore.club. We truly appreciate your involvement to make each of our events a success.

Bridal Shows

Bayshore Clubhouse rack cards will be in each bride's welcome bag at the Mat-Su Wedding Show held on Sunday, March 26 at Raven Hall on the grounds of the Alaska State Fair. We will not be there in a booth, but our message will be received by those looking for venues for their wedding.

Bayshore Clubhouse will also be represented at the Northway Mall during their upcoming bridal show on Saturday, April 8. In this case, we will have a table and be discussing the benefits of holding a wedding reception at the Clubhouse.

NACE Meeting at Bayshore Clubhouse

The National Association for Catering and Events, Anchorage Chapter held 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. The event was a success with members learning about social media trends from the owner of local advertising business, Buzzbizz Creative. Bayshore is member of the local chapter.

OLD BUSINESS

Historical Documents

Board member Pat James and manager Susan Jensen have been working on consolidating corporate documents in historical sequence into a notebook that will be available to owners for review. They will include documents on file with State Division of Corporations and the State Recorder's Office.

Committee for Capital Project for 2017

The Board will review projects for 2017.

Committee for Clubhouse Usage Rules and Fees

General Manager Susan Jensen will ask homeowner volunteers to work on a committee to review clubhouse usage rules and fees.

NEW BUSINESS

Retirement of board member and appointment of director to fill term (occurred at start of meeting)

Motion: To appoint homeowner Pat James to serve out vacant board term now through May 7, 2018.
By: Doug Steffan
Second: Brian Collier
Vote: Motion passed

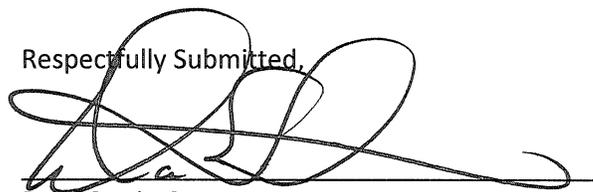
Water Aerobics schedule request

Bayshore owner and member of water aerobics class brought forward a request from the class that they be given a dedicated time period from 4 to 5 pm on Saturdays. This would be sandwiched between family swim and adult swim. In a four-week period families currently have 248 hours, adult-only swim has 160 hours, preschool-only swim is four hours (2 hrs x 2x/mo) and water aerobics is asking for a dedicated period of four hours per month (1 hour each Saturday).

After discussion, the Board consensus was to allow the dedicated time slot requested and that if the time slot has to end in the future, the Board will let them know at least 30 days in advance.

MEETING ADJOURNED at 9:00 p.m.

Respectfully Submitted,



Dave Streit, Secretary