

**BAYSHORE OWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
April 18, 2017**

BOARD MEMBERS PRESENT

Michael Stahl, President
Kari Miles, Vice President
Dave Streit, Secretary
Mohammed Naviwala, Treasurer
Brian Collier, Director
Pat James, Director
Doug Steffen, Director

HOMEOWNERS/RESIDENTS PRESENT

Robert Lloyd, ACC Chair
Marc Fitzgerald
LC Smette
Darshia Roberts
Ginny Hepola

GUESTS PRESENT

Travis Ward, Life Scout with Eagle project
Mike Ward, father of Travis Ward

STAFF PRESENT

Susan Jensen, General Manager

ROLL CALL/DETERMINATION OF A QUORUM

Dave Streit, Secretary, called the meeting to order at 7:00 p.m. A quorum of at least four board members was present at 7:02 p.m.

ADOPTION OF THE MINUTES

Motion: To adopt the minutes of March 21, 2017
By: Doug Steffan
Second: Mohammed Naviwala
Vote: Motion passed

TREASURER'S REPORT

First quarter financials for 2017 are being prepared by Carney Consulting and were not available for the meeting. An updated budget for 2017 based on dues increase of \$10 on April 1, 2017, along with changes/additional accounts as requested by the board are in process. These documents will be available for the annual meeting of the homeowners on May 1, 2017.

The Board asked that two new savings accounts be opened at a different bank than Alaska USA where current accounts reside. On April 1, 2017, two account designations were created under Board Designated Dues Savings for Emergency Reserve and Roof Fund. After the Board elections on May 1, 2017, the new accounts will be opened. The delay is due to making sure we have the correct signers on the accounts with changes in due to Board election of three board seats.

Financial 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

Robert Lloyd said a neighbor complained to him about dues increase and wanted to see physical improvements as a result. However, the recent dues increase was not related to capital projects and covered operations. A general discussion about improvements ensued.

Darshia Roberts said “thank you” for dedicated time slot on Saturdays between 4:00 to 5:00 p.m. for Water Aerobics from members of the class. She shared that they average six to 13 people each week.

Jenny Hepola inquired about any action regarding getting lights turned on around the pond (Bayshore Lake) any time soon. A discussion ensued about electrical issues in wetland.

Dave Streit inquired on behalf of neighbor Richard Zitzow, Sr. about issuing a stern letter on behalf of neighborhood regarding condition of the roads. Mr. Zitzow has offered to meet with our assembly representative or others regarding this issue. Susan Jensen, General Manager, shared that she started looking at street surface issue in 2015 when she met with municipal road maintenance person to review the condition of the road. See below from Bayshore Operations Report:

Review of road surface conditions in Bayshore: I met with Gary Jones, of MOA Road Maintenance (343-8446) and toured the aging conditions of the roads in Bayshore. Mr. Jones brought a map that showed the alleged conditions of the roads in 2014 and it was marginally accurate. Mr. Jones thinks the roads are not in bad enough condition to warrant certain funding; however, they might be in perfect shape for a resurface. If we wait too long to do the roads then they will have to be torn up. If we get them resurfaced within the next 4 to 5 years, it will protect the road base. He showed me areas of the subdivision where the curbs were separating from the road surface which allowed water to seep under and destroy the road base.

(Bayshore HOA Minutes, 9/15/2015, p. 4-5)

Ms. Jensen will contact Mr. Zitzow and share information on past road inspection and who he can talk with to get started on addressing the issue of our roads. Mr. Zitzow was instrumental in helping Board member Dave Streit get refitted street lights throughout the neighborhood in 2007. His leadership on the street issue is most welcome.

COMMITTEE REPORTS

Architectural Control Committee

Karen Leszczak, Inspector
ACC@bayshore.club | 907.223.4577
April 18, 2017

Minutes of the April 4, 2017, ACC meeting was available for review. Members in attendance were Robert Lloyd, Chair, Jerry Kupris, LC Smette, Chelsea Yarbor. Homeowner guests in attendance were Cal Larson and Amy Jeter. Staff in attendance were Susan Jensen, General Manager, and Karen Leszczak, ACC Inspector.

Items discussed during the ACC meeting included:

- *Spring Flowers. Number of flats to be determined.*
- *ACC meeting will be held on the second Tuesday of each month effective May, 2017.*
- *ACC members will interview potential lawn maintenance companies and make recommendations to the Board of Directors.*

- *Annual spring drive-through inspection by ACC members will take place on May 9. Prior to this date, owners will be notified by the community board of the inspection and reminded to clean up their yards.*

Violations discussed at ACC meeting

- *Violation notice sent to owner on Kvichak Circle regarding vehicles and trailers being parked on the lawn. Owner had previously received several phone calls regarding the violations.*
- *ACC inspector to investigate fallen fence on Kachemak Circle.*

Projects Approved at ACC meeting

- *Marathon Circle new siding and window replacement. Owner present at meeting.*
- *Perenosa Circle back yard deck replacement and expansion. Owner present at meeting.*

Summer Lawn Maintenance. ACC members reviewed potential summer lawn maintenance contracts this past month and then interviewed company representatives from two contractors. Their recommendation to the Board of Directors was Arctic Green LLC. The Board of Directors approved the following motion.

Motion: To hire Arctic Green LLC to do summer lawn maintenance May to September 2017.
 By: Pat James
 Second: Dave Streit
 Vote: Motion passed

Potholes have been observed throughout the neighborhood. Inspector Karen will do a survey of potholes and notify the Municipality so that all can be taken care of at same time.

FACILITY REPORTS

Bayshore Owners Association Operations Report

Susan Jensen, MPA, General Manager
 susan@bayshore.club | 907.522.4909
 April 18, 2017

Swimming pool water turnover violation per MOA

A violation was noted by MOA on their annual pool inspection in 2015. They were requiring that an upgrade in turnover from our 3+ turnovers in 24 hours to MOA requirement of 4 turnovers to be complete with the next 18 months. An upgrade would be very expensive, cause a shut-down of the pool, and be very invasive. Therefore, Bayshore contracted RSA Engineering in early 2016 to do a report and evaluation on the pool. Their report concluded that our pool falls under State code since, in part, it was built in 1973, and of which we are compliant.

This month, during the annual pool inspection, Bayshore’s general manager took the opportunity to review the detailed engineer’s report with the MOA inspector who submitted the information to her supervisor. On April 14, 2017, an email from Zea Zeitlin, CP-FS, Environmental Health Specialist outlined:

Per our discussion yesterday regarding the turnover rate of your pool, our Program Manager Shelley Griffith has reviewed the file. Her findings are as follows:

- 1. The current turnover rate of your pool does not meet the current AMC 16.15.140(b) and as such will continue to be noted on inspection reports as a violation, however at this time we are not requiring corrections to this issue.*
- 2. If at any time there are renovations, upgrades, construction or changes made to your pool this department will require that the turnover rate be increased to meet the requirements of the current code.*

Removal of some trees in front of clubhouse

After discussion with ACC Chair, Robert Lloyd, and Maintenance Supervisor, Jeff Johnson, the General Manager recommended removing some trees from in front of the clubhouse and island: 1) tree in garden outside main entrance is slowly dying and looms over the clubhouse; 2) poplar on east end of island has huge root system that sprouts other saplings in a very limited space; and 3) large evergreen in middle of island has branches that grow into parking lot. Of particular note regarding the poplar; they have a vigorous and invasive root system that can stretch up to 40 meters from the tree; planting close to houses or ceramic water pipes may result in damaged foundations and cracked walls and pipes due to their search for moisture.

Action: Board members accompanied Mr. Lloyd and Ms. Jensen to review the tree issue outside. It was decided that the 1) the large tree on the island would remain and that it would be trimmed back so that it was not growing in the parking lot; 2) that the poplar would be removed; 3) that the small evergreen on east end of island would be reviewed with tree specialist to see if worth saving; and 4) the dying tree to the right of the clubhouse door would be removed.

Board Member Recruitment

Three seats are open for the Bayshore Board of Directors Election on May 1, 2017. Long-time respected member Mohammed Naviwala, Treasurer, is stepping off the Board and leaves with our thanks for his eight years of service. Four members of the community stepped up as candidates along with two incumbents:

Brian Collier / incumbent 6 years on board

Mr. Collier and his wife purchased their home in 2010 from Brian's Aunt and Uncle who lived here for 20 years prior to retiring. He spent long periods of his summer vacations with them and enjoyed the sense of community that Bayshore offered. When the chance came up to own a home, they jumped at the opportunity. Brian feels his best asset is his work background. His experience includes having served on the Statewide Safety Committee at a communications company overseeing investigations, reviewing statewide safety claims, and updating safety policies and practices. He has extensive experience with facility maintenance and has dealt with all aspects of building maintenance. Brian says, "My experience is helpful in looking at Bayshore's upkeep. Thank you for your consideration."

Doug Lipinski

Mr. Lipinski moved from Connecticut to Fairbanks to attend the University of Alaska Fairbanks in 1990, in 1993 moving to Anchorage and later graduating from the University of Alaska Anchorage with a degree Business Administration – Management. Soon after his marriage to Melissa they bought their first home in Bayshore in 2000 and continue to raise two boys in the neighborhood. Doug has been with Taylored Restoration since 1995 and is currently the General Manager overseeing all three of their offices in Anchorage, Wasilla and Fairbanks.

Organization Affiliations (past and present)

Anchorage Home Builders Association – Past President, Board of Directors
Anchorage Hillside Rotary – Past President, Board of Directors, Committee Chair
Dimond West Little League – Coach

Marcus Parker

I am employed by the state of Alaska. I work for the department of health and social services in the division of juvenile justice as a Juvenile Justice officer at McLaughlin youth center. I have been employed there for 20+ years. Previously I was a small business owner of Atomic Custom Computers and worked as a computer repairman and builder. Previous to that I was in the US Army for 9+ years. My wife and I moved to the Bayshore community in 2012 and purchased our home here in 2013. We have five children in all and our three youngest, all girls reside in our home with us. I currently hold no special certifications or licenses. However, I am a husband and father that truly loves the Bayshore community that we live in and I am eager to find a way to contribute and help it continue to grow. At this time, I am seeking to join the Bayshore board. I am a hard worker, creative thinker, and as a Bayshore homeowner I have a vested interest in seeing our community continue to be supported by its membership, retain its beauty, safety and vitality; and I will give my best to the Bayshore community to help accomplish this if given this opportunity.

Doug Schutte

Mr. Schutte has been a Bayshore homeowner since 2004 and an Alaskan resident for over 34 years. He is the Service Manager for Siemens Building Technologies. Siemens specializes in making facilities safe, secure and energy efficient. These offerings include new construction, remodels, retrofits and ongoing maintenance services. Doug is a Board Member of the Joint Apprenticeship Training Committee for the Plumbers and Pipe Fitters. This program provides training and development for Alaskans looking to enter the Plumbing, Pipe Fitting, or HVAC trades. Additionally, Doug is a co-chair of the Alaska Mechanical Contractors Association's Service Contractors Committee. This committee focuses on developing the skills and resources available to our local Heating, Ventilation and Air Conditioning contractors.

Doug is a Mechanical Engineering graduate from UAF with deep ties to the Bayshore community. Both of his children attended the Bayshore Learning Center, took swimming lessons at the Bayshore pool, and attended our local public schools (Bayshore, Mears and Dimond).

Dave Streit / incumbent 3 years on board

I have been a proud Bayshore homeowner since the purchase of my home in 1992. During the past 25 years, I have been engaged in making steady improvements to my property to keep up its value and the value of the neighborhood. My vision for the neighborhood is to make improvements while keeping costs to a minimum for homeowners. I was successful in a six-year campaign to bring new LED Street Lights to Bayshore at no cost to homeowners. This was done in a collaborative effort with the State and Municipality bringing improvements of more than \$300,000 with zero cost to our neighbors. In the next 10 years, I want to put in place a master plan to make improvements to our roads along with significant improvements to the greenbelts. Ideas include turning the nine-acre Tract F (behind the grade school) into a community park or other useful enhancement. I believe these things can be done by partnering in collaborative efforts with neighbors, the

Architectural Committee along with entities such as Boy Scouts of America and Bayshore-Klatt Community Council.

My volunteer activities in Bayshore include serving for seven years with Bayshore Cub Pack 102 as Cub Master and Asst Cub Master. I continue to be active with Boy Scouts of America. I have served on committees and as mentioned spearheaded the LED Light Improvement Project. I am a retired Command Chief Master Sergeant for the 176th Wing at Kulis Air National Guard. In that position, I oversaw the combat readiness, health, welfare, and development of quality of life for more than 1,000 assigned Active and Reserve personnel. I am honored to have served as a community member, committee member, and Board Member for Bayshore. I look forward to continuing to serve on your behalf and to hear your ideas for our community.

Wallace Swanson

Mr. Swanson has called Bayshore his home for the past 26 years. During that time, he raised seven children within the Bayshore community and is very familiar with our available resources, especially Bayshore Elementary School and the Bayshore Clubhouse. Wally and his family are active participants in local events and have marked numerous special occasions at the Clubhouse from milestone birthdays, weddings and company holiday parties.

Wally recognizes the value of community and how Bayshore stands apart as the only development in Anchorage that has neighborhood school, clubhouse and greenbelts all designed to increase quality of living, close to home. As a professional architect for the past 30 years, and owner of LCG Lantech, Wally understands the impacts of planning and zoning changes and the need to maintain existing facilities and resources so that this unique gem tucked into South Anchorage will continue to be a model of successful community development. Wally states, "I would be honored to add my design and project management expertise to the Bayshore Owner's Association Board."

Bayshore Early Learning Center

Lauren Dowd, Administrator

lauren@bayshorekids.com | 907.522.4907

April 18, 2017

Enrollment

- **Full-day Preschool Dragonfly classroom (Age 3-4)** currently has 10 of 10 students enrolled; 9 of 10 for summer and 5 of 10 for fall;
- **Full day Pre-Kindergarten Grasshopper classroom (ages 4-5)** has 20 of 20 students enrolled; 19 of 20 for summer and 16 of 20 for fall;
- **Before-After Care Butterflies program (Grades K-1)** has 5 of 10 students enrolled; 4 of 10 for summer and 6 of 10 for fall.

Staff Update

Our staff has grown. We welcomed a new staff member in March, Jannexsa Casas, as our new part-time employee. She is a senior at South High School and will graduate in May. She plans to work towards a degree in childhood education starting next fall. Jannexsa and possibly another part-time worker will help fill in for regular teachers taking time off in the summer.

Advertising for early learning center

A banner is slated for placement at the intersection of Ensign and Bayshore Drive to let people know that summer and fall enrollment is open. Elementary parents line up every morning in anticipation of dropping off children.



Program Update

Our program became accredited with NAEYC (National Association for the Education of Young Children) in 2012. In March, we had an on-site visit from a national representative to review our program for its five-year full re-accreditation that occurs every five years. We will hear soon about the result.

Bayshore Clubhouse Event Report

Glenn Hagberg, Event Manager
glenn@bayshore.club | 907.522.4910
April 18, 2017

Bookings Continue

We are getting more inquiries for event space in 2018 and have booked a few events for next year already, including one in September of next year.

We also continue to book homeowner events into the Clubhouse. In April, more than 20 events by homeowners are on the calendar. With May graduations on the way, expect to see almost as many events held by Bayshore neighbors at the Clubhouse. In May, Sundays (along with Fridays and Saturdays) can only be booked two weeks prior to the date to accommodate non-homeowners who want to pay full rate to rent the space. For more information regarding homeowner rental rules, please email glenn@bayshore.club or call 522-4710.

Bridal Shows

Bayshore Clubhouse was featured in bridal show booths in Anchorage in January and again in April at a new show put on at the Northway Mall. The show was the Mall's first in many years. Though bride traffic was fairly slow all day, we were able to connect with a few brides and their family members leading to at least one booking directly attributable to that show.

Bayshore Clubhouse was also promoted at the Mat-Su Bridal Show on March 26 with inclusion of Bayshore's advertising rack card in each bride's welcome bag. This is an affordable way to get our message to potential brides while not having an official booth in the Valley. Brides in that area often book venues in Anchorage for their weddings so as not to inconvenience their friends and family who live in Anchorage. The next bridal show will be in the Fall at the Alaska Native Heritage Center.

Bayshore Klatt Community Council Meeting

The next Bayshore Klatt Community Council Meeting will be at the Clubhouse on Thursday, April 27 at 7:00 p.m. This is a great opportunity to be involved, represent Bayshore, and hear what is going on in this and surrounding neighborhoods. All Bayshore neighbors are invited to attend.

2017 Annual Meeting

Bayshore Owners Association's annual meeting will be on Monday, May 1 from 6:30-9:00 p.m. Three board members will be elected. Enjoy a hearty dinner from Peppercini's and maybe win a fun door prize. For more information, please email susan@bayshore.club or call 522-4909.

Neighborhood Watch Meeting

The Neighborhood Watch Meeting that was cancelled in February due to the APD presenter's illness at the time has been rescheduled. The new date for the meeting is Thursday, May 4 at 7:00 p.m. at the Clubhouse. Community Action Policing Team Officer Natasha Welch will be at the meeting for a 15-minute presentation after which she will remain for the rest of the hour to answer questions about the program, how to start it and organize. Natasha wants to be clear that she will be unable to comment on open cases or individual specifics about incidents attendees may have read on social media or experienced themselves.

Bike to Work Day

The Municipality of Anchorage's Annual Bike to Work Day is on Wednesday, May 17. Bayshore Clubhouse will have a treat station that morning at the beginning of the bike trail north of the Dimond Blvd. and Victor Road intersection. We will be asking neighbors to join the Bayshore Bikers team and come visit on their way to work.

OLD BUSINESS

Flag Language

The Board reviewed proposed language drafted by the ACC and presented to the Board at the Board Meeting in March with a recommendation to amend the Community Guidelines. The Board reviewed the language over the past month and declined to vote on adding any new rules and regulations. They pointed out to the ACC that with regard to text or images on flags that would normally go on a sign, such as advertisement of a business or political signs/slogans, are already addressed in the "sign" portion of the Community Guidelines. Anything not allowed is disallowed. The guidelines clearly outline which signs are allowed and all neighbors agreed to abide by that when they moved into Bayshore.

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. Mr. James gave an update on progress.

Committee for Clubhouse Usage Rules and Fees

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

Annual Meeting

A board member will review written information to be presented at the annual meeting. Meeting to be set up with general manager.

Capital Project for 2017

The Board discussed moving forward on initial 2017 projects:

- 1) Up to \$5,000 set aside to study flooding of fitness room due to crack in exterior concrete steps leading outside;
- 2) Engineering or design hand rail in front of building plus end of handicap ramp;
- 3) Exterior paint of clubhouse;
- 4) Five basement door replacement to include fitness center interior door, men's and women's locker room doors, and men's and women's sauna doors;
- 5) Paint clubhouse stairwell and install updated lighting;
- 6) Repair surface of playground under Central Park equipment;
- 7) Storage shed with single-use to hold event chairs for outside weddings;
- 8) ADA compliant handrail on exterior stairs on west side of clubhouse near tennis court that lead to playground;
- 9) Improvements for Tract F including clearing grassy area near main gate and cleaning and striping of parking lot;
- 10) Replacement of men's sauna heater; and
- 11) Replacement of three nine-year-old office computers.

NEW BUSINESS

Eagle Scout Community Project; Life Scout Travis Ward

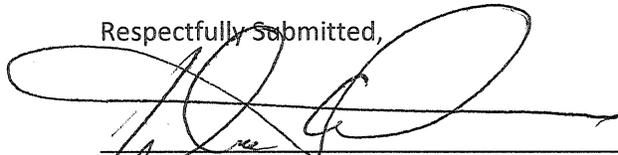
Travis Ward presented plans for a project that will benefit the community. The plan is "Bayshore Park Trail-Head Informational Sign Modernization Project." The sign was created more than 20 years ago with help of second grade students at Bayshore Elementary. The proposed project will update and repair the sign located near the trail around Bayshore Lake including information, roof and plexiglass cover. Suggestions for funding included discount at Lowe's, discount at SBS, gaining a large printout from AT Publishing (clubhouse vendor) or from Terry Schoenthal (former Board president).

Motion: To approve the project with proposed \$450 budget funded by Bayshore HOA with the stipulation that there is an update regarding 1) vegetation idea/color; 2) include scientific info with photos; 3) layout to coordinate with new benches coming this spring; and 4) need two board members to approve changes.

By: Doug Steffen
Second: Pat James
Vote: Motion passed

MEETING ADJOURNED at 9:56 p.m.

Respectfully Submitted,



Dave Streit, Secretary