

**BAYSHORE OWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
June 20, 2017**

BOARD MEMBERS PRESENT

Michael Stahl, President
Kari Miles, Vice President
Dave Streit, Secretary
Wally Swanson, Treasurer
Pat James, Director
Doug Lipinski, Director
Doug Steffen, Director

HOMEOWNERS/RESIDENTS PRESENT

Gary Gage
Mohammed Naviwala
Dieter Wuerth

STAFF PRESENT

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

GUESTS PRESENT

Noah Streit, Eagle Scout Project final report

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 April 18, 2017
By: Doug Steffan
Second: Wally Swanson
Vote: Motion passed

TREASURER'S REPORT

January to May financials were presented by Susan Jensen, General Manager.

Motion: To adopt projects for 2017 to include:

\$ 2,050 TMI Salt Pure Corp for salt cell replacement
\$ 5,000 Shed (Anchorage Sheds) and leveling pad (GMG)
\$ 3,857 Outdoor event chairs /180 white resin chairs with shipping
\$ 1,485 Gage Tree service / remove trees, trim trees, new tree
\$ 750 Tract F asphalt cleaning with Professional Services
\$ 1,590 Replace three 9-year-old office computers
\$ 1,800 Kitchen countertop repair
\$ 1,350 Lighting for lower lobby and bathrooms (10 fixtures)
\$13,624 Five-door replacements with Architectural Hardware Supply
\$14,801 Clubhouse exterior with Anchorage Protective Coating
\$46,307 Total

By: Kari Miles
Second: Dave Streit
Vote: Motion passed

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

Mohammed Naviwala commented that the new greenbelt contractors, Arctic Green, are going a good job. They are polite. He also thanked General Manager, Susan Jensen, for posting park hours at Central Park.

Pat James brought a concern from owner Coleen Mueller about noise from the dumpster. He has some ideas on tubing and other things that can minimize noise.

COMMITTEE REPORTS

Architectural Control Committee

Karen Leszczak, Inspector

June 20, 2017

Minutes of the June 19, 2017, ACC meeting was available for review. Members in attendance at that meeting were Teri Stanbro (Interim Chair), TL Stanbro and prospective member Dan Nichols. Staff in attendance was Karen Leszczak.

Items discussed during the June 19, 2017 ACC meeting included:

Business discussed

- *Introduction of new ACC member, Dan Nichols, effective June 1*
- *TL and Teri Stanbro renewed term for two years, effective June 1*
- *Robert Lloyd term expired, effective May 1*
- *Standard shed height is 12 feet. ACC will continue to approve this height*
- *Project requests for greenhouses and gazebos need to specify materials and colors to be used in greater detail*
- *ACC will request Board approval to revise first violation notice deadline to read 3-14 days as determined by ACC inspector (currently 14 days)*
- *ACC will request Board approval to increase third violation fine to \$200 (currently \$100)*
- *Community Guidelines will be revised to reflect current city codes*
- *GAGE tree service to provide estimate for removing 50-60 stumps throughout Bayshore*

Violations discussed

- *Case opened with MOA, Code Enforcement for items in yard and cars with expired tags*
- *Plow truck used in business discussed which is parked partially on asphalt and partially on lawn*
- *Fence in need of repair*

Comment from Board of Directors 6/20/2017:

- 1) No need to continue bringing full spreadsheets of projects and violations to board meetings. A summary (number) of types of projects and violations will suffice.
- 2) The Board heartily thanks neighbor Robert Lloyd for his service on the ACC as Chair of the committee. They plan to recognize him with a Certificate of Appreciation.

New and Continuing ACC Committee Appointments

Motion: To appoint Dan Nichols to the Architectural Control Committee for a two-year term from June 1, 2017 to May 31, 2019 and extend appointment of TL and Teri Stanbro through May 31, 2019.

By: Kari Miles

Second: Doug Steffen

Vote: Motion passed

FACILITY REPORTS

Maintenance

Jeff Johnson, Maintenance Supervisor
June 20, 2017

Men's Locker Room Drain

Men's locker room has floor drainage issue. Only one out of four drains freely. Unfortunately, the other three are going to take demolition of tile and concrete floor to repair according to plumber. It could be a possible T section that is corroded. It has been this way for a long time so it is not an emergency; however, it should eventually be addressed.

On April 20 Drain Masters came out for an onsite visit and reported:

Upon arriving found three floor drains in men's locker room was draining slow. Was able to put water down any three drains and they'd all back up same time. Found there all tied in and its one clog affecting all three drains. Found one drain had a 90-degree elbow at bottom and another had tee at bottom. Neither had p-trap. Third drain did however have p-trap but if i snake from drain with p-trap snake goes through drain with tee and comes over to drain with elbow. Camera inspected from drain with p-trap and found camera goes 2' and comes up to a 90-degree elbow with water. Re-camera inspected from tee back towards drain with p-trap and found at 4' line comes to standing water with another elbow. Found it is a p-trap that is not exposed above ground. Also found blind tee that is right in between both p-traps that are 2' apart from each other. Was unable to get any auger through p-trap that is not exposed and was also unable to get snake down blind tee. Tried snaking from floor drain with tee and with p-trap. Was unable to get line draining better. Still drains slow.

Recommended digging p-trap that isn't exposed and also getting access to blind tee to install cleanout. Quoted client \$7,500 to dig all three drains and install p-traps to all three and expose cleanout.

Fence Paint along Admiralty Bay

We were able to obtain the stain color that an owner put on his new section of fence and gain permission from other owners to paint their fences. We are in the process of moving forward on this.

Asphalt Pathway installed by GMG in 2016

Some areas had vegetation coming in this spring and there is a minor heave (bulge) by the east entrance onto boardwalk. Jeff met with contractor Leif. He suggested waiting two years before digging into asphalt to see if it settles. It is not a trip hazard. Vegetation is covered under their exclusions. The association is taking care of vegetation on pathway and in other areas.

2017 Capital Projects Update

1. Approved Projects Completed

Tree removal and trim of trees by Clubhouse and Island. Identified trees were removed, a new tree was planted, some trees had lower branches trimmed and one stump was poisoned and will be ground in the fall. Total \$1,485

Salt Cell Replacement. Total \$2,050

Shed for Outdoor Event Chairs. Old fencing removed from area and reused to improve look of fencing outside West BELC entrance. A 10x18-foot pad was installed by GMG and lawn around it hydro-seeded. The shed was installed by Anchorage Sheds on June 13, 2017. Total approved \$5,000; actual \$5,954.

Office Computers. Three 9-year-old office computers were replaced with new units. Total \$1,590.

Lighting for Lower Lobby and Bathrooms. Ten light units have been installed for lower lobby and bathrooms with fixtures that are consistent with those found in the pool area and fitness center. Project approved for \$1,350.

2. Approved Projects in Progress

Clubhouse Exterior Painting. Painting nearly finished. Project approved for \$14,801.

Outdoor Event Chairs. White vinyl chairs are in route to Alaska from California. Cost with shipping estimated at \$3,847.

3. Approved Projects Pending

Tract F Asphalt Cleaning. This should be completed by Professional Service by the end of the weekend or early next week for \$760.

Kitchen Countertop Repair. We are in the process of getting a date scheduled with Alaska Countertop for repair. Approved for up to \$1,800 that would include plumber if needed.

Five Door Replacement. Five doors are on order with Architectural Hardware Supply and will be installed in lower lobby area upon arrival. Project approved for \$13,624.

4. Upcoming Capital Projects (not yet approved)

Central Park Safety Tiles. We have one bid to do all work from a playground representative at Exerplay and are waiting for cost information from Alaska Rubber.

Concrete Work. Contractor favored by Board at the May workshop does not do the type of concrete reparation we are looking for with regard to stoop outside West BELC. We are in contact with other contractors regarding this issue and updated bids for contract work. More information will be available within a few days.

Bayshore Early Learning Center

Lauren Dowd, Administrator

June 20, 2017

Enrollment

- **Full-day Preschool Dragonfly classroom (Age 3-4)** currently has 10 of 10 students enrolled and is full for Summer and Fall;
- **Full day Pre-Kindergarten Grasshopper classroom (ages 4-5)** has 20 of 20 students enrolled and is full for Summer and Fall; and
- **Before-After Care Butterflies program (Grades K-1)** has 6 of 10 students enrolled for Summer and 8 of 10 for Fall.

Staff Update

Our staff has grown. We welcomed a new staff member in May, Allison Polowy, as our new part-time employee. She is a teacher for the school district and has worked with Kindergarten and first grade. She holds a bachelor of Elementary Education. Allison will be here with us through the summer to help with the influx of children along with staff that are taking vacation.

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 received word that we passed inspection and are now re-accredited through 2022.

Bayshore Clubhouse Event Report

Glenn Hagberg, Event Manager

June 20, 2017

Musical Chairs

We are eagerly anticipating the arrival of new white wedding-style resin chairs. They were backordered and in order to accommodate the wishes of June brides and deliver on the promises we made that we would have chairs for their ceremonies out by the lake, I have put on a neighborhood teenager to show up and help set up their outdoor chairs. Then at the end of their ceremonies, he shuttles the appropriate number of chairs upstairs to fill in the blanks in the reception. We are going above and beyond in order to take care of the couples who are expecting to have the same chairs for their outside ceremonies as well as their receptions inside.

The Shed has Arrived

The shed that is to shelter the chairs used for outdoor ceremonies has arrived and is ready for use. It features tamper-proof screws on the door hinges and a locking door knob. The windows facing the lake are attractive, but unusable. They are nailed shut and covered with wood on the inside. The double door on the long side of the shed is inoperable but looks beautiful to those walking or biking by the Clubhouse. The inside is framed with 2x4s and trussed. We are coming up with a plan to install chair hangers inside.

Lighting

There are upgrades in lighting to the Chalet Room. We have installed a dance floor light for use during events that include dancing. The fixture features four different lighting effects into one box. The effects rotate and it is sound activated. The fixture is turned on by a switch near the dance floor located high enough that children won't be tempted to play with it. The light has no duty cycles, which means it can be on for the entire event without overheating or having to rest.

There is also new lighting above the kitchen pass-through window. In the past, we have received complaints (particularly in the winter time when it is always dark) that the guests can't see the food

on the buffet line and are unable to identify what they are serving. Dietary restrictions of some people make it important to be able to know what dishes are available. LED lighting above the window and focused on the area where most people put their buffet lines will help guests navigate through the dining choices and also illuminate the culinary expertise of the many caterers who are hired to feed groups at the Clubhouse. The lights are on a dimmer and the switch is in the kitchen.

Recessed lighting is being installed upstairs in the lobby area. New LED lighting fixtures have been installed downstairs in the pool table area.

Linens

We are able to give great customer service to those smaller groups that need linens for their events. We have a supply of black, white, and now, chocolate brown linens to offer clients. We are not in the linen rental business, but there are some smaller groups, including homeowners, that opt to rent the limited numbers and colors of linens that we have available. The white and the brown linens were given to us following other events when the hosts wanted to donate them to us rather than take them with them. They purchased them in the states, then they brought them up to Alaska for their events. We gladly accepted them and now make a few shekels each time we rent them out.

June is Busy

This summer the busy month is June. In 2016, August was the hot month. We have events, mostly weddings, every Friday, Saturday and Sunday in June. We even had weddings on a Monday and a Thursday, and another event on a Wednesday. These are all non-homeowner events. July and August are not quite as busy, but almost so.

BOARD COMMENT: The Board would like to see a metric of events each month to let them know number and types of events in the clubhouse.

OLD BUSINESS

Noah Streit, Eagle Scout Project Final Report

Noah installed two benches on the grounds close to Bayshore Lake near the information sign. Expenses were previously approved by the Board of Directors for \$310; however, actual expenses came in at \$242. Total volunteer hours were 76, with 29 on own by Travis. He can contact Bayshore office for reimbursement. The Board thanked Noah for this wonderful addition to the neighborhood.

NEW BUSINESS

None.

MEETING ADJOURNED at 9:00 p.m.

Respectfully Submitted,

Dave Streit, Secretary