

**BAYSHORE OWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES AS AMENDED
August 15, 2017**

BOARD MEMBERS PRESENT

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

STAFF PRESENT

Susan Jensen, General Manager
Jeff Johnson, Maintenance Supervisor
Maria Lekity, ACC Inspector
Darshia Roberts, Interim ACC Inspector
John Gill, Event Monitor

BOARD MEMBERS ABSENT

Dave Streit, Secretary

HOMEOWNERS/RESIDENTS PRESENT

Mohammed Naviwala
Michael Burke
Jeremy & Jeanine Vance, New Neighbors

GUESTS PRESENT

Darcy Carney, CPA, Carney Consulting
Arthur Keyes, Director, SOA Div. of Agriculture

ROLL CALL/DETERMINATION OF A QUORUM

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

ADOPTION OF THE MINUTES

Motion: To adopt the minutes of June 20, 2017
By: Doug Steffan
Second: Wally Swanson
Vote: Motion passed

TREASURER'S REPORT

Second Quarter Financials were presented by Darcy Carney, CPA, Carney Consulting, including:

- Statement of Financial Position – Comparative
- Statement of Activities – Comparative
- Statement of Activities – by Class
- Budget vs. Actuals – Bayshore HOA and Event Room
- Budget vs. Actuals – Bayshore Early Learning Center
- Supplemental Cash Report
- Transaction Report – Capital Projects

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.

After review, the Board asked that specific account detail be emailed to them for further review

- 5410 – Repair and Maintenance Expense;
- 6010 – Membership and Subscriptions;

- 6070 – Homeowner Meetings;
- 6505 – Accounting Fees;
- 6805 – Bank Fees (mainly credit card fees from our clients); and
- Detailed spreadsheet with total financial information on 2017 projects with budgeted versus actual on each.

HOMEOWNER/GUEST COMMENTS

None.

COMMITTEE REPORTS

Architectural Control Committee

Maria Lekity, Inspector

Darshia Roberts, Interim Inspector

August 15, 2017

Minutes of the July 11 and August 8, 2017 ACC meetings were available for review.

Items discussed during the July 11, 2017 ACC meeting included:

Business discussed

- *Correction on June 19 minutes. Teri Stanbro was acting Chair. Correction on spelling of Dan Nichols*
- *Dan Nichols has been nominated and accepted position of ACC Chair*
- *ACC recommends revising entire Community Guidelines for continuity*
- *Need clarification from Board of Directors on what is considered a “noxious tree”*
- *ACC will consider landscape ideas for subdivision entrance at Bayshore and Admiralty*
- *New home construction to replace home that burned on Amber Bay Loop has been approved by ACC. Drawings for the home have been received. A current site plan has been requested from the owner.*
- *Susan gave update on Bear Aware program which reminds owners not to put trash bins out on the curb until morning of trash day. Twenty-seven bins were tagged at the start of program on July 5, 2017.*
- *The position of ACC Inspector is open. Advertising for position will soon be posted. ACC Chair requested a copy of the recruitment and screening forms in a Word document via email.*

Projects and Violations discussed

- *Susan will investigate the possibility of Bayshore staff repairing and painting fence on Amber Bay Loop (green home)*
- *Projects and Violations spreadsheets will no longer be copied to Board of Directors and ACC members during meetings. Instead, a summary will be included on the agenda. Individual members can request emailed copies at any time.*

Items discussed during the August 8, 2017 ACC meeting included:

Business

- *ACC Inspector Job*
 - *Susan presented testing sheet of two ACC Inspector Applicants for review prior to*

interviews along with information about each; 15 applications were previously viewed by Susan and four interviews conducted

- ACC Interviewed the two finalists for job of ACC Inspector
- Committee concurred that job be offered to Maria Lekity
- Amend 8/8/17 agenda to The Wages' Home Construction Update
- Teri: Positive story – 4th of July weekend, someone replaced their flag; neighborhood children don't want flag removed!

Projects and Violations discussed

- Subtotal of new violations, projects since last month, appreciated; continue procedural change

FACILITY REPORTS

Bayshore Owner Association Maintenance Report

Jeff Johnson, Maintenance Supervisor

August 15, 2017

Fence Paint along Admiralty Bay near Center Park

Project complete. 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 the back side of their fences that face Admiralty Bay Drive. We added some new boards on the west leg, pressure-washed the old sections of fence and stained. The result is a great improvement for people entering the neighborhood as this fence is one of the first things seen.



2017 Projects Update

1. Approved Projects Completed \$36,347

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 approved and actual was same; \$1,485

Salt Cell Replacement. Total approved and actual was same; \$2,050

Shed for Outdoor Event Chairs. Old fencing removed from area was 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 \$5,954

Outdoor Event Chairs. White vinyl chairs with shipping. Original quote of \$3,847 did not include shipping from Washington to Alaska. Cost with full shipping \$4,803

Office Computers. Three 9-year-old office computers were replaced with new units. Total approved was \$1,500 and actual was \$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; actual \$1,423

Clubhouse Exterior Painting. Painting is complete with inspection by board members, maintenance and administration. Project approved for \$14,801; actual was \$16,160 that included change orders that include drywall work.

Tract F Asphalt Cleaning. This was to improve area for use for parking and in anticipation of use for farmer's market next summer. Project approved and actual was same; \$760.

Kitchen Countertop Repair. This was to repair a large crack in the surface. Approved for up to \$1,800 with actual of \$1,600.

2. Approved Projects in Progress

Five Door Replacement. Project underway. Five doors to be replaced downstairs including fitness center door to match pool door with exit bar and window, two sauna doors and two shower room doors. Project approved for \$13,624.

3. Approved Projects Pending

Concrete Work. The Board proposed a motion for concrete work. Initial work on the preschool stoop for west entrance is set for the morning of August 23, 2017. Additional work will commence in September.

Motion: Wally Swanson moved and Doug Steffen seconded (previously via email) to approve \$2,500 Techno Metal Post Alaska and \$4,030 GMG General bid options below:

- Techno \$2,500 to lift and level Bayshore Early Learning Center concrete stoop
- GMG General \$4,030
 - Option 1: \$1,100 Base of ramp at NE corner of building: Demo and Replace
 - Option 2: \$250 Section of sidewalk E side of building: Cut, grind and patch
 - Option 3: \$300 End of preschool sidewalk where it connects up with driveway: Clean and overlay
 - Option 4: \$1,250 Section of sidewalk W side of building between preschool and stairs leading to playground: Remove and replace
 - Option 5: \$480 Step repair on stairs leading to playground: repair stair and rail leg
 - Option 7: \$650 Remove and replace 16 SF of sidewalk; owner to install underground pipe

Vote: Motion passed

4. Upcoming Capital Projects (not yet approved)

Central Park Safety Tiles. We have two bids to do all work from a playground representative at Exerplay \$9,000 and Alaska Rubber for \$6,554. Exerplay includes demo and installation. Alaska Rubber includes material only. If we demo ourselves it brings Exerplay cost down to \$7,500.

Board discussion: to learn more about 1) site prep; 2) warranty; and 3) timeline

Additional lighting project for dance floor, buffet area in front of kitchen, lobby with switches, upstairs women's bathroom over vanity and stairwell. Actual so far is \$1,282. Anticipate total for all will be \$2,000.

Motion: To approve buffet lighting in event room, recessed lighting in lobby, vanity lighting in women's upstairs restroom and stairwell for an estimated \$2,000
By: Kari Miles
Second: Wally Swanson
Vote: Motion passed

Work completed as part of regular maintenance

Lower drainage through playground: Ran new heat tape 125 feet long running through the pipe. It will be on own circuit in boiler room when hooked up. Heat trace about \$550 central plumbing, should last 30 years.

Board discussion: Time to address pond lighting that has been failing in part for at least ten years.

Bayshore Early Learning Center

Lauren Dowd, Administrator

August 15, 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 5 of 10 students enrolled for Summer and 10 of 10 for Fall.

Staff Update

Our staff is excited to get back to school. We are finishing up our last teachers vacation and starting our preparation for the new school year. As BELC starts up their school year we have a few teachers that are going to be starting school as well. Mrs. Jen will be going to school to get her Bachelors in Early Childhood education and Ms. Jannexsa will be working on her degree in Special education. Mrs. Jen will be our new Associate Administrator.

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 passed inspection and are now re-accredited through 2022.

Bayshore Clubhouse Event Report

Glenn Hagberg, Event Manager

August 15, 2017

Summertime Events

It has been a busy summer with June being the busiest, July a close second and August with a fine showing of events.

June 2017: 15 NHO; 1 HOLG; 10 HOSM; 1 Assoc. event

June 2016: 10 NHO; 1 HOLG; 5 HOSM; 1 employee event; 2 Assoc. events

July 2017: 12 NHO; 10 HOSM;

July 2016: 13 NHO; 3 HOLG; 7 HOSM; 3 Assoc. event

August 2017 (projected): 6 NHO; 1 HOLG; 8 HOSM; 2 Assoc. events

August 2016 10 NHO; 2 HOLG; 4 HOSM; 2 Assoc. events

There were many walk-throughs/tours/site inspections, rehearsals, mock set-ups, A/V testings, follow-up meetings and more throughout each week that are not included in the above numbers. Prices for 2017 were adjusted up a bit from 2016. We will look at our pricing before the next bridal show to make sure we are in line with the market conditions.

Lighting

Recessed LED lighting has been installed upstairs in the lobby area, front entryway, and in the offices in response to the suggestion from Board Member Dave Streit. These are dimmable so clients can adjust them as is appropriate for each individual event. There are still three recessed lights to be installed in the kitchen hallway. New LED fixtures will be installed in each of the upstairs bathrooms. They will be the same fixtures as the new lighting fixtures installed in the pool table area a while ago.

Deck

We have upgraded the deck to have a fun Clubhouse feel. This is the perfect time of year to purchase any outdoor items as they are all on clearance and big savings can be had on virtually every item. Clients and their guests can enjoy umbrellas on the round picnic tables, a new fire table (which we already rented out this past weekend), deck chairs and more.

Pool Area

A new table and other accoutrements have been added to the swimming pool area. Like virtually every other pool in every hotel in the city, additional seating and fun comfortable furnishings add a sense of design, function and professionalism to the area. The lifeguard equipment has been hung for easy access and is now off of the floor and no longer piled in a corner. The backboard is very heavy and may be hung in the near future.



OLD BUSINESS

Farmer's Market, Arthur Keyes, Director of the Div. of Agriculture for State of Alaska and owner of several local farmer's markets

The Board of Directors has been exploring possibilities of hosting a farmer's market on Tract F. Mr. Keyes discussed some of the possibilities and issues involved in holding a farmer's market on the site of Tract F. Preparations would require infrastructure such as the need for two acres of level ground that is flat and dry; one acre for farmer booths and one acre for customer parking. He foresaw a significant increase in traffic of up to 1,000 vehicles per hour. Additionally, his intent was to purchase the property and move the South Anchorage Farmer's Market to Tract F. He encouraged anyone wanting more information to visit him at South Anchorage Farmer's Market on Saturdays. The Board does not foresee Mr. Keye's proposals as a reasonable use of the land due to high volume, infrastructure and proposed purchase of property.

NEW BUSINESS

Tract F Improvement, Dave Streit

Mr. Streit suggested making improvements to Tract F to compliment work done earlier this year by Arctic Green. The improvement would clear deep grass, bush and some trees so that the area can be mowed. He envisions this as part of a long-term project to improve Tract F for the enjoyment of neighbors. The Board reviewed the proposal for the improvement along with maintenance of same. They feel they need to further discuss purpose of Tract F, such as farmer's market, prior to making a decision on the immediate proposal.

MEETING ADJOURNED at 8:36 p.m.

Respectfully Submitted,

Dave Streit, Secretary

Approved September 19, 2017, as amended