

**BAYSHORE OWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES AS AMENDED
September 19, 2017**

BOARD MEMBERS PRESENT

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

BOARD MEMBERS ABSENT

Pat James, Directors
Doug Lipinski, Director

STAFF PRESENT

Susan Jensen, General Manager
Jeff Johnson, Maintenance Supervisor
Maria Lekity, ACC Inspector

HOMEOWNERS/RESIDENTS PRESENT

Robert Lloyd
Gary Gage
Darshia Roberts

GUESTS PRESENT

Travis Ward, Eagle Scout Candidate
Mike Ward

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 August 15, 2017, as amended
By: Wally Swanson
Second: Doug Steffen
Vote: Motion passed

TREASURER'S REPORT

January through August Financials were presented by Susan Jensen, Bayshore General Manager, including:

- Balance Sheet Comparison 2017 to 2016
- Profit and Loss by Class (condensed)
- Profit and Loss Comparison 2017 to 2016
- Projects Transaction Report (account 5265)
- Budget vs. Actuals

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 gave history of how his raspberry bushes ended up in the greenbelt. A survey of his property by Anchorage Water and Wastewater Utility showed that his property line was over several feet from what was

originally thought and subsequently, mature raspberry bushes that he planted are actually in the greenbelt. He agreed to dig up and relocate the bushes to his property no later than May 31, 2018. He will also immediately remove the metal pipes and rope surrounding the bushes.

COMMITTEE REPORTS

Architectural Control Committee

Maria Lekity, Inspector
September 19, 2017

Minutes of the September meeting of ACC Committee were available for review.

Items discussed during the September 12, 2017 ACC meeting included:

Business discussed

- *Greenbelt on Chiniak Bay Drive leading to ocean has trees leaning into and onto neighbor’s fence. He is planning to put in a fence and needed them trimmed or removed. A contractor or in-house maintenance will do the work.*
- *Pond lighting (see New Business hereinbelow)*
- *Update on new home construction to replace home that burned on Amber Bay Loop is that it is on track to be rebuilt by April 2018.*
- *Relocation of raspberry bushes that are in greenbelt.*
- *Trim on Amber Bay home that turned out pink instead of burgundy. No action.*
- *Neighborhood patrol being conducted in Bayshore-Klatt Community Council area.*
- *Contractors for neighborhood projects.*

Board Comment: Do not recommend specific contractors to owners.

- *Speed humps on Bayshore Drive between Ensign and Marathon.*
- *Unmowed grass along Bayshore Drive south of Marathon with property on both sides of road owned by Municipality of Anchorage.*

Projects and Violations discussed

- 278 Violations and Complaints for FY 2017
 - 35 new complaints/violations since last ACC Meeting on 9 August 2017

Breakdown is as follows:

Lawn	33	Roof	1
Noise	8	Antenna/Dish	0
Vehicle	61	Fence/Deck	7
No Approval	12	Greenbelt/ Association	1
Crime	4	Other	7
Snow Removal	1	Commercial Dumpster	2
Signs/Flags	17	Animal	11
BB Hoop	5	Paint	2
Debris	104	Driveway	0

- 124 Projects Approved / 1 Denied for FY 2017
 - 12 new project requests since last ACC Meeting on 9 August 2017

<u>Breakdown is as follows:</u>		Fence / Deck	30
Paint	22	Driveway	8
Siding / Stone	6	Roof	10
Door	8	Tree	15
Addition	1	Other	4
New Const	1	Gutters	3
Windows	8	Walkway	2
Shed	5	Lawn	1

FACILITY REPORTS

Bayshore Owner Association Maintenance Report

Jeff Johnson, Maintenance Supervisor
September 19, 2017

2017 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 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. Approved was \$5,000 and actual was \$5,954

Outdoor Event Chairs. White vinyl chairs with shipping. Original quote of \$3,847 did not include shipping from Washington to Alaska. Approved for \$3,847 and actual 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 \$1,183

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 or other 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.

Central Park Safety Tiles. We had two bids to replace safety tile for \$9,000 and \$6,554; however, a review of the concrete pad topped with tile could be removed without disturbing the play equipment. The concrete could then be replaced with pea gravel at significant savings. The Board gave approval of the project via email. Concrete was removed and 21,000 lbs. of pea gravel was spread out in-house by Jeff and two other maintenance helpers. Approved bid was \$4,350 with actual at \$4,260.

MOTION VIA EMAIL 8/18/2017 to approve \$3,900 bid from Arctic Sun Concrete Cutting to remove 20' x 24' concrete pad and \$450 estimate for pea gravel with delivery from Alaska Sand & Gravel for Central Park play area.

Motion by: Doug Lipinski
Second: Dave Streit
Vote: Motion passed

2. Approved Projects in Progress

Five Door Replacement. Project underway. Five doors have been replaced and some are awaiting hardware such as locks. Doors replaced downstairs include fitness center door that matches pool door with exit bar and window, two sauna doors and two shower room doors. Project approved for \$13,624.

ACTION ITEM

Jeff/Susan/Maria: Begin process of putting together project for improvement of shower rooms, including storage doors and toy room door that match shower room doors; lighting and paint

Concrete Work. Project underway. Work on the preschool stoop with Techno Metal Post Alaska for west entrance is complete with approved amount of \$2,500 and actual charges of \$2,875. Additional work with GMG approved \$4,030 for will commence within the next few weeks.

ACTION ITEMS

Wally: The stoop is not snug next to building and needs an expansion joint. Hand rails are grandfathered in, but are not up to current code for new or commercial buildings.

Doug: Has copy of bid for other rails of building exterior and will ask contractor to add BELC handrails.

Jeff: Add concrete panel next to stoop as needing to be replaced. Replace flower box next to sidewalk near stoop once concrete work is complete.

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

3. Upcoming Capital Projects (not yet approved)

Dave Streit Tract F has been gathering information on improving greenbelts (see under Old Business herein below).

Work completed as part of regular maintenance

TREE REMOVAL. There has been quite a bit of work done on trees in the greenbelt due to wind damage or other. One wild section of greenbelt has several small trees inhouse maintenance removed that were leaning onto an owner's back fence that borders a greenbelt. A tree company will remove the larger ones.

LIGHTS ABOVE SWIMMING POOL – ballast cover clips are failing in most of the light fixtures. Some of the causes may include the heat and also vibration from above. They are no longer under warranty. Maintenance is in contact with Brown's Electric to find out if they can be repaired or must be replaced. More information will be provided next month. Timing for this project will coincide with drainage of pool to scrub the liner (cosmetic discoloration). These items have been added to the master list.

ACTION ITEM

JEFF: Have new eyes (i.e. different electrician) come in to assess lighting fixtures.

Bayshore Early Learning Center

Lauren Dowd, Administrator

September 19, 2017

Enrollment

- **Full-day Preschool Dragonfly classroom (Age 3-4)** currently has 10 of 10 students enrolled and is full;
- **Full day Pre-Kindergarten Grasshopper classroom (ages 4-5)** has 20 of 20 students enrolled and is full; and
- **Before-After Care Butterflies program (Grades K-1)** has 9 of 10 students enrolled with one open position due to one child leaving to attend charter school

Staff Update

As BELC has started up their school year we have a few teachers that started school as well. Mrs. Jen will be going to school to get her Bachelors in Early Childhood education. Miss. Carissa is finishing up her Bachelors in Early Childhood Education. Ms. Jannexsa will be working on her degree in Special education. I am (Lauren Dowd) finishing up my degree in Early Childhood Education as well and will be finish in January. Mrs. Jen will be our new Associate Administrator.

Program Update

Our program had their annual open house Tuesday, September 12. We had about half of our parents show up and get to know the teachers and the classroom better. We had our Usborne Book

Fair going and from the sales we are able to get at least \$300 worth of free books for our school. This year has been off to a great start and we are excited to see what the rest of the year will hold!

Bayshore Clubhouse Event Report

Glenn Hagberg, Event Manager

September 19, 2017

Summertime Events

The summer is winding down and NHO events on all three days of the weekend don't occur as often as it did in June, but we still have many events going on, including many homeowner events.

August 2017: 6 Non-owner events 1 Large owner event 8 Sm owner events 2 Assoc. events

August 2016: 10 Non-owner events 2 Large owner events 4 Sm owner events 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.

Improvements

We continue to add improvements and design elements to make the Clubhouse look great. You'll notice the fireplace has been cleaned and updated. The rock above the fireplace was scrubbed with a rock cleaner/solvent. The mantle and the wood below the hearth has been cleaned. The brass louvers around the fireplace were removed, cleaned of soot and sanded. They were then painted with hi-temp black paint. The before and after pics are remarkable.

My sister Janet Wallace and I have added elements to the pool table room and the swimming pool area. We continue to get compliments from homeowners on the new look and I have heard the word, "fun" many times when they comment. Artwork, a table with an umbrella, chairs with pads, plants and more are creating a wonderful environment in the pool area.

In the pool table room, a lost and found rack has been replaced with a seating area. Artwork adorns the walls. Look for a new billiards-themed clock on the wall as well as a pool table equipment rack. The old bulky green chairs have been replaced with smaller chairs. We continue to add elements in each of the areas so be sure to check them out.

Deck

I mentioned last month about the upgrades to the deck. We were closely watching the weather and a vendor who takes 360-degree views of locations was able to do a photo shoot on very short notice recently. We had just enough time to decorate the deck with artwork, pillows, plants and other items for a photo shoot that will have potential clients excited about using that space throughout the year. We expect that virtual tour to be completed in the weeks ahead and uploaded to the Google search page.

Trick or Treat in the Heat

The Clubhouse sold 260 wristbands for the recent Trick or Treat in the Heat event. The streets were filled with costumed children and their parents during this annual fundraiser. This year, the weather was fantastic and the event was extremely successful.

Yard Sale

The Fall Yard Sale brought bargain hunters from all over Anchorage to Bayshore to find that item they just couldn't live without. The Clubhouse lends tables to homeowners who need them for their yard sales.

Up Next

We will have a booth at the Fall Wedding Fair at the Alaska Native Heritage Center on Sunday, October 1 from noon-5:00 p.m. I expect to have new 360-degree presentations of the Clubhouse on a screen for potential brides to view at the booth. Surprisingly, we already have five events booked in June 2018; seven booked in July; one in August; and four for next September.

We are planning the Bayshore Halloween Carnival for October. I have three volunteers from the neighborhood to help with the event. It will be on Thursday, October 26 from 6:00-8:00 p.m. We expect a good turnout and a great time for the children to enjoy.

OLD BUSINESS

Eagle Scout Community Project: Bayshore Lake informational sign, Travis Ward

Travis completed a project that will benefit the community for many years: "Bayshore Park Trail-Head Informational Sign Modernization Project." The old sign was created more than 20 years ago with help of second grade students at Bayshore Elementary. The new sign included updated information, roof and plexiglass cover.

ACTION: Reimburse expenses for project.



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 and then next year moving on to a different greenbelt to continue work in another area of the association. The Board was not ready to approve the work in Tract F this fall.

NEW BUSINESS

Fall clean-up by lawn contractor, Susan Jensen

Lawn contractor proposal to do fall cleanup after September 30 for one day a week; including removal of fallen leaves and branches; ending October 21 or upon first snowfall. This will get rid of approximately 89% of leaves and promote healthier grass the following year.

ACTION: Board gave go-ahead.

Pond Lighting, Maria Lekity

The pond lighting was installed many years ago. The lighting on the west side of the pond failed nine years ago and it has remained unlighted since then. Repair is not possible due to wetland restrictions and loss of grandfather rights. The east side of the pond has been functional. Maria presented information about possibilities for removal of west lights and replacement for all the lighting.

A lengthy discussion ensued about design, bids, performance specs, writing an RFP and more. Often lighting is installed at the same time as a boardwalk, integrating both. Further discussion included the possibility of the pond itself being part of mitigation work for loss of wetlands elsewhere.

ACTION: This item will be discussed ongoing by the Board as part of future capital projects.

MEETING ADJOURNED at 8:36 p.m.

Respectfully Submitted,

Dave Streit, Secretary

Approved October 18, 2017