

**BAYSHORE OWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
January 16, 2018**

BOARD MEMBERS PRESENT

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

STAFF PRESENT

Susan Jensen, General Manager
Jeff Johnson, Maintenance Supervisor

HOMEOWNERS/RESIDENTS PRESENT

None

BOARD MEMBERS ABSENT

Doug Lipinski, Director

GUESTS PRESENT

None

ROLL CALL/DETERMINATION OF A QUORUM

Michael Stahl, President, called the meeting to order at 7:02 p.m. A quorum of at least four board members was present.

ADOPTION OF THE MINUTES

Motion: To adopt the minutes of November 21, 2017
By: Doug Steffen
Second: Wally Swanson
Vote: Motion passed

TREASURER'S REPORT

- January through December 2017 Financials, Susan Jensen, General Manager
Full annual report will be given by Darcy Carney, CPA, in February
 - Acct 5265 Capital Projects Transaction Report for 2017
 - Cash available for projects in 2018

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

None

COMMITTEE REPORTS

Architectural Control Committee

Maria Lekity, Inspector
November 21, 2017

No report

FACILITY REPORTS

Bayshore Owner Association Maintenance Report

Jeff Johnson, Maintenance Supervisor

January 16, 2018

2017 Projects Final Update

1. Approved Projects Completed

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 for \$3,900 for concrete removal and \$450 for pea gravel installment. Concrete was removed and 21,000 lbs. of pea gravel was spread out in-house by Jeff and two other maintenance helpers. Total approved was \$4,350 and actual was \$4,260

Chairs for Outdoor Events. 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.

Computers. Three 9-year-old office computers were replaced with new units. Total approved was \$1,500 and actual was \$1,590.

Concrete BELC. Project complete. 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.

Concrete Clubhouse. Project complete. Concrete work with GMG approved by Board for \$4,030 with additional work requested by Board after initial approval of \$1,500. Approved \$4,030 and actual \$5,530. These amounts will show in books in October and are not reflected in September financial totals.

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

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.

Paint Clubhouse Exterior. 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.

Pool 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.

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.

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.

Greenbelt Tree Work. Tree work in greenbelts was necessary due to wind damage, broken or falling trees/limbs, trees leaning heavily over an owner's fence; and dead trees at pond by Clubhouse. Total approved and actual was same; \$3,655.

2. Approved Projects in Progress

Five Door Replacement. 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 with actual to date of \$14,051. Locks on order.

Update 1/16/2018: Able Locksmith couldn't key locks that came in from contractor because the lock mechanisms in each door is not compatible with the Schlage brand that we have for our master system. Architectural Hardware Supply has ordered the correct ones and they have arrived and are slated to be installed this week.

Additional lighting project for dance floor, buffet area in front of kitchen, lobby with switches, upstairs women's bathroom over vanity and stairwell. Project to date is \$1,522. Anticipate total for all will be Board approved amount of \$2,000.

Update on future project

LIGHTS ABOVE SWIMMING POOL – Ballast cover clips are failing in 16 of the 20 light fixtures. Some of the causes may include the heat and also vibration from above. They are no longer under warranty. Both Brown's Electric and M&M Electric came out and recommended some clips to try and see if they would work. Maintenance purchased them and they did not work. We received an estimate from M&M Electric for \$8,833.00 to replace all 20 lights with new LED water/moisture proof fixtures. The four existing lights that are good in the pool will get relocated to boiler room and mechanic shop where lighting is poor. 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.

Other regular maintenance is ongoing with nothing major or new since last report in November.

Additional items discussed at Board meeting:

Boardwalk Planking 2018: The boardwalk has two levels of wood planks. In spring, Jeff will start replacing wood with green treated lumber to enhance longevity and move like sized planks next to each other to reduce tripping hazard.

Boardwalk Ramp to Sleeping Lady and Marathon 2018: This section of the boardwalk can get very slick when wet or icy. A solution discussed is for the wood support beams and planks be removed next spring. The part that travels uphill from the boardwalk will be replaced by gravel.

Boardwalk Lighting 2019: The Board talked at length about replacing lights around Bayshore Lake. This may come with a large price-tag, but will improve the experience around the pond immensely and improve safety. The pond and boardwalk are heavily used by neighbors and are a community treasure. The Board will do committee work on gathering information and making plans. Ideally this project will move forward starting 2019.

Pool: Need to forbid water shooters and water cannons. These items are being enthusiastically used and reaching overhead lights.

Pond Study: Many years ago, a comprehensive pond study was made by the Municipality of Anchorage. The study needs to be scanned to digital and a copy provided to Wally Swanson, Board Secretary.

Clubhouse Front Area: Front entrance of Clubhouse needs an uplift. To start, a list of all items associated with the uplift needs to be pulled together so it can be planned as a cohesive project.

Pond Dredging and Preservation of Wetland: Work on methods to preserve pond including working with legislators and others regarding wetland mitigation.

Women's Sauna 2018: Jeff will purchase wood for women's sauna and allow it to 'cure' for several months before installation in the women's sauna. Work to replace the wood in sauna will be done in-house with funding for wood and labor from Operation's Budget.

Bayshore Early Learning Center

Lauren Dowd, Administrator

January 18, 2018

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 8 of 10 students enrolled with two open positions

Staff Update

This month we have some changes to our staff. At the end of December Mrs. Carissa decided to stay home and take care of her newborn son, so we were on the hunt for a new teacher. I am happy to

say that we have hired someone. As of today, Ms. Brigitta is our new Lead Teacher. Ms. Brigitta worked here at the center back in 2013 to 2014 and left to go to school full time. She is almost done with her degree and will graduate with her Bachelors in Early Childhood Education. We are excited to have her join our team. The rest of my staff are doing great, continuing the work on their educational degrees and creating a wonderful environment in the classroom for our families!

Program Update

The program is doing wonderful! January 25th through 27th our staff will be attending the AAEYC (Anchorage Association for the Education of Young Children) conference for training. The conference is a great way for the staff to be able to learn new things as well as gather with other professionals in our field and share experiences and materials to help better the centers as well as the families in them. We are very excited to attend!

Bayshore Clubhouse Event Report

Glenn Hagberg, Event Manager
January 16, 2018

Events

Looking ahead, we had events virtually every day in November 2017.

	Non-owner events	Owner large	Owner small	In-House Association
December 2017:	5	1	16	3
December 2016:	5	2	14	3

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.

New Year’s Eve

The Bayshore New Year’s Eve Party was a great success. I feel as though we have dialed it in pretty well and have struck a balance between adults wanting to ring in the new year with dancing and celebrating along with having an event parents with children can enjoy at the same time. We had a nice food spread, a good DJ from a company that performs at many weddings throughout the year here. Because of industry connections, we were able to get a bulk of the catering at cost. Also, the DJ company gave us a tremendous deal as a thank you for the business they get from us. Without these partners in the industry, we would likely not be able to put on an event like this or be forced to charge admission. It was a great event and we look forward to doing it again to ring in 2019.

Anchorage Wedding Fair

The largest wedding fair in the state is Sunday, January 21. We are gearing up for it and expect to sign up more couples and continue to get the word out about Bayshore as the perfect venue for their special day. We have had a lot of interest in the Clubhouse recently as many couples get engaged this time of year.

Superbowl Party

The Bayshore Superbowl Party is set for Sunday, February 4. Kickoff is at approximately 2:30 p.m. You will be hearing more about this event in your email and on flyers at the Clubhouse. Make plans to come cheer on your team at the Clubhouse. There will be food and beverages served. Attendees are welcome to bring adult beverages to enjoy. We will have the game on at least four screens including a large projection screen.

OLD BUSINESS

2018 Operations Budget

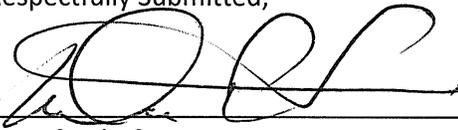
Motion: To approve 2018 Operations Budget (Draft 4)
By: Kari Miles
Second: Wally Swanson
Vote: Motion passed

NEW BUSINESS

None

MEETING ADJOURNED at 8:41 p.m. by Michael Sthal, President

Respectfully Submitted,



Dave Streit, Secretary

Approved 2/20/2018
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