

**BAYSHORE OWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
February 20, 2018**

BOARD MEMBERS PRESENT

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

BOARD MEMBERS ABSENT

Wally Swanson, Treasurer

STAFF PRESENT

Susan Jensen, General Manager
Jeff Johnson, Maintenance Supervisor

HOMEOWNERS/RESIDENTS PRESENT

Robert Lloyd
Allan Shayer
Yna Sosa-Gomez

GUESTS PRESENT

Darcy Carney, CPA, Carney Consulting

ROLL CALL/DETERMINATION OF A QUORUM

Michael Stahl, President, called the meeting to order at 7:01 p.m. A quorum of at least four board members was present.

ADOPTION OF THE MINUTES

Motion: To adopt the minutes of January 16, 2018
By: Doug Steffen
Second: Pat James
Vote: Motion passed

TREASURER'S REPORT

Annual Financial Statements for year-end 2016 were presented by Darcy Carney, CPA, of Carney Consulting. Available at meeting:

- Accountants' Compilation Letter
- Statement of Financial Position – Comparative
- Statement of Activities – Comparative
- Statement of Activities – by Class
- Budget vs. Actuals – Bayshore HOA and Event Room (BOA)
- Budget vs. Actuals – Bayshore Early Learning Center (TLC)
- 2016 Year End Journal Entries (separate report)

Capital and Operations Projects Update 2018; Susan Jensen, General Manager

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. Mr. Lloyd advocated for homeowners to make the rounds of the neighborhood in the early morning. While doing so himself at 5:30 a.m., he has observed some people out that may be

up to no good. His presence alone encouraged them to leave the subdivision. He also commented about a large broken branch that needed to be cleaned up out of the greenbelt.

Board comments: The Board directed Jeff Johnson, Maintenance Supervisor, to move the broken branch up on his priority list.

Yna Sosa-Gomez: Ms. Sosa-Gomez shared her recent situation with regard to neighbor's home which shares a common wall with her home and which is up to sale. The neighbor abandoned the home which flooded, causing water underneath their shared foundation. She has struggled to get responses from people associated with the home next door: lender, insurance and real estate agent.

Board and neighbor comments: The Board and neighbor Allan Shayer sympathized with Ms. Sosa-Gomez's situation and encouraged her to take notes of all phone calls and other contact with various entities. Most of the interaction will be between her insurance company and that of the neighbor. Taking good notes will help track all her time and expense.

Alan Shayer: Mr. Shayer extended his thanks to the staff at Bayshore saying how welcoming they are and how the facility and neighborhood is cared for. Dave Streit joined his sentiments specifically pointing out the pool area beautification and pleasant water temperature.

FACILITY REPORTS

Bayshore Owner Association Maintenance Report

Jeff Johnson, Maintenance Supervisor
February 20, 2018

2017 Projects Update

Five Door Replacement. Five doors were replaced in 2017 and some were awaiting new 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. In early February the locks were installed.

Update 2/20/2018: 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 ordered the correct ones and they have been installed.

Update on current and upcoming projects

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. M&M Electric for \$8,833.00 to replace all 20 lights with new LED water/moisture proof fixtures. Ultimately this will be the long-term fix. In the meantime, some clips were purchased from Browns Electric. In-house Jeff and another staff member are replacing some of the failing clips as a safety measure to keep light covers in place until new ones can be installed.

Board comments: The Board directed Jeff Johnson, Maintenance Supervisor, to get two additional estimates to replace lighting above the pool and forward it to the Board for approval. Ideally work in pool area can commence all at once, but they

understand it may need to proceed as each project is ripe, especially when safety is of concern.

Women's Sauna. Wood for women's sauna has been purchased for \$1,421.53 and is "curing" for the next few months in the sub-floor. The project to replace the wood siding will begin in early April. Funding is from the Operations Budget.

Lighting in Shower Rooms. Jeff will get estimates on replacing lighting so that it is consistent with the rest of the lower level of clubhouse.

Shower Room Walls. The shower room walls need a thorough cleaning. This will cost approximately \$1,600 and funds will come from the Operations Budget.

Walls and Ceiling in Shower Rooms. The walls in the shower room will be painted by in-house staff. Ceiling will be addressed with clean and stain or other.

Lights in Stairwell. Lighting fixtures have been purchased and are being installed in the stairwell.

Roof Outside of Back Event Room Door. The roof is experiencing frost on an approximate 10-foot by 8-foot area that is causing water to drip onto the deck which can be a slip hazard. Holland Roofing gave an estimate of approximately \$5,000 to pull shingles off in the spring to investigate and repair insulation issues. In order to see if the condensation is being caused by air coming out of the event room, silicone will be applied inside by Bayshore staff and outside in the spring to see if the problem abates.

Bayshore Early Learning Center

Lauren Dowd, Administrator

February 20, 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 6 of 10 students enrolled with four open positions

Staff Update

My staff is doing great, they are continuing work on their educational degrees and creating a wonderful environment in the classroom for our families!

Program Update

The teachers attended the AAIEYC conference at the end of January and we gathered lots of new information to bring back to our center. We had a wonderful time meeting with other professionals and we are excited to see what new things we can use in our center that we learned at the conference.

Bayshore Clubhouse Event Report

Glenn Hagberg, Event Manager
February 20, 2018

Events

Looking ahead, we have been booking Summer 2018 and have very little availability on Fridays, Saturdays or Sundays in June and July. September is also very busy at this juncture.

	<u>Non-owner events</u>	<u>Owner large</u>	<u>Owner small</u>	<u>In-House Association</u>
January 2018:	2	0	22	1
January 2017:	5	3	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.

Superbowl Party

The 2018 Superbowl Party at the Clubhouse was a big success with more neighbors coming to enjoy the broadcast and the fellowship of neighbors. We had a nice spread of food that people noshed on throughout the afternoon. This event is getting more and more popular every year.

Bridal and Wedding Expo

Another wedding fair is coming up on Saturday, March 10 at The Center. This is the same show put on by the same organizer held last year at the Northway Mall. It is a smaller show that is very affordable to be a part of. One of the important reasons to attend this show is that the Center is a new venue that is mostly a sports venue, but has been the site of concerts, weddings and other events. We will be able to see this new venue and gather competitive information on the property.

Invitation-Only Bridal Event at the Clubhouse

Bayshore is teaming up with Main Event Catering to put on an exclusive afternoon featuring food (a three-course meal), showcasing our venue and having a few other vendors on hand to market to interested brides and their guests. The event will be on Sunday, March 18 at the Clubhouse. The guest list comes from attendees at the Anchorage Wedding Fair at the Dena'ina Center in January. We expect to have 50-75 people in attendance. All of these guests still need services of one kind or another and are buyers, not shoppers.

Bayshore/Klatt Community Council Meetings

The next two Bayshore/Klatt Community Council Meetings will feature presentations important to the citizens of Anchorage. A Vote by Mail presentation will be included in the February 22 meeting at the Clubhouse. A presentation on the proposed sale of ML&P will be part of the March 22 meeting, also held at the Clubhouse. Neighbors should be interested in each of these meetings and are encouraged to attend.

OLD BUSINESS

None

NEW BUSINESS

Theft in Shower Room. A theft of wallet and truck keys occurred in shower room by non-resident who is relative of renter. Thief was apprehended by police.

Board comments: The Board directed Susan Jensen, General Manager, to send a letter of No Trespass to the offender.

MEETING ADJOURNED at 8:45 p.m. by Michael Stahl, President

Respectfully Submitted,

Dave Streit, Secretary

Approved _____