

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

**BOARD MEMBERS PRESENT**

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

**BOARD MEMBERS ABSENT**

Dave Streit, Secretary  
Doug Lipinski, Director

**STAFF PRESENT**

Susan Jensen, General Manager  
Jeff Johnson, Maintenance Supervisor  
Glenn Hagberg, Event Manager

**HOMEOWNERS/RESIDENTS PRESENT**

Julie Glover  
LC Smette

**GUESTS PRESENT**

None

**ROLL CALL/DETERMINATION OF A QUORUM**

Michael Stahl, President, called the meeting to order at 7:06 p.m. A quorum of at least four board members was present.

**ADOPTION OF THE MINUTES**

Motion: To adopt the minutes of March 20, 2018  
By: Wally Swanson  
Second: Doug Steffen  
Vote: Motion passed

**TREASURER'S REPORT**

January to February financials

- Balance Sheet Comparison – Jan-Mar 2018 to 2017
- Profit and Loss by Class (condensed)
- Budget vs. Actual (condensed)
- Acct 5265 Capital Projects Transaction Report

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**

**LC Smette** Mr. Smette brought five topics:

- 1) He requested that coffee service in the lobby of the clubhouse continue until 5:00 p.m. Currently it ends at 11:00 a.m. He also suggested that we start using better quality coffee. Discussion on the topic revealed that most people stop using the lobby service by 11:00 a.m. and that if someone has a request for coffee they can use the K-Cup or make a pot upon request.
- 2) He advocated for installing a stair lift to lower level of building. Discussion included that this has been reviewed extensively by the Board: that installing a home lift in a commercial building may not be allowed since it is for personal use, there is the potential for someone

- to get hurt unless they know how to use it, and that ultimately if we want something like that it would have to be an elevator.
- 3) He wants to see sign at corner of Admiralty Bay and Bayshore Drive illuminated as the darkness makes it hard for people to see. Discussion on the topic was favorable and solutions for this it will be looked into.
  - 4) He is impressed with the look of financial reserves, that there is a huge improvement
  - 5) He announced his candidacy for the Board of Directors, with election to be held at Annual Meeting of the Owners on May 7, 2018.

## **COMMITTEE REPORTS**

### **Architectural Control Committee**

Julie Glover introduced herself to the Board. She indicated her interest and willingness to serve as an appointed member of the Architectural Control Committee. She was subsequently appointed by the Board to serve a two-year term from May 2, 2018 through May 31, 2020.

## **FACILITY REPORTS**

### **Bayshore Owner Association Maintenance Report**

Jeff Johnson, Maintenance Supervisor  
April 16, 2018

### **Update on projects**

#### **POOL AREA PROJECTS TO COMMENCE APRIL 23, 2018 –**

LIGHTS ABOVE SWIMMING POOL – Ballast cover clips are failing in 16 of the 20 light fixtures. New fixtures will be installed. Funding from Capital Projects of \$5,870

LIGHTS IN LOCKER ROOMS – New lights to match those in pool area will be installed in the shower areas. Funding from Capital Projects of \$2,308

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. Work for labor will be done in-house. Funding is coming from the Operations Budget.

SHOWER ROOM WALLS – The shower room will be painted same color as pool area using inhouse labor. Funding to come from Operations Budget.

TILE CLEANING – Tile and caulking in shower rooms and pool deck will be cleaned. Funding to come from Operations Budget.

**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. CURRENT: 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; currently waiting for warmer weather to perform in-house caulking.

**BOARDWALK RAMP TO SLEEPING LADY AND MARATHON** – The ramp leading up from the pond area to Sleeping Lady and Marathon can become slick when wet or icy. The proposed course of action is to remove the ramp and have the ground under the current walkway excavated, put in ground cloth, and install packed D1. Bid is being solicited now that snow and ice is gone.

**BOARDWALK GREEN TREATED LUMBER** – The boardwalk currently has two sizes of board, 1.5 inch and 2-inch, causing an uneven walking surface. The proposed course of action is to start replacing wood, much of which is rotted and ready to replace, with all same size 1.5-inch green-treated lumber. This will help with longevity of wood and give a level walking surface. The project will start on the west end of the boardwalk in mid-May using in-house labor.

### **Possible or Proposed near future projects**

**DOORS:** Five door have been replaced in the lower level in 2017. Possibly swap out men’s and women’s storage locker doors and lifeguard /toy room door, to match the other doors. The lifeguard door has significant failure around trim area along with chipped tiles, rotted wood, rotted sheetrock, and rust. The other doors have life very long-life expectances. They are made of a fiberglass reinforced product. The doors to be replaced are at least 44 years old. Funds would come from Capital Projects for \$10,308

**CLUBHOUSE FRONT AREA:** Project to include lighting to building exterior and parking area, front of building facia, concrete stairs, entryway, parking lot surface, dumpster enclosure and landscape of island.

**POND AREA LIGHTING:** The pond area lighting has failed and now has only one out of eight lighting still working. This area can be quite dark in the winter. The Board is looking at lighting ideas and costs. This will be a large project with funds coming from Capital Projects (See discussion below under Old Business)

### **Completed projects**

**LIGHTS IN STAIRWELL** – Lighting fixtures have been installed in the stairwell. Fixtures were purchased in 2017. The labor for project, along with other small electrical projects around were funded from Operations Budget for \$575.

### **Bayshore Early Learning Center**

Lauren Dowd, Administrator

April 16, 2018

### **Enrollment**

- ***Full-day Preschool Dragonfly classroom (Age 3-4)***  
The Preschool Dragonfly classroom currently has 10 of 10 students enrolled. We are full!
- ***Full day Pre-Kindergarten Grasshopper classroom (ages 4-5)***

- The Pre-Kindergarten Grasshopper classroom currently has 20 of 20 students enrolled. We are full!
- **Before-After Care Butterflies program (Grades K-1)**  
The Before-After Care currently has 8 of 10 students enrolled. Two positions open.

**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 staff is starting to prepare for the end of the school year. We are learning on our last few letters in the alphabet and gearing up for our graduation ceremony on May 22nd. The BELC staff, with the help of our families, are working on doing some fundraising for our playground. We would like to put in some Astroturf to cover up the area of the playground that should be covered in grass. This project will cost Thirteen Thousand Dollars, so to start us off in the right direction the BELC will be joining in the community garage sale with donated items from the families to help us towards our goal. We are really excited to be working towards making our playground look Amazing!

**Bayshore Clubhouse Event Report**

Glenn Hagberg, Event Manager

April 16, 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 point.

	Non-owner events	Owner large	Owner small	In-House Association
March 2018:	3	0	25	4
March 2017:	6	0	18	4

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.

**Bayshore Buzz Newsletter**

The next issue of the Bayshore Buzz newsletter is being put together and will be in the mail as soon as possible. There are two half page ads sold and perhaps a few others before this report is distributed. Topics this month include board member election, Annual Homeowners Meeting, Spring Yard Sale, Cub Scouts successful season, new Bayshore website, ACC tips and procedures, Bike to Work, Paint the Town, upcoming events and more.

**Bayshore Website Redesign**

The Bayshore Clubhouse website is in the process of being redesigned. We are awaiting the first version of the new redesign, after which we will make edits and it will go back to them to tweak. It should be a more useable, mobile-friendly and sensible design that will enable visitors to go directly to the departments or topics they are interested in.

**Bike to Work Day**

Friday, May 18 is Bike to Work Day. We plan on hosting a treat station again at the beginning of the bike trail near the new Fred Meyer gas station from 6:00-9:00 a.m.

## Summer Work

We are recruiting for event cleaners for the summer and beyond. If you know someone who is interested in working at Bayshore and cleaning up the event room after non-homeowner events, please have them contact glenn@bayshore.club. The pay is good for a part time job and the hours are based on when clients book the facility. So typically, it is weekends late at night (10:30 p.m., 11:30 p.m. or 12:30 a.m.) though it can be anytime. The job takes 1.5-2 hours typically. Event Cleaners need to be at least 21 years of age, reliable and have trusty transportation.

## OLD BUSINESS

### *Pond Lighting*

The Board gave a big thank you to Board member Wally Swanson and his son, whose company LCG Lantech surveyed and provided an as-built of the boardwalk and pond area at no cost to Bayshore.

Last month there was a general discussion about having a separate committee for pond lighting, what type and color of light, and what area should be the first priority. President Michael Stahl suggested the south and east sides of the pond.

Discussion this month included:

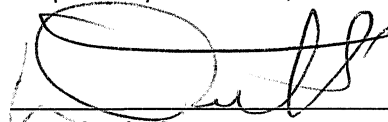
- 1) The project will need permitting by MOA;
- 2) Need to determine glare to owners and how it will affect others' property;
- 3) Should be pathway lighting that is focused;
- 4) Put out RFP to electrical engineer/ architect landscaper;
- 5) A small level study may cost \$15,000; and
- 6) A scope of work will be written by Board member Wally Swanson

## NEW BUSINESS

*None.*

**MEETING ADJOURNED at 8:35 p.m. by Michael Stahl, President**

Respectfully Submitted,



Dave Streit, Secretary



*Approved on 6/19/2018*