

**BAYSHORE OWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING MINUTES  
August 21, 2018**

**BOARD MEMBERS PRESENT**

Michael Stahl, President  
Kari Miles, Vice President  
Dave Streit, Secretary  
Brian Collier, Director  
Doug Lipinski, Director  
Doug Steffen, Director

**BOARD MEMBERS ABSENT**

Wallace Swanson, Treasurer

**STAFF PRESENT**

Susan Jensen, General Manager  
John Gill, Interim ACC Inspector

**HOMEOWNERS/RESIDENTS PRESENT**

Coleen Mueller  
Robert Lloyd  
Dan & Staci Miller (TOTITH)

**GUESTS PRESENT**

Darcy Carney, CPA, Carney Consulting

**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 19, 2018  
By: Doug Lipinski  
Second: Doug Steffen  
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

Projects report given by Susan Jensen, General Manager

- 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**

***Dan and Staci Miller***

- **TOTITH.** Mr. & Mrs. Miller are the new Bayshore organizers for Trick or Treat in the Heat. The date this year is Sunday, September 9<sup>th</sup>. They have distributed flyers to neighbors and Bayshore Elementary. They are working on addressing parking issues and congestion in the

area of Central Park. The Millers are new neighbors having moved in just this spring. The Board thanked them for becoming involved as community volunteers so quickly.

- **What is TOTITH?** Trick or Treat in the Heat (TOTITH) is a neighborhood-wide early Halloween celebration. Anyone who has experienced Trick or Treat with late October Alaskan weather knows what a borderline miserable experience it can be for our kids here (and their parents)! By holding it in early September, the kids get to wear their costumes without cold weather gear.
- **Why is TOTITH held?** It started in 2005 as an impromptu block event to allow a terminally-ill five-year-old to experience one last Trick or Treat before he died. However, all participants had so much fun that it is now a highly-anticipated neighborhood-wide party and charity fundraiser.

### **Robert Lloyd**

- **Windstorm branches.** Mr. Lloyd complained that branches that had fallen down in the greenbelt were not picked up by Bayshore Maintenance or by lawn service in a timely manner.
- **Removal of survey stake.** Mr. Lloyd complained that when a crew came to do reclamation work in the greenbelt near his home that they removed a survey stake on the SW corner of his property. The ACTION: Board of Directors asked Bayshore's General Manager to make sure the stake is replaced if missing.
- **Removal of dirt.** Mr. Lloyd complained that when a crew came to do reclamation work in the greenbelt near his home that they removed three hand-shovelfuls of dirt from a pile of dirt near his raspberry bushes. He said it was not necessary to replace it.

## **COMMITTEE REPORTS**

### **Architectural Control Committee**

John Gill, Interim ACC Inspector

August 21, 2018

### **Business**

- **Boardwalk Restoration.** As part of the boardwalk restoration project, the rotted leg of the boardwalk leading to Marathon and Sleeping Lady was replaced with gravel. During that project, the grassy area above it in the greenbelt was disturbed. Hydroseeding was applied, has taken root and is now being mowed by our lawn contractor.
- **Former Raspberry Bush Area Restoration.** During the AWWU work along the greenbelt a few years ago a neighbor's assumed property line near the NE Corner of Amber Bay Loop and Admiralty Bay Drive was found to be encroaching in the greenbelt. They moved their raspberry bushes from the greenbelt to their property leaving an area that needed restoration. The restoration is now complete. We are starting to see grass pushing up through the dirt and expect it to be ready for mowing by lawn contractor in a few weeks.
- **Slow Down in Project Requests.** The number of project requests are dropping off as the summer winds down. For August, we have only received three for the first two weeks of the month. For comparison, we saw a rise in requests in July with 14, up from eight in June and six in May.

**Architectural Control Committee report continued:**

**43 Projects Approved / 0 Denied 2018 YTD**

Addition	1	Paint	8
Door	2	Roof	2
Driveway	5	Siding	1
Fence	3	Tree	7
Gutters	4	<u>Windows</u>	<u>4</u>
Lawn	1		
Other	5	YTD Projects	43

**83 Violations and Complaints 2018 YTD**

Animal	4	Items stored out front	5
Crime	3	Lawn	7
Debris	2	Mailbox	4
Debris	2	Other	1
Driveway	22	Paint	7
Fence	4	Roof	4
Front Door	6	<u>Vehicle</u>	<u>10</u>
Garage Door	2		
		YTD Violations/Complaints	83

**FACILITY REPORTS**

**Bayshore Owner Association Maintenance Report**

Jeff Johnson, Maintenance Supervisor

August 21, 2018

**Completed projects**

**POOL AREA PROJECTS COMPLETED APRIL/MAY 2018 –**

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

LIGHTS IN LOCKER ROOMS – New lights to match those in pool area were installed in the locker rooms. Funding from Capital Projects of \$2,308.

WOMEN’S SAUNA -- Wood for women’s sauna was purchased then cured for a few months in the sub-floor. The wood was then used to replace siding in the women’s sauna. Project was completed in April. Work for labor was in-house. Funding from Operations Budget \$1,421.

LOCKER ROOM WALLS – The locker room was painted same color as pool area using inhouse labor. Funding from Operations Budget \$126.

TILE CLEANING – Tile and caulking in shower rooms and pool deck was cleaned by an outside contractor. Funding from Operations Budget \$1,375.

**ROOF MAINTENANCE AND REPAIR** – Holland Roofing installed new cedar shakes to areas that were missing and damaged in part due to wind storms this past spring. They also removed moss and sprayed all affected areas with moss-kill solution. Funding came from the Operations Budget for \$1,595.

**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.

**BOARDWALK RAMP TO SLEEPING LADY AND MARATHON** – The ramp leading up from the pond area to Sleeping Lady and Marathon would become slick when wet or icy. Additionally, the under-support boards were rotted. To remedy this situation, the wood ramp was removed, the ground underneath excavated and ground cloth installed along with packed D1. Project was completed by GMG \$9,688. Funds from Board Designated Dues Savings at Alaska USA.

### **In progress**

**BOARDWALK GREEN TREATED LUMBER** – The boardwalk currently has two sizes of 2-inch boards. One size is regular and the other is full-cut (1.5” versus 2”). This causes an uneven walking surface. Much of the wood has moss or rotten areas and is ready for replacement. The entire surface of the boardwalk is being replaced with all same size 2-inch green-treated lumber. This will help with longevity of wood and give a level walking surface. The project started on the west end of the boardwalk in mid-May using in-house labor.

At June 2018 Board of Director’s meeting there was a discussion about whether to keep the bridge eight feet wide since the new boards are one-half inch thinner than the old boards on the bridge. The Board suggested keeping the width eight feet and then add support under the edges of the bridge pieces. I met with Board Member Doug Lipinski regarding this process. We put additional boards under the overhang to reduce flex. Once the 2x6x8 boards were installed there was zero flex.

Eight hundred feet have been replaced so far with 650 feet remaining of 1,446 feet total. Work is weather-dependent and the crew completes about 16 feet a day working two hours each morning. Work will continue through fall and recommence in the spring.

Project was approved by Board of Directors for up to \$25,000 in materials. Of that \$16,500 has been used so far. Funds are from Board Designated Dues Savings at Alaska USA.

**DOORS:** Five doors were replaced in the lower level in 2017. An additional swap out men’s and women’s storage locker doors and lifeguard /toy room door are pending. The doors will all match. The lifeguard door being replaced has significant failure around trim area along with chipped tiles, rotted wood, rotted sheetrock, and rust. All the new doors have life very long-life expectancies. They are made of a fiberglass reinforced product. The doors to be replaced are at least 44 years old.

Funds were approved in June for \$10,308. An additional cost of \$225 each for the two locker room doors so they will have louvers to keep air flowing through easily, especially since they remain closed almost 100% of the time. The third door already has louvers included. Funds of \$10,758 will come from Board Designated Dues Savings at Alaska USA.

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

**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. In July, I met with Board Member Wally Swanson and Meg Girard in July. Mr. Girard is an electrical engineer. We walked around the Boardwalk and discussed lighting possibilities.

**LIGHTING FOR COMMUNITY SIGN:** We are looking into possibility of providing electric to area and include a light to shine on the sign. Alternatively, we could put reflective letters that light up with headlights.

**TOY/LIFEVEST ROOM:** I met with Board Member Doug Lipinski to look at the toy and life vest room in the pool area to talk about making repairs due to excessive water in the room. I would like to get a contractor to come in and make repairs including drywall, painting, and redoing concrete floor so that it all slopes towards the drain that is in the back of the room.

### **Bayshore Early Learning Center**

Lauren Dowd, Administrator

August 21, 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 18 of 18 students enrolled. We are full!
- ***Before-After Care Butterflies program (Grades K-1)***  
The Before-After Care currently has 12 of 12 students enrolled. We are full!

### **Staff Update**

The early learning center has had some staff changes week:

- 1) Mrs. Jen has had to leave us unexpectantly to stay home and take care of her father-in-law who has stage 4 cancer. We are very sad to say goodbye, but hope to one day see her back here working with us! Mrs. Jen's replacement will be starting this next week. Her name is Lauren McGrain and she has 17 years of experience in early childhood and is one year away from completing her bachelor's degree in early childhood education.

- 2) Ms. Jordan who was just with us for the summer is done and prepping herself form college. Ms. Jannexsa has decided to stay in Mexico with her family and will not be rejoining us. I am now on the search for a new part-time teacher to fill her spot.

**Program Update**

The BELC raised about \$2,500 dollars at the community garage sale to go towards our playgrounds update. Since it was such a success in May we will be joining the Fall community yard sale to continue our efforts in raising money to update our playground.

The teachers are currently working on our classrooms prepping and getting everything ready for our first day of school on August 27<sup>th</sup> and we are so excited!

**Bayshore Clubhouse Event Report**

Glenn Hagberg, Event Manager

June 19, 2018

**Events**

Wedding season is traditionally June, July and August. Bayshore had very a very busy June and July, with August a bit less busy. September is shaping up to be even busier than August this year with 10 non-homeowner events scheduled along with many homeowner events. August has nearly that number.

	Non-owner events	Owner large	Owner small	In-House Association
June 2018:	12	2	6	2
June 2017:	15	1	10	1
July 2018:	14	0	6	2
July 2017:	12	0	10	0

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.

We are seeing interest in dates in 2019. There is just one Saturday available in June next year.

**Advertising**

We have a display ad in the latest issue of Alaska Bride and Groom magazine. It is the premier Alaska-based (primarily Anchorage) magazine that features articles of interest to engaged couples. It also has a section of real Alaskan couples with Q and A's about their process, listings of vendors they used, and more. Bayshore is one of many venues who advertise in this publication. It is important to maintain a presence and an image in the industry magazine that virtually all engaged couples peruse. The magazine is published twice yearly and we also get a presence on their website. The publishers of this periodical also produce the Fall Wedding Show which will be held at the Alaska Airlines Center on September 30.

In addition to Bayshore Clubhouse, other venues that advertise in this publication include: Alyeska Resort, The Lakefront Hotel, Mat-Su Resort, Hilltop Ski Area Chalet, Hilton Hotel, Alaska Wildlife Conservation Center, Majestic Valley Lodge, O'Malley's on the Green, Driftwood Inn, Alaska Heavenly Lodge, Land's End, Chena Hot Springs Resort, Settlers Bay Lodge, Anchorage Historic Hotel,

Kincaid Chalet, Alpenglow Lodge, Alaska Native Heritage Center, Sunset View Resort and the Alaska Airmen Building. Other venues mentioned include Crow Creek Mine, Viking Hall and Admiral's Place.

We also have a full-page advertisement coming out in a program for the annual Coronation Ball which targets LGBTQ couples. It is a very affordable ad and let's that community know we are open for business and we welcome all who are planning their nuptials.

**Bayshore**  
CLUBHOUSE

Love is Love.  
Celebrate it at the Perfect Venue

Up to 150 People  
Just a Cedar Atmosphere  
Indoor and Outdoor Weddings

**Bayshore Provides:**  
The Chalet Room, Tables, Chairs, Kitchen, Portable Bar, Bridal Dressing Suite, Dance Floor, Outdoor Deck, Gas Grill, 70" Flat Screen, Sound System with Mic, Fireplace, Free WI-FI, Wedding Arbor, After-event Clean-up.

**You Provide:**  
Room Set-up, Food/Caterer, Alcohol/Beverages, Linens, Tableware, Decorations.

907-522-4910 | bayshore.club | info@bayshore.club

*Full-page ad to run in the Coronation Ball program Labor Day Weekend*

### **Trick or Treat in the Heat**

Once again, we will be selling wristbands in support of Trick or Treat in the Heat, an annual fundraiser that supports three local charities. The event is on Sunday, September 9 and is always a very popular event. Bayshore is one of eight neighborhoods in Anchorage, Eagle River, Wasilla and Valdez participating. There is a kick-off party in Central Park that day prior to the event featuring a DJ, food vendors and more. It started in 2005 as an impromptu block event to allow a terminally-ill five-year-old to experience one last Trick or Treat before he died. However, all participants had so much fun that it is now a highly-anticipated neighborhoods-wide party and charity fundraiser.

**Fall Yard Sale**

The Bayshore Fall yard Sale is scheduled for Saturday, September 8 from 8:00 a.m.-4:00 p.m. We have a few houses on the list and will keep adding more homes to the list in the days and weeks ahead.

**OLD BUSINESS**

***Pond Lighting***

In June a motion was passed for up to \$2,500 for an electrical engineer to advise on boardwalk lighting upgrade. In July, Board member Wally Swanson and Jeff Johnson met with Mr. Meg Girard, Electrical Engineer, for Girard Engineering Electrical Consulting Planning. No report has been received yet as a result of that meeting.

**NEW BUSINESS**

***2019 Budget Workshops.*** Workshops will be scheduled in October and November with a goal of passing the 2019 Operations Budget at the November Board Meeting. The timeline will be worked out via email. Kari Miles noted she will be unavailable October 12 through 24.

***Sink Hole.*** A sink hole covered with a grass mat has appeared next to the walking path on the pond side below the tennis courts. There is a drain pipe leading from the street that puts street runoff into the pond. The sink hole opened some years ago and a dog fell into it and was retrieved by owners. It was at that time filled with D1 gravel by Maintenance Supervisor Jeff Johnson. This time around, Susan Jensen phoned MOA Street Maintenance and asked that they address the situation. BOA Maintenance put a caution sign near the sink hole so that people will not inadvertently step into it. The width is about a foot wide.

**MEETING ADJOURNED at 8:22 p.m. by Michael Stahl, President.**

Respectfully Submitted,

\_\_\_\_\_  
Dave Streit, Secretary

Approved on \_\_\_\_\_  
(date)