

**BAYSHORE OWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
September 18, 2018**

BOARD MEMBERS PRESENT

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

BOARD MEMBERS ABSENT

None

STAFF PRESENT

Susan Jensen, General Manager
Jeff Johnson, Maintenance Supervisor
Karen Leszczak, ACC Inspector
John Gill, Interim ACC Inspector
Glenn Hagberg, Event Manager

HOMEOWNERS/RESIDENTS PRESENT

Adam White

GUESTS PRESENT

Grace Schutte, Dimond US Gov student
Savannah Moore, Dimond US Gov student

ROLL CALL/DETERMINATION OF A QUORUM

Michael Stahl, President, called the meeting to order at 6:59 p.m. A quorum of at least four board members was present.

ADOPTION OF THE MINUTES

Motion: To adopt the minutes of August 21, 2018
By: Kari Miles
Second: Dave Streit
Vote: Motion passed

TREASURER'S REPORT

January through August 2018 Financials, Susan Jensen, General Manager

- Balance Sheet Comparison 2018 to 2017;
- Profit and Loss by Class (condensed);
- Budget vs. Actuals (condensed); and
- 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

None

COMMITTEE REPORTS

Architectural Control Committee

John Gill, Interim ACC Inspector
September 18, 2018

ACC BUSINESS

Early this year our ACC Inspector Maria Lekity had to leave our employ due to a family emergency and she gave her notice last spring. In the meantime, I have been working as the Interim Inspector. General Manager Susan Jensen was recently in touch with former ACC Inspector Karen Leszczak (2016-2017). Karen has accepted an offer to return to work. She begins work mid-September.

There was a large influx of project requests for July and August; September has slowed down.

51 Projects Approved / 0 Denied 2018 YTD

Addition	1	Paint	9
Door	2	Roof	3
Driveway	6	Siding	1
Fence	3	Tree	11
Gutters	4	<u>Windows</u>	<u>4</u>
Lawn	1		
Other	6	YTD Projects	51

85 Violations and Complaints 2018 YTD

Animal	4	Items stored out front	6
Crime	3	Lawn	7
Debris	2	Mailbox	4
Debris	2	Other	2
Driveway	22	Paint	7
Fence	4	Roof	4
Front Door	6	<u>Vehicle</u>	<u>10</u>
Garage Door	2		
		YTD Violations/Complaints	85

FACILITY REPORTS

Bayshore Owner Association Maintenance Report

Jeff Johnson, Maintenance Supervisor
September 18, 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.

Update: Over a thousand feet has been replaced so far (1,122) far with 324 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. Work is stopped right now for a few weeks until a part is replaced on the 4-wheeler. It is currently in the shop.

Update: Project was approved by Board of Directors for up to \$25,000 in materials. Of that, \$21,261 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 fascia, 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. *Update:* Three contractors have come in to review making repairs including drywall, painting, and redoing concrete floor so that it all slopes towards the drain that is in the back of the room. I have one estimate so far and am waiting on two more.

Bayshore Early Learning Center

Lauren Dowd, Administrator

September 18, 2018

Enrollment

Full-Day Preschool Program (Dragonflies Age 3-4)

The Preschool Dragonfly classroom currently has 10 of 10 students enrolled. We are full!

Full-Day Pre-Kindergarten program (Grasshoppers Ages 4-5)

The Pre-Kindergarten Grasshopper classroom currently has 18 of 18 students enrolled. We are full!

Before-After Program (Butterflies Grades K-1)

The Before-After Care currently has 12 of 12 students enrolled. We are full.

Staff Update

We are currently recruiting for a full-time assistant teacher that will take the place of two part time spots.

Program Update

The BELC just participated in the Fall Yard Sale and made about \$1,800 to go towards our goal for the new playground. Throughout the year we will be continuing the efforts to raise the money!

We just held our annual open house for all of the parents to come and visit our center and get to know the teachers some more. We had a fun filled night of pizza, salad and punch to go along with our Usborne Book Fair. When parents buy books from our book fair we receive a portion of that money to go towards new books for the classroom.

We are off to a GREAT start this school year!

Bayshore Clubhouse Event Report

Glenn Hagberg, Event Manager

September 18, 2018

Events

Summer is hanging on with exceptional weather in September enabling brides and grooms to hold their wedding ceremonies outside by the lake.

	Non-owner events	Owner large	Owner small	In-House Association
July 2018	14	0	6	2
July 2017	12	10	7	3
August 2018	7	0	8	2
August 2017	6	1	8	2

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.

It was a very busy weekend Saturday and Sunday, September 8 and 9. We had a wedding and reception at the Clubhouse, and a neighborhood-wide yard sale on Saturday. On Sunday, the

neighborhood was very active with the Trick or Treat in the Heat event drawing kids and parents from Bayshore as well as from around Anchorage.

Fall Yard Sale

The Bayshore Fall yard Sale is traditionally less busy than the Spring Yard Sale with fewer houses participating. We still had about 40 homes on the route as opposed to the 60 or 70 that participate in the spring. But that didn't matter to the garage-salers. They showed up en masse and there were vehicles parked all over the neighborhood. The Bayshore Early Learning Center held their own yard sale with donated items from parents and others. **Lauren Dowd** said she thought there were more people at this one than there were at the Spring Yard Sale.

Trick or Treat in the Heat

Trick or Treat in the Heat, an annual fundraiser held this year on Sunday, September 9, was a huge success. Bayshore Clubhouse helps the effort by selling the \$10 wristbands so kids and their parents may participate. Some Bayshore neighborhood wristbands were sold at a few local businesses around town, but the vast majority of the Bayshore wristbands were sold by the Clubhouse. We sold 387 wristbands for the event; about half the day of.

From all the chatter, neighbors seemed to really enjoy the event and are looking forward to next year. Bayshore is one of eight neighborhoods in Anchorage, Eagle River, Wasilla and Valdez participating. Bayshore had a new organizer this year and with input from the Clubhouse, things seemed to go even more smoothly than in years past, particularly when it came to parking and Central Park congestion.

OLD BUSINESS

Pond Lighting

In June a motion was passed for up to \$2,500 for an electrical engineer to advise and design our 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.

Discussion: An electrical design is premature just yet as the Board has to make some decisions on how to proceed. There are numerous ways to repair/replace lighting.

- We may be grandfathered in with regard to replacing wiring for safety and using existing poles with new luminaires. LED lighting pointing down from existing globes is the best way to go.
- An alternative is pathway decorative ballards. These could be mounted right onto boardwalk. A rail could be built, bracketed, bolted onto deck guards and run under top rail with rope lights. Jeff and crew could install. Labor is the most expensive part of the project. The board decided to use existing poles if building code allows.
- We need a well thought out plan. Then, Mr. Girard can knock out an electrical design in a few weeks. One item to include is putting power out to island in front of clubhouse and making sure future lighting project possibilities are included in initial electrical plans.

Planning:

- Mr. Girard will choose some lighting for the Board to review
- Re-use of existing poles will be researched by Wally's engineering firm.
- Wally can point out select locations of additional lighting along pathways
- Phase Two: Plan electric box for expandability

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 8:35 p.m. by Michael Stahl, President.

Respectfully Submitted,

Dave Streit

Dave Streit, Secretary

Approved on October 17, 2018