

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

BOARD MEMBERS PRESENT

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

BOARD MEMBERS ABSENT

Brian Collier, Director

STAFF PRESENT

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

HOMEOWNERS/RESIDENTS PRESENT

Alan Shayer
LC Smette

GUESTS PRESENT

Darcy Carney, CPA, Carney Consulting LLC

ROLL CALL/DETERMINATION OF A QUORUM

Dave Streit, Secretary, 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 October 16, 2018
By: Doug Lipinski
Second: Doug Steffen
Vote: Motion passed

TREASURER'S REPORT

Third Quarter Compilation, Darcy Carney, CPA, Carney Consulting, p. 9
Accountants' Compilation Letter, p. 10
Statement of Financial Position – Comparative, p. 11
Statement of Activities – Comparative, p. 13
Statement of Activities – by Class, p. 14
Budget vs. Actuals – Bayshore HOA and Event Room, p. 15
Budget vs. Actuals – Bayshore Early Learning Center, p. 18
Supplemental Cash Report, p. 20

Transaction Report – Susan Jensen, GM, Capital Projects, p. 21

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: Relayed a compliment to the Board of Directors and General Manager Susan Jensen for handling of financials and the affairs of the Association. Also relayed a request for a comfortable chair to be placed in the lower lobby so owners can enjoy the space in comfort.

COMMITTEE REPORTS

Architectural Control Committee

Karen Leszczak, ACC Inspector

November 20, 2018

ACC Business

- Owner on Amber Bay Loop will be nominated for Paint the Town program through Neighborworks
- Letter sent to owner on Amber Bay Circle regarding property filling with stored items
- Owners being reminded to prepare for street maintenance operations by removing basketball stands and trimming overgrown trees and shrubs

56 Projects Approved / 0 Denied for FY 2018

Breakdown is as follows:

Addition	1		
Deck	3	Paint	9
Driveway	6	Roof	3
Door	1	Shed	0
Fence	4	Siding	1
Gutters	4	Tree	14
Lawn	1	<u>Windows</u>	<u>4</u>
Other	4	YTD Projects Requested	56

139 Violations and Complaints for FY 2018

Breakdown is as follows:

Animal	5	No Approval	3
Antenna	1	Noise	0
BB Hoop	7	Other	2
Crime	3	Paint	10
Driveway	21	Parking	18
Fence	9	Roof	1
Front Door	3	Signs	5
Garage Door	0	Snow Removal	1
Greenbelt	1	Tree Stumps	1
Lawn	6	<u>Vehicle</u>	<u>4</u>
Mailbox	0	YTD Violations & Complaints	139

FACILITY REPORTS

Bayshore Owner Association Maintenance Report

Jeff Johnson, Maintenance Supervisor

November 20, 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.

BOARDWALK GREEN TREATED LUMBER – The boardwalk previously had two sizes of 2-inch boards. One size was regular and the other was full-cut (1.5" versus 2"). This caused an uneven walking surface. Much of the wood had moss or rotten areas and is ready for replacement. The entire surface of the boardwalk was replaced over the course of the summer and fall 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 11/20/2018: The project was completed on October 8, 2018. A total of 1,446 feet were replaced. total. The project was approved by Board of Directors for up to \$25,000 in materials. The final cost of materials was \$27,315.58. Funds are from Board Designated Dues Savings at Alaska USA.

In progress

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.

Update 11/20/2018: Doors have arrived from factory and are scheduled to be installed the last week of November.

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. Four 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.

Update 11/20/2018: I have three estimates. I plan to work with staff John Gill to expand area of closet by closing in the alcove in the lower lobby. There may be very light electrical involved. The carpentry and drywall can be accomplished by Bayshore staff. A small portion of work will involve a plumber. The benefit is that the closet will have more room, increase air flow and stop the bottleneck at the entrance.

Estimates	Alaska Yeti Remodeling	\$ 6,325
	Repair as Needed LLC	\$ 6,990
	Kuchar Construction LLC	\$11,837

MOTION To approve Repair as Needed LLC estimate of \$6,990 to make modifications to the toy/lifestock room in the pool with some change order modifications to Bayshore doing some demo work and contractor changing type of material used for walls. Funds to come from Board Designated Dues Savings at Alaska USA.

10/20/2018

By: Kari Miles
Second: Wally Swanson
Vote: Motion passed

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. A roof has been added over the top of the sign in anticipation of adding lighting.

WATER HAMMER ARRESTORS: Bayshore Early Learning Center reported a very loud hammering noise occurring every time the men’s toilets were flushed. Ameresco came out to inspect.

Update 11/20/2018: They installed water hammer arrestors in late October that should prevent the pipes from hammering the walls. The project cost \$1,427 and was paid with funds from Operations Budget.

WATER PRESSURE ISSUE: When Ameresco came to look into the water hammer problem, they noticed that the building’s water pressure was above recommended levels. They wondered if anything had changed recently that might have affected the pressure. After discussing with Susan Jensen, Bayshore General Manager, we figured out that it must be the major work done by AWWU a few years ago to improve fresh water main lines throughout the neighborhood. It makes sense that this would increase water pressure as the old underground lines were riddled with leaks.

AWWU was skeptical that their work increased water pressure to the building and we have no evidence since no test was done prior to their install. At the Board’s request from October, I asked AWWU if they can turn down the pressure to our area. They stated that is not possible, that the pressure all over the city is what it is and there is no way to reduce to specific areas.

Update 11/20/2018: Problems caused by high water pressure

Continuous water flow at excessive pressure can critically erode pipes and other plumbing fixtures in short time, and ruin the life expectancy and performance of sinks, faucets, washing machines and toilets. Overly pressurized water often causes plumbing fixtures to leak, as stoppers within these fixtures will not be able to stop water from forcing its way through.

Additionally, high water pressure contributes to what is known as the “water hammer” effect. When you shut off water fixtures with regular psi flow, internal air chambers effectively protect your pipes when running water stops.

Overly-pressurized water flow, however, negates the effects of these chambers when water is suddenly stopped, resulting in a “hammer” effect that can damage critical pipe joints, valves and fixture heads. While these damages can be repaired by trained plumbing experts, it’s better to avoid them altogether by monitoring water pressure and consumption.

(from <https://www.expresssewer.com/blog/bid/361187/can-high-water-pressure-damage-pipes>)

Right now, we have no way to regulate the pressure at the source. Ameresco highly recommends installation of a pressure regulator. Cost is \$3,436.50.

DRAFT MOTION: I move to approve Ameresco proposal of \$3,436.50 to install water pressure reducing valve on the domestic water main located in the water heater closet. Funds to come from Board Designated Dues Savings at Alaska USA.

Update 11/20/2018: Prior to accepting proposal, Board recommended getting one or two more estimates including one from Denali HVAC.

Possible or Proposed near future projects

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. This project is underway with Board of Directors in the lead.

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.

Recent work

There are many fallen trees in greenbelt near Tract F. I am removing some of those and will make the wood available to owners.

This month I made repairs to the men's sauna adding wood supports to the heather. It had pulled away from the wall.

Bayshore Early Learning Center

Lauren Dowd, Administrator
November 20, 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

The BELC recently hired one new full-time teacher assistant. She is doing great so far and I think she will be an excellent fit. She loves music and gets the kids up and dancing. She has worked for the Anchorage School District as well as hosted dance classes for all ages.

We have also hired a substitute that we can call in when needed. He has been with us over the last week in training and has been such a great help and addition to our team. He loves working with the kids, and is willing to help out in any way when asked to do something.

We are so excited for this new journey with our full staff!

Program Update

We are approaching the holiday season and getting ready to do our Thanksgiving luncheon the kids and their families are so excited.

Bayshore Clubhouse Event Report

Glenn Hagberg, Event Manager

November 20, 2018

Events

We continue to book events in 2019. We are also seeing an increase in interest for dates in 2020. So far, at least three groups are thinking approximately 18 months in advance of their wedding.

	<u>Non-owner events</u>	<u>Owner large</u>	<u>Owner small</u>	<u>In-House Association</u>
October 2017	6	0	15	4
October 2018	3	0	25	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.

October 2018 had fewer non-homeowner paid events than in 2017 by three. However, there was a large increase in the number of homeowner events during the month nearly doubling the number from last year. December 2018 is looking very strong and we currently have no Saturdays and only one Friday available. We have a few midweek events scheduled too. June 2019 is the hot month so far with 11 non-homeowner bookings on the calendar.

Bayshore Kids Halloween Carnival

The Bayshore Halloween Carnival in late October was the most successful in the past few years. The Clubhouse was packed with kids and their parents. Activities were all around the Clubhouse and we received great feedback on the event. We thank members of Boy Scouts Troop 129 and Dimond Boys Soccer Team members for volunteering to help run the games and activities. Though the event went very well and was incredibly well attended and received, we have detailed notes on how to make next year’s event even more successful and fun.

Bayshore Holiday Bazaar

The Bayshore Holiday Bazaar held on November 10 was successful and also well attended. We had a number of new vendors along with some that always participate. The traffic was steady all day and a number of vendors asked to be a part of the next Holiday Bazaar next year.

Bayshore Buzz Newsletter

Look to your mailboxes soon as the newest edition of the Bayshore Buzz newsletter is being finalized. Though it is coming out later than planned, it will contain a number of great stories and highlights of past events and future ones.

New Year's Eve Party

More details about Bayshore's New Year's Eve Party will be in the next issue of the newsletter. We have booked a caterer and DJ and this event should continue to grow and get bigger and better than the previous year.

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.

Update 9/18/2018: 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

Update 10/17/2018 from Wally Swanson: The wetlands around the pond are Class A. I have been in contact with the Corps of Engineers. They have no problem with our project, but prefer we move forward in the winter months. Mr. Girard knows, based on last month's Board discussion, that he is our engineer. He is searching for luminaries to use on the existing poles.

Update 11/20/2018 from Wally Swanson:

- Board member Wally Swanson reported that his architectural business, who did a no-cost survey of pond for us, has new mapping survey capabilities using drones. The drone takes path over area of survey, taking as many as 2,000 photos from directly above. The images are then stitched together and used as an underlay to survey. They will use this technology to map the pond at no cost to Bayshore.

2019 Operations Budget. A second budget workshop is set for Tuesday, December 4, 2018 at 7:00 p.m.

AT&T Cell Sites in Bayshore. AT&T is replacing two existing light poles to attach a small wireless facility. The project, according to the Project Notification dated November 8, 2018, includes the installation of one antenna near top of pole measuring up to 24.5”H by 14.7” in overall diameter along with equipment enclosure mid-way up the pole measuring 44”H x 21”W x 21”D. Bayshore’s understanding is that these mini cell towers will improve cell service for AT&T and Alaska Communication mobile users. The poles will be located at the corner of Perenosa Bay Circle & Amber Bay Loop and on Alitak Bay Circle.

NEW BUSINESS

Pond Reclamation. There was a discussion about the mud settling in the pond as a result of runoff from Municipal roads. The MOA is using it as a ‘settling pond.’ In the 1990s the pond was dredged to remove some of the vegetation. If it keeps up as is, with lily pads growing each year, complete filling in of the pond is eminent. Board member Kari Miles would like us to explore possibility of using wetlands remediation via USGS.

MEETING ADJOURNED at 8:23 p.m. by Michael Stahl, President.

Respectfully Submitted,

Dave Streit

Dave Streit, Secretary

Approved on January 15, 2019
(date)