

**BAYSHORE OWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
March 19, 2019**

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
John Gill, Staff
Glenn Hagberg, Event Manager

HOMEOWNERS/RESIDENTS PRESENT

Suzanne Little & Bob Owens (KFQD Park)
Robert Lloyd
Jennifer Wages

GUESTS

Kim Resheski, Bayshore Elementary (KFQD Park)

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 February 19, 2019
By: Doug Lipinski
Second: Dave Streit
Vote: Motion passed

TREASURER'S REPORT

Various detail reports from 2018 for Board review:

- 5120 Repair/Maintenance of Office Equipment
- 5205 Supplies for Facility
- 5260 Facility Repair/Maintenance
- 5410 Grounds Repair/Maintenance

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 spoke about a few items: 1) Reported that there were incidences of people running the stop sign at Amber Bay Loop and Admiralty Bay. One was a teen boy who broadsided an SUV. Another was a teen girl heading north through stop sign who got clipped by a man in a truck. He said on Saturday, March 9 a girl hit his mailbox and daughter's car that was parked in his driveway while his granddaughter was in the car. She attempted to leave the scene and had no insurance or driver's license. The police were called.

A discussion ensued by Board members and those present about how to increase visibility of stop signs and also to get people to stop running over the corner in the greenbelt at the northeast corner of the intersection of Amber Bay and Admiralty Bay. Susan Jensen suggested to Mr. Lloyd that he was welcome to immediately use one of Bayshore’s hazard signs to place at the corner until something more permanent could be done. The first five feet are not available for modification. After that we could put in bushes, rocks, or other. Mr. Lloyd suggested we look at UAA area for stand-up hazard poles that are legal because they are ‘break-away.’

Suzanne Little (neighbor) with guest Kim Resheski: Ms. Little gave a presentation about a neighborhood opportunity to participate in a challenge grant to upgrade KFQD Park. She was seeking a letter of support from the Board of Directors to the Anchorage Park Foundation. For the collaboration, neighborhood volunteer hours in a community work day will count towards matching grant money. A think tank session will occur sometime in the next few weeks. Kim Resheski joined Suzette in talking about why the park needs improvement. She is a gymnastics teacher at Bayshore Elementary. The Board enthusiastically supported the idea and asked Susan Jensen to issue a letter of support.

COMMITTEE REPORTS

Architectural Control Committee

Karen Leszczak, ACC Inspector

March 19, 2019

ACC Business

The Community Guidelines have been studied and proposed revisions were made. There were comments and questions among the committee. The Board of Directors proposed presenting a draft revision at the Annual Meeting and give a healthy review and comment to neighbors prior to making approval of updated guidelines. They also suggested adding something about parking in cul-de-sacs.

0 Projects Approved / 0 Denied for FY 2019

Breakdown is as follows:

Addition	0	Paint	1
Deck	1	Roof	1
Denied	0	Shed	1
Door	1	Siding	0
Driveway	0	Tree	1
Fence	1	Walkway	0
Gutters	1	<u>Windows</u>	<u>0</u>
Lawn	0	YTD Projects Requested	8
Other	0		

49 Violations and Complaints for FY 2019

Breakdown is as follows:

Animal	2	Fence	1
Basket Ball Hoop	0	Greenbelt	0
Business Activity	2	Lawn/Yard Care	2
Crime	1	Mailbox	0
		No Approval	2

Noise	0	Stored Items	21
Other	0	Tree Stumps	0
Parking	12	Vehicle	0
Signs	2	YTD Violations & Complaints	49
Snow Removal	4		

Requests for resale certificates

Jan-Feb 2019	3
Jan-Feb 2018	2

FACILITY REPORTS

Bayshore Owner Association Maintenance Report

Jeff Johnson, Maintenance Supervisor

March 19, 2019

Dec 2018 Completed Project

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 has been completed. The lifeguard door had significant failure around trim area along with chipped tiles, rotted wood, rotted sheetrock, and rust. All the new doors have life very long-life expectances. They are made of a fiberglass reinforced product. The old doors to be replaced were 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 had louvers included. Funds of \$10,758 came from Board Designated Dues Savings at Alaska USA in December 2018.

2/19/2019: We called door company back in because there is some bubbling on the door jam in the life vest room. The local vendor believes the door jamb is slated for replacement by the manufacturer at no cost to us.

3/19/2019 update: The manufacturer had the local company come out to sand and repaint the bubbled areas on the door; however, it is not absolutely perfect and considering the cost of the doors we are going to ask that the door in question be replaced. The door is slated to last 40+ years so it needs to be perfect. The Board of Directors agrees that it should be replaced; the vendor will be notified.

EARTHQUAKE RELATED

- 1) Structural engineer inspected the clubhouse. No apparent structural hazards were found
- 2) Two bids were obtained for repair work related to non-structural damage to include drywall in fitness room; drywall in stairwell; repair crack in kitchen. Two bids came in for

the repair at \$775 and \$2,905 for same work. Susan authorized approval of lower bid for work and the work was complete by early March 2019.

2019 Projects in Progress

TOY/LIFEVEST ROOM: I met with Board Member Doug Lipinski in 2018 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 gave estimates for repairs including drywall, painting, and redoing concrete floor so that it all slopes towards the drain that is in the back of the room.

On November 20, 2018, the Board approved an estimate by *Repair as Needed LLC* for \$6,900 to Make modifications to the toy/life vest room in the pool area. Funds to come from Board Designated Dues Savings at Alaska USA. They are slated to begin work in late February.

Staff member John Gill and I have begun work to expand area of closet by closing in the alcove in the lower lobby. One of the walls was inspected prior to removal to ensure proper load bearing. The project will include some light electrical. Carpentry and drywall will be mainly in-house. A small portion of work will involve a plumber that includes a drain pipe change. The benefit is that the closet will have more room, increase air flow and stop the bottleneck at the entrance.

Initial demo work by in-house staff has shown significant mold under the surface including the back side of sheetrock. There were also rotted wood boards. Sheetrock continues to be removed. There is a plate that rests on the ground that studs anchor into. Some of these studs will be removed because they have dry rot.

Update 3/19/2019: Making steady progress on project. All the sheetrock is up, we are waiting to paint the floor and to install the FRP (fiberglass reinforced panels) on the walls.

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. They installed water hammer arrestors in late October that should have prevented the pipes from hammering the walls. The project cost \$1,427 and was paid with funds from Operations Budget.

Unfortunately, the repair did not relieve the sound and the company recommend installing a water pressure reduction valve. We followed up on this solution (see below).

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.

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>)

On November 20, the Board of Directors recommended that we obtain one or two more estimates including one from Denali HVAC. We obtained three bids and chose the lowest one from Pinnacle which the Board approved in February for \$1,983 with funds coming from Operations. Additionally, the Board discussed having the work done after the preschool closes at 6:00 p.m. if it could be done for under \$500. The operation was slated to take six to eight hours, so it made sense to wait until after hours versus getting porta potties for 40 children, along with teachers, office staff and clubhouse guests.

Update 3/19/2019: Pinnacle installed the water reduction valve on Monday, March 11 and the hammering stopped and toilets flushed normally. The work was done after 6:00 p.m.

HOT TUB REPAIR *Update 3/19/2019:* The hot tub is currently being repaired. The hot tub had a leak coming from the hot tub jets that travel into the lifeguard room. A closer inspection showed that the majority of the jet seals were worn out and insulation soaked. We contacted Arctic Home Living where we purchased the tub. They came to inspect and gave us a quote for repair of \$3,068. We thought that some of the parts were under warranty, but this was not the case. The repair is warrantied for six months. Payment of \$3,068 came from Operations.

Possible or Proposed near future projects

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.

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.

Bayshore Early Learning Center

Lauren Dowd, Administrator

March 19, 02019

Enrollment

Full-Day Preschool Program (Dragonflies Age 3-4): 10 of 10 students enrolled. We are full.

Full-Day Pre-Kindergarten program (Grasshoppers Ages 4-5): 16 of 18 students enrolled.

Before-After Program (Butterflies Grades K-1): 12 of 12 students enrolled. We are full.

Staff Update

Mrs. McGrain has been given the opportunity to work where her daughter will be going to school in the fall so that they can still be together. She has put in her notice with us and we are currently looking for someone to fill her spot as Associate Administrator. We are terribly sad to see her go and will miss her very much.

Program Update

We are looking forward to these next few months as we gear up for our end of the year graduation, our May yard sale, and into our summer program!

Bayshore Clubhouse Event Report

Glenn Hagberg, Event Manager

March 19, 2019

Events

Bookings continue and there have been a number of inquiries into 2020 dates. June has only two weekend dates available (one Friday and one Sunday). July has only one Friday and two Sundays available. July also has four events during the weekdays. August still has decent availability but has only two Saturdays available. September is surprisingly busy this year with only one Saturday, two Fridays and one Sunday available.

	Non-owner events	Owner large	Owner small	In-House Association
February 2017	3	0	15	4
February 2018	5	0	18	2
February 2019	1	0	20	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.

Bridal and Wedding Expo

We had a booth at the third annual Bridal and Wedding Expo at the Arctic Rec Center. This is likely the last year of that show since the organizer is moving out of state. This show was populated with a few good wedding vendors but mostly independent business consultants who sold products that are not necessarily related to weddings. It was not well-attended but I was able to talk to a couple of legitimate leads during the day.

Bridal Showcase at the Clubhouse

We will be hosting a second Bridal Showcase at the Clubhouse on March 24. We are teaming up with Bayshore neighbor Bill Fischer of Main Event Catering to host about 25 brides at the event. There will be five courses of food interspersed with short presentations from various wedding vendors. These include a caterer, DJ, photographers, a florist, a videographer, a bridal shop for wedding dresses, linens rental and wedding cake. This is an invitation only event with brides that have yet to make all of their buying decisions. The event will go from 1:00-5:00 p.m.

NACE

We are hosting a general membership meeting of the National Association of Catering and Events (NACE) on Monday, March 25. The Alaska Chapter of NACE is moving to quarterly meetings rather than monthly, so each meeting will be jam-packed with information and education. This meeting will feature a golfing challenge on the snow of the tennis courts, a soup competition and more.

OLD BUSINESS

Water reducing valve update. See maintenance report herein

Hot tub repair update. See maintenance report herein

Pond Lighting. No update at this meeting

Earthquake damage. No update at this meeting

Denali FCU names on statements update. The bank statements for two reserve accounts at Denali FCU read that they are business savings and in parenthesis (Joint with SUSAN E JENSEN). Susan is Bayshore's general manager. She opened the account on behalf of the association. A trip to the bank to ask why her name is on the statement revealed that they have to list the managing account member on the bank account. Bayshore's President, VP, Secretary and Treasurer are also on the account, but Susan is the managing member. However, the account belongs wholly to Bayshore Owners Association.

Survey to owners. The Board members discussed finding out more about satisfaction of the owners with the Association by using a suggestion box, or link in emails or membership survey. Surveys from 2009 and 2012 were available for Board members to review along with responses from owners.

NEW BUSINESS

Eagle Scout candidate needs Board of Directors contact. A Boy Scout is interested in doing a community project in Bayshore as part of his requirement to obtain Eagle Scout rank. Kari Miles volunteered to be his contact and guide him as he prepares a presentation at a future meeting for the Board of Directors.

Tables and chairs for Bayshore Early Learning Center (BELC). The tables and chairs in the early learning center have been in use for many years. They are showing wear and tear and often need repair. It is time for new chairs. Lauren Dowd, Educational Administrator, brought a quote for new tables and chairs for \$4,589.04. The cost will be born from the 2019 BELC Operating Budget. The Board gave its approval for the purchase.

Education cost advancement for BELC staff members. Two BELC staff need additional college classes per requirement for our NAEYC certification. BELC has been certified by the National Association for the Education for Young Children since 2012. The Board gave approval for BELC to advance funds for each college class as it occurs. Funds will be immediately be reimbursed to Bayshore through a Professional Development Reimbursement grant available through SEED (System for Early Education Development).

New vending machine in lobby. There has been a basic vending machine dispensing soda in the lobby for many years with flat rate of soda at \$1.25. This was a pass-through and not a money maker for Bayshore. The purpose was to make soda available at reasonable price to clubhouse visitors. A new nicer machine is to be installed this month. The vendor has notified us that their supplier costs are increasing and therefore soda prices will increase to \$1.50. With the new machine, additional types of drinks will be available at varying prices, such as energy drinks for \$2.25.

Board of Directors Election in May. Three board positions are at term end, including Dave Streit (Secretary), Wally Swanson (Treasurer) and Doug Lipinski (Director). Susan asked who will run as incumbents and who is retiring from their position. Wally Swanson said he will run as an incumbent. Dave Streit, who has served for seven years is retiring. Doug Lipinski said he would let Susan know shortly.

MEETING ADJOURNED at 8:25 p.m. by Michael Stahl, President.

Respectfully Submitted,

Dave Streit

Dave Streit, Secretary

Approved on April 16, 2019