

**BAYSHORE OWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING MINUTES  
April 16, 2019**

**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**

Robert Lloyd

**GUESTS**

None

**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 March 19, 2019  
By: Doug Steffen  
Second: Dave Streit  
Vote: Motion passed

**TREASURER'S REPORT**

No report. Darcy Carney, CPA, will present second quarter financials at June meeting.

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 people cutting the NE corner of intersection as the turn right from Admiralty Bay Drive to Amber Bay Loop. The corner is part of a long greenbelt. Solutions were discussed by and between Mr. Lloyd, Bayshore Board and attendees. Ideas included getting planters that could be placed close but not onto Municipal right-of-way.

Mr. Lloyd also spoke about break-ins on Goodnews and in vehicles near his home.

Kari Miles: Suggested getting signs that say "No Outlet" on Korovin Bay Circle. Many people come into the short street and turn around.

## COMMITTEE REPORTS

### Architectural Control Committee

Karen Leszczak, ACC Inspector

April 16, 2019

#### 21 Projects Approved / 0 Denied for FY 2019

Breakdown is as follows:

Addition	1	Paint	2
Deck	3	Roof	2
Denied	0	Shed	1
Door	1	Siding	0
Driveway	1	Tree	4
Fence	2	Walkway	0
Gutters	0	Windows	1
Lawn	0	<b>YTD Projects Requested</b>	<b>21</b>
Other	3		

#### 49 Violations and Complaints for FY 2019

Breakdown is as follows:

Animal	2	Noise	0
Basket Ball Hoop	0	Other	0
Business Activity	2	Parking	16
Crime	1	Signs	2
Fence	1	Snow Removal	4
Greenbelt	0	Stored Items	42
Lawn/Yard Care	2	Tree Stumps	2
Mailbox	1	Vehicle	0
No Approval	2	<b>YTD Violations &amp; Complaints</b>	<b>77</b>

#### Requests for resale certificates

Jan-March 2019	4
Jan-March 2018	8

## FACILITY REPORTS

### Bayshore Owner Association Maintenance Report

Jeff Johnson, Maintenance Supervisor

April 16, 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.

*4/16/2019 update:* The vendor was notified of our preference for door replacement.

#### 2019 Projects Completed

##### **EARTHQUAKE RELATED 2018-2019**

- 1) 12/10/2018: Water work by Ameresco, Inc. to repair leaks in the boiler piping in December 2018 for \$2,898
- 2) 2/12/2019: Structural engineer from Kuna Engineering inspected the clubhouse. No apparent structural hazards were found. Cost of engineer report was \$1,426.25.
- 3) 3/07/2019: 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 \$581.21 and \$2,905 for same work. Susan authorized approval of lower bid for work and the work was complete by early March 2019. Cost \$581.25.

**WATER PRESSURE ISSUE (Operations):** Ameresco installed water hammer arrestors in October 2018 that should have stopped a loud hammering noise occurring every time the men's toilets were flushed. However, the arrestors failed to stop the problem. They also noted 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. Board approved up to \$2,459.00 and actual cost was \$2,483.00 to come from 2019 Operations Budget.

**HOT TUB REPAIR (Operations):** The hot tub was repaired in March. It 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. This repair is warrantied for six months. Payment of \$3,068 came from Operations.

**TOY/LIFEVEST ROOM (Capital):** 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 would come from Board Designated Dues Savings at Alaska USA. They began work in late February.

Staff member John Gill and I worked to expand the closet area 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 included some light electrical and plumbing. Carpentry and drywall were mainly in-house. The closet has more room, increased air flow and no bottleneck at the entrance.

Initial demo work by in-house staff showed significant mold under the surface including the back side of sheetrock. There were also rotted studs and sill plates.

*Update 4/16/2019*: This project is complete with mold-guard sheetrock on walls covered with FRP (fiberglass reinforced panels) on walls, sloped concrete on floor leading to drain and sealed with epoxy paint, along with exhaust fan. Estimate was \$6,900 with actual final cost of \$8,424.60. Extra cost was due to mold. Funds from Board Designated Dues Savings at Alaska USA.

**KITCHEN WATER HEATER (Operations)** *(New 4/16/2019)*: Replaced point-of-use hot water heater in kitchen for \$394 that included a five-year warranty on parts and labor plus install charges from Central Plumbing of \$1,014.26. Total of \$1,408.26 from 2019 Operations Budget.

**NEW LIGHTING IN FITNESS CENTER (Operations)** *(New 4/16/2019)*: Per Board request, all lights in the Fitness Center have been replaced with LED bulbs. No fixtures were replaced, only the bulbs. Cost of \$220.80 was from 2019 Operations Budget.

## 2019 Projects in Progress

**SLOW LEAK IN SUBFLOOR** *(New 4/16/2019)*: A slow leak was discovered in the drain coming from the kitchen subfloor that apparently has been going on for a while. TCM Restoration came in to evaluate. After review, they put driers in the area to attempt to dry it before any repair. As part of this process, the wall was opened up to air out and remove moldy drywall. The next step is to replace the sill plates and studs with pressure treated wood. TCM will be back to review the drying process and to determine how much drywall must be replaced.

**FIRE ALARM SYSTEM**: This is a new project that is being looked into. We have had several false alarms due to our aging fire alarm system. This was address in August 2018 by replacing some heat and smoke sensors for \$1,340; however, the issues have resurfaced. We are unsure what is causing the faulty alarms. John Gill is gathering proposals for an updated or new system.

## 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  
April 16, 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***

We are currently still on the hunt for a new Associate Administrator/Lead Teacher.

***Program Update***

We are gearing up for our May Yard Sale and are getting excited to be raising more funds to update our playground!

**Bayshore Clubhouse Event Report**

Glenn Hagberg, Event Manager  
April 16, 2019

**Events**

2020 dates are being requested at this time. I expect another busy summer next year. June now has only one weekend date available (Friday, June 7). We have two mid-week dates booked during that month. July has only one Saturday 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 still solid this year with only one Saturday, two Fridays and one Sunday available.

	<u>Non-owner events</u>	<u>Owner large</u>	<u>Owner small</u>	<u>In-House Association</u>
March 2017	6	0	18	4
March 2018	3	0	25	4
March 2019	4	0	15	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.

### **Spring Yard Sale**

The Bayshore Spring Yard Sale is set for Saturday, May 4. Based on the initial response from social media, this should be a very busy day in Bayshore. Main Event Catering and Food Truck will be parked next to Central Park to feed the Garage 'Salers' throughout the day. We will have Rent-a-Cans and a hand wash station located at Central Park and at two other locations elsewhere in the neighborhood will have standard Rent-a-Cans. We have a number of homes indicating they will participate and expect upwards of 60-70 total. Contributing to the success of this year's Yard Sale is Mears Middle School. They are having a Yard Sale/Vendor Sale inside and outside of the school. They will certainly attract shoppers to our area and I expect Bayshore to benefit from additional people in the area.

### **Annual Meeting**

Bayshore's Annual Shareholder's meeting will be on Monday, May 6. We are all working hard to make this meeting a success.

### **Big Dumpsters and Shred Bins**

The Big Dumpsters will be placed in the parking lot of the Clubhouse on Monday, May 6. This will be the second year we will have our new refuse vendor, Denali Disposal, working with us. Last year in their first effort with us, they did an exceptional job and there were more than 30 tons of debris were collected. That is more than seven tons more than the previous year. Shred Bins will be located inside the Clubhouse the same day. The Dumpsters and Shred Bins will be in place until Thursday or Friday of that week.

### **Bike To Work Day**

Bike to Work Day is on Friday, May 17. We will be handing out snacks and beverages at the beginning of the bike trail just north of the intersection of Dimond and Victor from 6:00-9:00 a.m.

### **OLD BUSINESS**

***Earthquake update.*** The Anchorage School District will do restoration work near the water main break near Bayshore Elementary where our walkway splits to go to the boardwalk

***Water reducing valve update.*** On Monday, March 11, 2019 after 6:00 p.m., Pinnacle installed a water reduction valve. The water hammer problem stopped immediately. More detail is in Maintenance report herein.

***Hot tub repair update.*** The repair is complete. More detail is in Maintenance report herein.

***Pond Lighting.*** Board member Wally Swanson will be contacting our electrical engineer. Wally has a new map of pond. The engineering needs to be completed in order to get a cost estimate and budget. This information will give us a plan with a target year. The Department of Environmental Conservation is okay with our plan so far. The Core of Engineers protocol is to be done at permitting time, wetland is no issue as we are replacing in-kind and so there would be no damage.

***Eagle Scout candidate project (placeholder)***

**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. After seeking Board approval last month, new tables and chairs have been ordered for \$4,589.04. The cost will be born from the 2019 BELC Operating Budget.

**Board of Directors Election in May.** Three board positions are at term end, including Dave Streit (Secretary), Wally Swanson (Treasurer) and Doug Lipinski (Director). Dave and Doug said they will be retiring from the Board. Wally said he would run as an incumbent. Manager Susan is seeking candidates.

## **NEW BUSINESS**

**Aging fire system.** See detail under maintenance report.

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

Respectfully Submitted,

*Lena Mashburn*

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Lena Mashburn, Secretary

*Approved on August 20, 2019*