

**BAYSHORE OWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
August 20, 2019**

BOARD MEMBERS PRESENT

Michael Stahl, President
Kari Miles, Vice President
Lena Mashburn, Secretary
Wallace Swanson, Treasurer
Brian Collier, Director
Doug Steffen, Director
Rich Zitzow, Jr.

BOARD MEMBERS ABSENT

None

STAFF PRESENT

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

HOMEOWNERS/RESIDENTS PRESENT

Trina Campbell
Robert Lloyd
Leon Ayers
Nicole Putnam

GUESTS

Darcy Carney, 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 April 16, 2019
By: Doug Steffen
Second: Wally Swanson
Vote: Motion passed

TREASURER'S REPORT

Second Quarter Compilation, Darcy Carney, CPA, Carney Consulting
Accountants' Compilation Letter
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

Questions generated by financials included why we paid hefty federal taxes in 2018. Board President Michael Stahl and General Manager Susan Jensen will meet with Bayshore's CPA to inquire. The Board was also interested in follow-up on increase in Payroll expenses, legal fees and credit card fees. Overall the income and expenses were within normal parameters.

Later in the meeting there were discussions about setting aside special account to save funds for new fire alarm/sprinkler system.

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 complained about the contractor who plants and maintains the flower gardens in Bayshore. He donated flowers this spring and alleges many disappeared and/or were not planted. The Board suggested that he not donate flowers in the future. Mr. Lloyd also complained about stumps having not been ground in the greenbelt for which he was asked to submit an email with locations.

COMMITTEE REPORTS

Architectural Control Committee

Karen Leszczak, ACC Inspector

August 20, 2019

Business

The ACC forwarded an updated draft of revisions for Community Guidelines that were last updated in 1994. Process for approval will be 1) Board review; 2) Homeowners three-month review; 3) revisions based on Board and Homeowner input; 4) review by Attorney; and 5) Final approval and implementation.

Nicole Putnam attended an ACC meeting and expressed an interest in serving on the committee. She introduced herself to the Bayshore Board of Directors on August 20, 2019, and they appointed her to a two-year term and renewed appointments for additional committee members.

Motion: To appoint Nicole Putnam to a two-year term from August 20, 2019 through May 31, 2021 and to extend TL Stanbro and Teri Stanbro terms from June 1, 2019 through May 31, 2021.

By: Doug Steffen

Second: Brian Collier

Vote: Motion passed

85 Projects Approved / 1 Denied for FY 2019

<u>Breakdown is as follows:</u>		Lawn	1
Addition	1	Other	4
Deck	7	Paint	19
Denied	1	Roof	4
Door	1	Shed	4
Driveway	10	Siding	0
Fence	9	Tree	17
Gutters	0	Walkway	0

Windows 4

YTD Projects Requested 85

221 Violations and Complaints for FY 2019

Breakdown is as follows:

Animal	2
Basket Ball Hoop	0
Business Activity	2
Crime	1
Fence	9
Greenbelt	1
Lawn/Yard Care	54
Mailbox	2
No Approval	12

Noise	2
Other	6
Parking	49
Signs	6
Snow Removal	4
Stored Items	62
Tree Stumps	5
<u>Vehicle</u>	<u>4</u>
YTD Violations & Complaints	221

Requests for resale certificates

Jan-July 2019	17
Jan-July 2018	25

FACILITY REPORTS

Bayshore Owner Association Maintenance Report

Jeff Johnson, Maintenance Supervisor

August 20, 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 expectancies. 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 2018 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.

8/20/2019 update: Door is on order.

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.
- 4) *8/20/2019 update:* Damage to a small section of Boardwalk that got pushed over into a zig-zag pattern was repaired using in-house labor and supplies on hand.

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, 2018, 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) Update 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) Update 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 4/16/2019: A slow leak was discovered in the drain coming from the kitchen subfloor that apparently had 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. TCM returned but determined that we could do for less cost on our own.

Update 6/7/2019: Board member Doug Steffen has been monitoring progress. Doug, staff John Gill and I met with some contractors to determine what it would take to actually remove mold damaged sheetrock and plywood. One contractor wrote, in part:

I have reviewed your project with a couple other guys in the office here. The \$30K budget to replace the gear in the basement is probable best case, but depending of what Chugach and the MOA inspectors come up with for their recommended repairs the repair cost could possible run up to \$60K.

This is a real wild card project that I don't see a simple black and white solution. So, we will not have a clear understanding to the scope of work until we get the other parties involved. We can have Chugach show up for this inspection for no cost, the MOA inspector will have a \$150 inspection cost.

Update 8/20/2019: TCM advised Bayshore Maintenance to vent to the outside. Jeff Johnson added two 20" box fans with filters so that they can be replaced every four weeks so they can trap any mold or dirty air. Doug Steffen: Follow-up should include getting an abatement contractor over to see if it can be sealed.

FIRE ALARM SYSTEM 4/6/2019: This is a new project that was being looked into. We have had several false alarms due to our aging fire alarm system. This was addressed in August 2018 by replacing some heat and smoke sensors for \$1,340; however, the issues have resurfaced. We were unsure what was causing the faulty alarms.

Update 8/20/2019: John Gill worked with McKinley Fire Protection (new company for us) to track down issues with sensors. They replaced a sensor in the hallway in August; however, prior false alarms to fire department caused us to have to pay \$1,500 in fines. The Board discussed future possibilities of an upgrade to system, perhaps in steps in conjunction with MOA. First step is code evaluation.

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.

Update 8/20/2019: Karen Leszczak, our ACC Inspector, who formerly worked in MOA planning will be working with Jeff on finding a lighting solution.

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.

Update 8/20/2019: An old Bayshore Lake study has been located, scanned and sent to Board of Directors for review.

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.

SWIMMING POOL LOWER WALL MATERIAL REPLACEMENT: This project would replace the tile around lower wall around swimming pool. The whole lower level should be replaced at once. This will be a big project as it involves removing sheetrock to look at inside of walls prior to re-rocking and replacing the tile with RFP (reinforced fiberglass product). This is the material we used around the hot tub and in the adjacent storage room.

Update 8/20/2019: I have been calling companies to come out and look at how much it will cost to repair lower areas of wall in swimming pool room where tiles are falling off. After the meeting the Board would take a field trip to see the area of concern.

Miscellaneous projects around the grounds and clubhouse: *Update 8/20/2019*

Flowers were exceptional again this year, using Becky Tischer of Becky's Buds and Blossoms. A part-time staffer has been watering the plants under the direction of Becky. A huge thank you goes out to neighbors Theo and Roselyn Missig, who have allowed us to use their water for the lovely corner garden.

Park bench at top of clubhouse lawn has been refurbished and came out beautiful. It was originally donated by a homeowner.

Benches placed near Bayshore Lake as part of Eagle Scout Project a few years back have been re-varnished.

Fitness Center Door: We were having trouble with the lock in fitness room. Able Locksmith sent a technician who fixed the core of the lock and rekeyed lock so that the master lock and fitness center lock work easily.

Side rail and stairs to playground: Feet that meet concrete have been replaced where needed.

Rotting Eave: There is a rotting eave located on the southeast corner of the Clubhouse where a big LED light is located. A contractor will be coming out to see about replacing as it is too rotted to be repaired.

Fitness Center Equipment: We have regularly scheduled reviews of our fitness equipment. This occurs almost daily by in-house staff and three to four times a year from outside professional. Inspections are noted on a spreadsheet. I found wearing on the leg press during routine inspection and cable; Last Frontier Fitness was called in to replace it.

Curbs Repainted: The curbs in front of clubhouse and parking lines were repainted

Handicap sign replaced: The handicap sign in the clubhouse parking lot was replaced due to wear.

Grounds maintenance

We will be meeting with contractors this fall regarding new or updated lawn proposals for next year for the 13 acres of maintained greenbelt. We have been using Arctic Green for the past three years.

Bayshore Early Learning Center

Lauren Dowd, Administrator

August 20, 2019

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

Larissa McMahill, our new Associate Administrator, is in the process of moving to Alaska from Washington. We are hoping she will be able to join us in early September. Larissa holds a Bachelors in Child Psychology and is just about finished with her Master in Education. We are very excited to have her on board with us here.

Program Update

We are in the process of prepping the classroom and kids alike for the start of the new school year. The BELC is also getting ready for our Fall Yard Sale to continue fundraising for our playground upgrade.

Bayshore Clubhouse Event Report

Glenn Hagberg, Event Manager

August 20, 2019

Events

It has been a very busy wedding season and we are thankful for all of the clients and Bayshore employees that have made this summer a great success. We are booking some great events for the coming months. We have new corporate clients booking networking meetings, holiday parties and more. We have booked a wedding scheduled for July 2021. September looks very strong. We have a wedding booked for Halloween. December 2019 is almost sold out with all of the Saturdays already booked. We still have two Fridays and a couple of Sundays available that month.

Non-owner events	Owner large	Owner small	In-House Association	
March 2017	6	0	18	4
March 2018	3	0	25	4
March 2019	4	0	15	4
June 2018	12	2	6	2
June 2019	15	1	6	2
July 2018	14	0	6	2
July 2019	11	1	7	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.

Spring Yard Sale

The Bayshore Spring Yard Sale was held on Saturday, May 4. This was a banner day for Bayshore. Main Event Catering and Food Truck was parked next to Central Park to feed the Garage 'Salers' throughout the day. There were Rent-a-Cans and a hand wash station located at Central Park and at two other locations elsewhere in the neighborhood. We had more than 70 homes participate. Contributing to the success of this year's Yard Sale was Mears Middle School. They had a Yard Sale/Vendor Sale inside and outside of the school on the same day. They attracted shoppers to our area.

Annual Meeting

Bayshore's Annual Shareholder's meeting was on Monday, May 6. This was a great success with a full crowd to enjoy the meeting, elect new officers, with food, dessert and door prizes.

Big Dumpsters and Shred Bins

The Big Dumpsters were on hand in the parking lot of the Clubhouse for four days starting, Monday, May 6. This was the second year we had 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 were located inside the Clubhouse the same days.

Bike To Work Day

Bike to Work Day was held on Friday, May 17. We handed 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.

Wedding Arbor

John Gill designed and built a cedar wedding arbor for the outdoor weddings. We will be building another, lighter and more portable arbor for use inside during the winter.

Garbage Cans

We have replaced the garbage cans in the event room with ones that also feature black Spandex can covers that make them less obvious. They also feature dollies to roll around the room to easily collect trash and take to the dumpster when needed. This upgrade was the result of a few conversations with local photographers who didn't like having to try to shoot around our other more visible trash cans during weddings and other events.

Trick or Treat in the Heat

The 2019 fundraising effort known as Trick or Treat in the Heat is scheduled for Sunday, September 8 in Bayshore. There will be a kick-off party starting at 4:30 p.m. in Central Park. Trick-or-treating will go from 5:00-7:00 p.m. Wristbands for participants have been sold at the Clubhouse since Thursday, August 15.

Fall Yard Sale

Bayshore's Fall Yard Sale is scheduled for Saturday, September 7. The Fall Yard Sale generally has fewer homes participating than during the Spring Yard Sale but should still have upwards of 50 homes selling their items. We have been signing up homeowners who plan to participate since Thursday, August 15.

OLD BUSINESS

Pond Lighting. A copy of an old Bayshore Lake study conducted by the Municipality of Anchorage has been located. A scanned copy has been sent to Board members for review.

Board of Directors Election in May. The Bayshore Board thanks two retiring members: Dave Streit and Doug Lipinski. They welcome new members Lena Mashburn and Rich Zitzow, Jr. and welcome back incumbent Wally Swanson.

Update: No Outlet or No Exit Sign for Korovin Bay. We have tentative approval from MOA Traffic Engineering to have a no outlet sign at Korovin Bay. A request was made by homeowners as there are several children in the cul-de-sac that play in the short street.

NEW BUSINESS

TOTITH (Trick or Treat in the Heat). Neighbor Trina Campbell is leading the big fall event. She is working with neighbor Robert Lloyd and Bayshore Event Manager Glenn Hagberg to make this year's event a huge success. Focus for planning includes resolving traffic issues.

Pickleball Court. This was on the agenda, but not discussed. It will remain in New Business for September.

MEETING ADJOURNED at 8:48 p.m. by Michael Stahl, President.

Respectfully Submitted,

Lena Mashburn

Lena Mashburn, Secretary

Approved on September 17, 2019
(date)