

**BAYSHORE OWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
September 17, 2019**

BOARD MEMBERS PRESENT

Michael Stahl, President
Brian Collier, Director
Doug Steffen, Director
Rich Zitzow, Jr.

STAFF PRESENT

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

BOARD MEMBERS ABSENT

Kari Miles, Vice President
Lena Mashburn LeRoy, Secretary
Wally Swanson, Treasurer

HOMEOWNERS/RESIDENTS PRESENT

Brian & Beverly McKay

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 August 20, 2019
By: Doug Steffen
Second: Brian Collier
Vote: Motion passed

TREASURER'S REPORT

Collections Report by Ivy Poe, Administrative Assistant

Accounts for four properties were sent to attorney for collection. They received a *demand for payment* letter. As a result, three of the aforementioned reached out to arrange payment plans; total of \$2,395 in back dues. The fourth had not yet to responded with account owing \$2,290.

Ivy reached out to 29 homeowners with balances on their account ranging from \$90-750. Nine homeowners made payment on their account totaling \$2,280. Six payment plans were established.

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.

Budget 2020 item, Susan Jensen, General Manager

The lawn maintenance company who has groomed our 13+ acres of landscaped greenbelt has offered to renew their current contract for an additional two years at no increase. The Board indicated approval to renew the contract.

HOMEOWNER/GUEST COMMENTS

Brian McKay: Mr. McKay renewed a 2017 request for a stairlift or elevator to be installed at the clubhouse. There was much discussion. The topic will be reviewed and followed up with by the Board.

COMMITTEE REPORTS

Architectural Control Committee

Karen Leszczak, ACC Inspector
September 17, 2019

Thirteen tree stumps were lowered to ground level by Bayshore maintenance staff using a chain saw. Neighbor TL Stanbro offered to grind down tree stumps for \$50 each. New ACC Member, Nicole Putnam, suggested contacting Ron Webb Paving and 1-800-Asphalt to obtain bids for bulk discount on driveway replacements.

There have been 96 projects approved and 254 violations and complaints investigated

In Spring 2019, 42 letters were sent out requesting action on projects or violations. As a result from these letters, there were five homes painted; four fence repairs, two driveway replacements; two deck replacements; and one minor exterior repair.

FACILITY REPORTS

Bayshore Owner Association Maintenance Report

Jeff Johnson, Maintenance Supervisor
September 17, 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.

9/17/2019 update: Door is in Anchorage and I went to inspect color, at their request, prior to installation. Color was good and the door will be installed in September.

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 and this has been done. In front of the fans, filters were added so that they can be replaced every four weeks so they are trapping any mold or dirty air.

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.

Update 9/17/2019: Testing in September showed the fire box is the issue at center of false alarms. Fire box was taken off-line during and after testing; *fire watch* was instituted during this process. A fire watch is having a person in building at all times 24/7. Box was repaired and fire watches continued to ensure reliability of system. We are looking into getting replacement box.

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.

Update 9/17/2019: Karen is working with Muni to determine who owns light pole nearest our sign and will then find out how much it would cost to make electricity available.

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.

Update 9/17/2019: One company came out to review. Waiting for estimate.

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.

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.

9/17/2019 update: A new seat is being ordered for a stationary bike. A Landis treadmill main computer mother board failed. We had a backup one and were able to swap out quickly.

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

Update 9/17/2019: Arctic Green will honor current rate to care for our 13+ landscaped common greenbelt that used for last three years, on a contract for services for the next two years.

Bayshore Early Learning Center

Lauren Dowd, Administrator

September 17, 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 17 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 still in the process of waiting on Ms. Larissa to join us in the position of Associate Administrator. We are hoping it will be very soon.

Program Update

The BELC has just completed their fall yard sale and even in the rain had a good turnout. We are a little closer to our goal for the playground! Tuesday, September 10th was the date of our Open House. Staff were very excited to have a night with our families to officially start our new school year! I (Lauren Dowd) posted photos on our Facebook Page and shared a bit about a little something about our evening!

Bayshore Clubhouse Event Report

Glenn Hagberg, Event Manager

September 17, 2019

Events

We continue to book events including both those that are well in the future and even some weddings that have not a lot of lead time. An interesting call I have now received twice from different outside groups is one where they have a film crew coming to town to interview people for a documentary or other film project. They want to use the Clubhouse as the backdrop for the interviews. The first group was going to interview boat captains and other mariners for their project. We were booked on the days they needed the space and couldn't accommodate them. The second is another film group that is interviewing members of law enforcement and is looking for fireplace and wood surroundings as the backdrop for their project. Though we were already booked on two of the three days they were in town, I am confident they will book one day with us in September.

<u>Non-owner events</u>	<u>Owner large</u>	<u>Owner small</u>	<u>In-House Association</u>	
August 2018	7	0	6	2
August 2019	5	1	7	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.

Trick or Treat in the Heat

The 2019 fundraising effort known as Trick or Treat in the Heat was held on Sunday, September 8 in Bayshore in mild temperatures and negligible wind. Based on feedback regarding traffic congestion and safety concerns from past years, we applied for, and received, permits to close Admiralty Bay Drive in front of Central Park. Tip of the cap to the Muni Traffic Department to push the permitting through five separate agencies in three weeks rather than their required four-week lead time.

Our neighborhood coordinator, Trina Campbell, did a great job and together, we will be able to dial the event in for next year. It was such a great afternoon watching neighbors interact with each other as they gathered for the event. Many of the homes along the route went all out with their decorations. Some homeowners who were not on the route handed out candy in the driveways of those on the route who were not participating. Ribbons on mailboxes helped trick-or-treaters identify homes with candy.

The Clubhouse sold almost 350 of the \$12-wristbands for participants. That did not include all of the wristbands sold at local stores where participants could purchase wristbands for any neighborhood that was having an event. Other vendors included a coffee and hot dog station, a group handing out juices and waters, Bosco's with Anchorage Assemblyman John Weddleton handing out comics, Northern Waste with a garbage truck and a dumpster, Bouncin' Bears with two Bounce Houses and Walmart with cases of candy and a sound system. The guy manning the Walmart booth even helped a nearby homeowner with extra candy when she ran out in the first part of the afternoon.

This is a tremendous event and well worth doing. It brings community together and the kids really enjoy it. I know of at least two families that use the event as a birthday party for their kids. One neighbor bought 19 wristbands for the kids attending their child's birthday event.

Fall Yard Sale

Bayshore’s Fall Yard Sale was held on Saturday, September 7. There were about two dozen homes having sales that day, but the weather did not cooperate. Heavy rain dampened the event, though everyone agreed that we needed the rain, just not in the middle of a yard sale.

Fall Wedding Fair

The Fall Wedding Fair will take place on Sunday, October 6 at the Alaska Airlines Center. We will be there with a booth talking to prospective brides and grooms and extolling the virtues of holding their wedding at the Clubhouse. There are two main wedding fairs, or bridal shows, in Anchorage. The next one after this is in January at the Dena’ina Center. These are great opportunities to visit with a target audience and introduce them to our venue.

Halloween Carnival

We are also planning the Bayshore Halloween Carnival which will take place on Thursday, October 24. This carnival, geared to the younger children in the neighborhood is hugely popular and extremely well-attended. We will have games and activities like a fishing pond, face painting, cake walks and more. We will need a number of volunteers to pull this off. I expect we will get some scouts, athletic team members and others to help out.

Holiday Bazaar

We are gearing up for the Bayshore Holiday Bazaar on Saturday, November 9. Registration packets are going out and we expect a great group of vendors and attendees at the is festive annual event. We have a large number of returning vendors and will be reaching out to others to fill out the space. The bazaar is scheduled for the same day as the City Church Holiday Bazaar to take advantage of the increased traffic in the area.

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.

Update on No Outlet sign for Korovin Bay. A “No Outlet” sign has been installed on Korovin Bay.

NEW BUSINESS

Pickleball Court. This was on the agenda, but not discussed.

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

Respectfully Submitted,



Lena Mashburn LeRoy, Secretary

Approved on October 15, 2019
(date)