

**BAYSHORE OWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING MINUTES  
October 15, 2019**

**BOARD MEMBERS PRESENT**

Michael Stahl, President  
Kari Miles, Vice President  
Lena Mashburn LeRoy, Secretary  
Wally Swanson, Treasurer  
Doug Steffen, Director

**STAFF PRESENT**

Susan Jensen, General Manager  
Jeff Johnson, Maintenance Supervisor  
Glenn Hagberg, Event Manager  
Karen, Lesczack, ACC Inspector

**BOARD MEMBERS ABSENT**

Brian Collier, Director  
Rich Zitzow, Jr.

**HOMEOWNERS/RESIDENTS PRESENT**

Ben Sizemore

**GUESTS**

None

**ROLL CALL/DETERMINATION OF A QUORUM**

Michael Stahl, President, called the meeting to order at 7:03 p.m. A quorum of at least four board members was present.

**ADOPTION OF THE MINUTES**

Motion: To adopt the minutes of September 17, 2019  
By: Doug Steffen  
Second: Wally Swanson  
Vote: Motion passed

**TREASURER'S REPORT**

**Collections Report by Ivy Poe, Administrative Assistant**

**Accounts Receivable Owners Aging Report as of October 10, 2019**

|                    |  |
|--------------------|--|
| \$3,600.00         | 40 owners owe for October (Grace period ends on 15 <sup>th</sup> ) |
| 1,610.00           | 9 owners owe for September and October (less than 60 days old)     |
| 4,600.00           | 12 owners 60-90+ days, all have been contacted                     |
| <u>10,717.10</u>   | 8 owners on payment plans  |
| <b>\$20,527.00</b> | <b>Total</b>   |

**Action taken on accounts**

Owners receive friendly phone calls and emails regarding newly past due accounts followed by 30 / 60 / 90-day letters from Bayshore association office; followed by demand letter from attorney when warranted; followed by legal action when other collection efforts have failed.

**Update on accounts who received letter from our attorney demanding payment in full within 30 days or make payment arrangements through our office**

Four accounts were sent to the attorney on 08/27/2019, all four owners have either paid in full or set up a payment plan.

|         |                      |  |
|---------|----------------------|--|
| Owner 1 | past due: \$2,290.00 | paid in full                               |
| Owner 2 | past due: \$1,823.00 | will pay \$200 in addition to monthly dues |
| Owner 3 | past due: \$1,390.00 | will pay \$100 in addition to monthly dues |
| Owner 4 | past due: \$1,145.00 | will pay \$310 in addition to monthly dues |

**HOMEOWNER/GUEST COMMENTS**

**Ben Sizemore:** Mr. Sizemore shared a frustration with how the Architectural Control Inspector handled an issue with a tree that was leaning over the road. The ACC Inspector had reached out to inquire about trimming the tree. A request was made to MOA regarding reviewing all the trees along Admiralty Bay for trimming prior to winter. Unfortunately, when MOA came out, they unceremoniously cut Mr. Sizemore’s tree down without notifying owner. The Inspector apologized for the incident. It was never the intent for the tree to cut down. We, as an organization, will look for ways we can improve communication and intent.

**COMMITTEE REPORTS**

**Architectural Control Committee**

Karen Leszczak, ACC Inspector  
September 17, 2019

**Business**

Electrical contractors were contacted about giving bids to add an electrical outlet to enable lighting of the community board. Unfortunately, it would be prohibitively expensive to add electric access to that corner. The two bids received were for \$4,160 and \$7,871.

**Projects 2019**

|            |    |                               |            |
|------------|----|-------------------------------|------------|
| Addition   | 1  | Other                         | 4          |
| Deck       | 10 | Paint                         | 24         |
| Denied     | 1  | Roof                          | 6          |
| Door       | 1  | Shed                          | 6          |
| Driveway   | 11 | Siding                        | 0          |
| Fence      | 9  | Tree                          | 21         |
| Foundation | 3  | Walkway                       | 0          |
| Gutters    | 1  | Windows                       | 4          |
| Lawn       | 1  | <b>YTD Projects Requested</b> | <b>103</b> |

**Violations / Complaints 2019**

|                   |    |  |            |
|-------------------|----|--|------------|
| Animal            | 2  | Noise                                  | 2          |
| BB Hoop           | 0  | Other                                  | 12         |
| Business Activity | 2  | Parking                                | 72         |
| Crime             | 1  | Signs                                  | 7          |
| Fence             | 10 | Snow Removal                           | 4          |
| Greenbelt         | 1  | Stored Items                           | 74         |
| Lawn Care         | 58 | Tree Stumps                            | 8          |
| Mailbox           | 2  | Vehicle                                | 4          |
| No Approval       | 18 | <b>YTD Violations &amp; Complaints</b> | <b>277</b> |

## **FACILITY REPORTS**

### **Bayshore Owner Association Maintenance Report**

Jeff Johnson, Maintenance Supervisor

October 15, 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.

*10/15/2019 update:* Door replacement is complete at no fee to Bayshore.

#### **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.
- 5) *10/15/2019 update*: Carrie Shivers, Project Coordinator with ASD, contacted our office regarding Bayshore Elementary School. She relayed that Friday and Saturday, October 18th and 19th, contractors with ASD will remove temporary fencing along the walking trail behind the school where a water main broke due to earthquake. They will install new permanent fencing.
- 6) *10/15/2019 update from Board Meeting*: Kari Miles asked that we relay to ASD Project Coordinator that there is a small continuous leak of water continuing in the area. Also, that additional remediation will be necessary in the spring to the greenbelt where ASD or AWWU accessed their water main crossing our greenbelt.

**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.

*Update 10/11/2019:* The fire box has been temporarily repaired. Therefore, the Fire Inspector allowed us to reduce fire watch from 24/7 to having one staff member in office all open hours. Normally Jeff is onsite from 5:00 a.m. open on weekdays, but does maintenance work around the building. Since this requirement went into effect, we have an additional staff person specifically assigned to the office at 5:00 a.m. until office personnel

arrive. The next step is completion of architectural drawings. Once those are complete, we can submit those to fire system companies for them to evaluate a replacement fire box and system.

**HOT TUB PUMP REPLACEMENT (Operations) (new 10/15/2019):** A pump in the hot tub that was installed in March 2019 failed. The warranty was for six months and the failure occurred just 10 days after the expiration. The old pump was made in China. We have ordered a new pump from an American company hoping the materials will last longer. We also plan to inspect the seals prior to six months. It will be installed with in-house labor so there will not be a warranty, but the cost savings over having it installed by hot tub company is substantial. Payment for pump and shipping of approximately \$250 will come from Operations.

**RELIEF DAMPER REPLACEMENT IN HRV UNIT (Operations) (new 10/15/2019):** A air relief damper for the swimming pool HRV unit must be replaced. MacDonald Miller Alaska will do the repair (see Appendix A) Payment of \$1,913 will come 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.

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.

*Update 10/15/2019:* Initial bid to install an electrical box has been received. It is more than \$7,000. Karen is looking into lower cost solutions.

**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 facade, 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.

**Update 10/15/2019:** Jeff has received one bid for FRP for 8' around whole pool area for approximately \$38,000. Jeff is looking into tile as an alternative.

**STAIRLIFT INQUIRY (new 10/15/2019):** At the September 17, 2019 Board meeting two owners appeared to renew a multi-year appeal for a stairlift or elevator to access lower areas of the clubhouse for people who have difficulty with stairs. In September and October inquiries were made to two companies to renew bids from 2017. One company came out to take new measurements and inform us of updated Municipal Regulations and Code Requirements that are substantial. The company representative said the Municipality typically does not approve of stairlifts in commercial settings. This is an ongoing inquiry and we are waiting to hear more from the company representative.

**LIFT (new 10/15/2019):** As opposed to Stairlift, a suggestion at Board Meeting from Wally Swanson was to inquire into a Lift. He will review floor plans to see where a Lift might be feasible.

**CODE SURVEY (new 10/15/2019):** Wally Swanson said he has a contact who may be able to do a code survey of the clubhouse. A code survey is helpful when reviewing any type of modification, maintenance or project with the building. The Board was enthusiastic at getting a survey for a reasonable price.

#### **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 10/15/2019:* Arctic Green will honor our current rate to care for our 13+ landscaped common greenbelt the next two years. At the September 17, 2019 Board meeting, the Board of Directors gave approval to renew the contract.

### **Bayshore Early Learning Center**

Lauren Dowd, Administrator

October 11, 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 currently calling people on the wait list.

#### ***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 in the process of hiring an associate administrator. Previously the job was offered to Mrs. Larissa and although she accepted, she was unable to join us as planned.

### ***Program Update***

The BELC has had a great start to our school year. We are currently getting ready to celebrate Halloween with a dress up week and a pajama party on the 31<sup>st</sup>, with popcorn and a special movie. In the first full week of November we will be having our Usborne book fair. The center gets 50% of sales towards new books which allows us to keep our school library stocked and always changing with new and exciting things!

### **Bayshore Clubhouse Event Report**

Glenn Hagberg, Event Manager

October 15, 2019

### **Events**

We have been booking a good number of events and the end of 2019 will likely be busier than in years past. During September we had three non-homeowner events during the week (Monday, Wednesday and Thursday), which is somewhat unusual. We also had four non-homeowner cancellations in the month which also added revenue from the \$300 non-refundable

deposit/booking fees collected along with 20% of their event fees. These cancellations were made more than 90 days out from the date and homeowner events took their place. October is busy with a lot of homeowner events in addition to the non-homeowner events. We also will be doing a Halloween Carnival event later in the month. The Bayshore/Klatt Community Council meetings will start up again in October after taking the summer off. November and December are looking very strong with bookings.

|                | Non-owner | Owner large | Owner small | In-House Association |
|----------------|-----------|-------------|-------------|----------------------|
| September 2018 | 11        | 0           | 11          | 3                    |
| September 2019 | 9         | 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.

**Fall Wedding Fair**

The Anchorage Fall Wedding Fair was on Sunday October 6 in the auxiliary gym and hallway at the Alaska Airlines Center and organizers say there was a 20% increase in attendees from past years. Next year the event organizers have plans to move the event to the large gym at the Center which will increase booth sizes by a couple of feet each and enable them to add 20 additional booths to the show. I spoke with many prospective brides and grooms and gave tours to some in the days after the show. It was amazing how many couples were there that we have already booked and are already having their weddings at Bayshore. It was good to reinforce their decision and answer additional questions they had during the show. The next Bridal Show is in January and ads targeting vendors for that show are already hitting the airwaves.

**Halloween Carnival**

We have commitments from Boy Scout Troop 129 to provide 10 volunteers to help operate the booths at the Bayshore Halloween Carnival which will take place on Thursday, October 24. We also have five volunteers from a local swim team to help with set up the day before and also help at the Carnival. 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.

**Holiday Bazaar**

We are approaching two dozen vendors to participate in the Bayshore Holiday Bazaar on Saturday, November 9. We have a very nice selection of interesting products being offered by a variety of crafty folks. The bazaar is scheduled for the same day as the City Church Holiday Bazaar to take advantage of the increased traffic in the area. We had the only display ad in the Holiday Bazaar section of the ADN that ran recently.

**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**

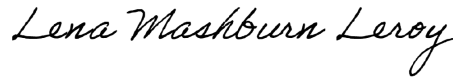
**Pickleball Court.** This was on the agenda, but not discussed.

**Capital Project Committee.** Susan Jensen suggested a revival of the Capital Project Committee to review our big list of projects (proposed and required) and reduce it to a timeline.

**2020 Budget.** A time to meet and review the budget will be circulated by Susan Jensen to Board so they can coordinate when to meet in November.

**MEETING ADJOURNED at 8:20 p.m. by Michael Stahl, President.**

Respectfully Submitted,



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Lena Mashburn LeRoy, Secretary

*Approved on November 19, 2019*