

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

**BOARD MEMBERS PRESENT**

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

**STAFF PRESENT**

Susan Jensen, General Manager  
Jeff Johnson, Maintenance Supervisor  
John Gill, Acting ACC Inspector

**HOMEOWNERS/RESIDENTS PRESENT**

Colleen Bolling

**BOARD MEMBERS ABSENT**

Wally Swanson, Treasurer

**GUESTS**

**Darcy Carney, CPA, Carney Consulting**

**ROLL CALL/DETERMINATION OF A QUORUM**

Michael Stahl, President, called the meeting to order at 7:04 p.m. A quorum of at least four board members was present.

**ADOPTION OF THE MINUTES**

Motion: To adopt the minutes of October 15, 2019  
By: Doug Steffen  
Second: Kari Miles  
Vote: Motion passed

**TREASURER'S REPORT**

Third Quarter Financials were presented by Darcy Carney, CPA, Carney Consulting, including:

- Accountants' Compilation Letter
- 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
- DETAIL of various transaction accounts from January to September 2019

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**

**Colleen Bolling regarding Solarize Anchorage:** Solarize Anchorage is a joint effort between the Alaska Center and the Alaska Center for Energy and Power (ACEP) at the University of Alaska to make residential and small commercial solar photovoltaic (PV) energy systems more accessible and affordable for homeowners and commercial property owners in the Municipality of Anchorage.

Solarize Anchorage brings neighbors together to purchase solar panels as a group to receive discounted rates on panels and installation. It will provide home and business owners less expensive panels by pairing group discount rates with available state and federal incentives. The Solarize program has been widely used in the lower 48. It allows neighbors in specific geographic areas to organize for the collective purchase of solar installation (<https://akcenter.org/climate-clean-energy/solarize-anchorage/>).

Colleen, along with Sandy Gottstein are willing to head up getting information out to community about this opportunity and asked if they would be able to facilitate informational meetings at Bayshore Clubhouse. Individual neighbors would sign with contractors and until they sign there is no obligation to participate.

Motion: To allow use of Bayshore Clubhouse for informational meetings and for Bayshore General Manager to inform neighbors of opportunity.  
By: Brian Collier  
Second: Kari Miles  
Vote: Motion passed

## **FACILITY REPORTS**

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

Jeff Johnson, Maintenance Supervisor

November 19, 2019

#### **Dec 2018 Completed Project**

##### **DOORS:**

Five doors were replaced in the lower level in 2017. An additional swap out men's and women's storage locker doors and lifeguard /toy room door has been completed. The lifeguard door had significant failure around trim area along with chipped tiles, rotted wood, rotted sheetrock, and rust. All the new doors have life very long-life 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 update: 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.

**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.

*Update 11/17/2019:* The pipe work regarding the main water service line was left uninsulated by Pinnacle. Jeff Johnson, Bayshore, contacted them and left a message and no one responded. Jeff went ahead and insulated on his own using black foam pipe insulation and secured snug with electrical tape.

**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.

**RELIEF DAMPER REPLACEMENT IN HRV UNIT (Operations)** 10/15/2019: An air relief damper for the swimming pool HRV unit replaced by MacDonald Miller Alaska. Total of \$1,913 from Operations Budget.

**HOT TUB PUMP REPLACEMENT (Operations)** 10/15/2019: The jets in the main pump for the hot tub that was just installed last 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. A new pump was ordered from an American company hoping the materials will last longer. We plan to inspect the seals prior to six months. It was installed with in-house labor so there is no warranty, but the cost savings over having it installed by hot tub company was substantial. Payment for pump and shipping of \$308.96 came from Operations.

**STAIRLIFT INQUIRY (deemed not feasible):** 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 informed 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. After review, it is conclusive that a stairlift is not a viable option at the clubhouse.

## **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.

**Update 11/19/2019:** Action Environmental submitted a proposal to do minor clean-up and prep of asbestos wallboard near the electrical panels in the mechanical room at a cost of no less than \$1,735 and not to exceed \$2,375. **ACTION:** Move forward with proposal.

**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. We later learned that the sensor in the hallway was not faulty. The false fire alarms were caused by the failure of one of the circuit boards in the fire alarm control box.

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 evaluation a replacement fire box and system.

*Update 11/14/2019:* Architectural drawings were completed and provided on October 16. Proposals for replacement fire alarm system include McKinley Fire Protection \$34,756; GMW Fire Protection \$45,000; and Siemens Fire Protection \$51,624. **ACTION:**

Motion: To approve proposal by McKinley Fire Protection for \$34,756  
By: Brian Collier  
Second: Kari Miles  
Vote: Motion passed

**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.

*Update 11/17/2019:* Proposals received are from Pard LLC \$51,955; R & D Tile \$46,510; and Reliable Renovation \$61,825. **ACTION:** Bayshore Maintenance personnel will do a tile repair to close up area that was previously opened up to look at inside of exterior east wall. Depending on how that goes, additional repair will be made to most severe areas of pool walls where tile is chipping off; i.e. near hot tub and water fountain.

**SOUTH/PICTURE WINDOW WALL IN EVENT ROOM** (*new 11/19/2019*): The wall has loosened itself, possibly from earthquake movement, from the center glulam post giving the wall horizontal support. This has resulted in the wall flexing/moving with either a strong wind or push from somebody. In working with Board Members Doug Steffen and Wally Swanson, along with an outside engineer, Nelson Franklin, a plan was developed to remediate the problem. A 2" x 10" x 20' board will be used to push the wall flush with the glulam post and permanently attached the three with 12" fasteners. This will also be carried out on the other two posts supporting the south wall to prevent them from also working loose. Work is scheduled to begin Monday 11/18 and should be completed by late Tuesday afternoon. Boards, fasteners and sealant are purchased and onsite. Scaffolding is in place and in-house repair is currently under way. Of note: the glulam post is not weight bearing.

#### **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. Lower cost solutions, such as a solar power option are being looked into.

**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.

**LIFT:** At the October 15, 2019, Board meeting, there was a discussion about the possibility of a 'lift' as opposed to stair lift. It takes up less space and can accommodate a wheel chair. It is comparable cost to a stair lift and can be installed in a commercial building. This possibility is being looked into. However, a thorough review of codes and building review must be conducted prior to consideration.

#### **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. The minimum rental for the scaffolding to repair the south wall is for two weeks. Once the wall is corrected, the scaffold will be used in the fixing or replacing the eave.

**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.

**Rails Painted:** All outside metal railings have been painted with black Rust-Oleum Professional High-Performance Protective Enamel.

### **Grounds maintenance**

Arctic Green will honor the 2019 rate to care for the more than 13 acres of landscaped common greenbelt over the next two years. At the September 17, 2019 Board meeting, the Board of Directors gave approval to renew the contract. The contract has been signed by both parties.

### **Bayshore Early Learning Center**

Lauren Dowd, Administrator

November 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 18 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.

### ***Program Update***

The BELC has just finished with our parent teacher conferences this past week and they went very well! The BELC's next big thing is the Thanksgiving Celebration Luncheon. We are excited to celebrate with the families and enjoy getting to eat lunch and talk with our families getting to know them better.

## Bayshore Clubhouse Event Report

Glenn Hagberg, Event Manager

November 19, 2019

### Events

October 2019 had twice as many income producing events than the same month a year ago. November looks to be twice as strong as last year. And December is set to be similar to last year and twice as busy as the previous two Decembers.

	Non-owner	Owner large	Owner small	In-House Association
October 2018	3	0	25	4
October 2019	5	1	17	3

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.

### Halloween Carnival

The Bayshore Halloween Carnival which was held on Thursday, October 24 was a rousing success by every measure. We had more than 175 come through the doors in a two-hour period. There were games and activities like a fishing pond, face painting, cake walks, popcorn activity, worms in dirt station and more. Huge thanks go to Rachel Kemp and her daughter Hannah as well as Hannah's swim team mates from the YMCA. We also would like to thank former Cub Scout leader Kevin Thomas. He got a couple of Boy Scouts to operate a couple of the stations. When his other volunteers didn't show up to help, Kevin jumped in and ran the fishing pond game for the duration of the carnival. Early Learning Center employee Karen offered to help after she got off work in the preschool and took over the bowling game booth. Staff member John Gill also filled in on two booths as did staff member Chris Victor. We literally could not have pulled this off without the help we got. Again, tremendous thanks to those who helped.

### Holiday Bazaar

The Bayshore Holiday Bazaar was held on Saturday, November 9. Nearly 30 vendors set up booths in the Clubhouse and visitor traffic was high throughout the day. Though we choose to schedule the Holiday Bazaar on the same Saturday as the City Church Bazaar, this year, that bazaar was moved to Changepoint Church. The increased traffic could be attributed to the social media posts on various sales Facebook pages, the Bayshore Facebook page, the Bayshore Klatt Friends and Family Facebook page, neighborhood emails, posts on Nextdoor.com, the reader board, physical signs on the roads leading to Bayshore, and even the only display ad in the Holiday Bazaar section of the ADN that ran in October. Bayshore neighbor Kris Rickard operates the Boom Ba Laddy's food truck and was parked out front that day serving up breakfast and lunch for vendors and attendees.

### New Years Eve Party

The next event on the schedule is the annual Bayshore New Years Eve party on Tuesday, December 31, 2019. More info on this fun family event will be shared soon.

## OLD BUSINESS

**Capital Project Committee.** Last month, 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.

**ACTION:** Susan will meet with Maintenance and a few Board Members to go over the big maintenance list. Additionally, One-item Executive Board Meetings will be revived to address single-action items.

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

## NEW BUSINESS

*None*

**MEETING ADJOURNED at 8:33 p.m. by Michael Stahl, President.**

Respectfully Submitted,

*Lena Mashburn Leroy*

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Lena Mashburn LeRoy, Secretary

Approved on January 21, 2020  
(date)