

**BAYSHORE OWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
January 21, 2020**

BOARD MEMBERS PRESENT

Michael Stahl, President
Kari Miles, Vice President
Wally Swanson, Treasurer
Brian Collier, Director
Doug Steffen, Director

STAFF PRESENT

Susan Jensen, General Manager
Jeff Johnson, Maintenance Supervisor
Karen Lesczac, ACC Inspector
Glenn Hagberg, Event Manager
John Gill

BOARD MEMBERS ABSENT

Rich Zitzow, Jr., Director
Lena Mashburn LeRoy, Secretary

HOMEOWNERS/RESIDENTS PRESENT

Robert Paczan
LC Smette

GUESTS

None

ROLL CALL/DETERMINATION OF A QUORUM

Michael Stahl, President, called the meeting to order at 7:05 p.m. A quorum of at least four board members was present.

ADOPTION OF THE MINUTES

Motion: To adopt the minutes of November 19, 2019
By: Doug Steffen
Second: Kari Miles
Vote: Motion passed

TREASURER'S REPORT

2020 Draft Operations Budget was reviewed; the Board declined to move forward until all Board members can review the final document and two members were not present.

Action: Email the draft budget to all Board Members for review.

2019 Projects Paid for with Operation Funds document was reviewed (HOA \$35,335.14 and BELC \$6,558.69). It was given for consideration to approve movement for the projects listed using funds from Board Designated Dues Savings.

Action: The Board referred the document to Darcy Carney, CPA, for review and advice.

Key Accounting Processes (2016) was reviewed for accuracy and update. Kari Miles offered some suggestions that will be incorporated.

Action: Review and incorporate suggestions; send to Darcy Carney, CPA, for review; and bring to February Board meeting.

Financial documents are on file at the Association office and owners are welcome to make an appointment with the General Manager to review and discuss.

HOMEOWNER/GUEST COMMENTS

LC Smette: Mr. Smette thanked the Board, General Manager, and staff for their service and good work on behalf of the community. He suggested with tax time coming up that we bring in the shredding bins.

Action: The Board agreed that bins would be helpful to owners. Shredding bins will be made available at Bayshore Clubhouse from February through early May.

COMMITTEE REPORTS

Architectural Control Committee Report

Karen Lesczack, ACC Inspector
January 21, 2020

Discount paving offer. Ron Webb Paving offered a discount based on square footage. Owners must agree to have work completed within the same time frame. A deposit is required amounting to half the estimate. Estimates can be performed in June and work can be completed in August.

Action: The Board reviewed and approved a draft letter to owners.

Community Guidelines draft. An updated draft of the Community Guidelines was reviewed. The old guidelines were approved in 1994. The new draft removes outdated provisions and updates new situations.

Action: The Board requested a side-by-side comparison of draft revisions versus original document.

Project Review Requests in 2020: None

11 Violations or Complaints in 2020:

- 1 basketball hoop
- 1 non-approval
- 2 other
- 5 parking
- 2 stored items

FACILITY REPORTS

Bayshore Owner Association Maintenance Report

Jeff Johnson, Maintenance Supervisor
January 21, 2020

2020 Projects Completed

SOUTH/PICTURE WINDOW WALL IN EVENT ROOM: This project began in November 2019. The back wall loosened itself, possibly from earthquake movement, from the center glulam post giving the wall horizontal support. The result was the wall flexing/moving with either a strong wind or other hard push. 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 used to push the wall flush with the glulam post and permanently attached the three with 12" fasteners. This would also be carried out on the other two posts supporting the south wall to prevent them from also working loose. Work began in November and continued through January 2020. Of note: the glulam post is not weight bearing.

1/21/2020 Project complete. Scaffolding dismantled, waiting for pick-up Arrowhead Scaffold. Outside wall is done. We had to pull insulation and sheetrock from inside beam; open up and repair. All work was done in-house.

2020 Projects in Progress

EARTHQUAKE RELATED (Placeholder for spring 2020). In spring, we will follow-up with Anchorage School District regarding reparation to Bayshore greenbelt for equipment that travelled over the greenbelt with special permission after a watermain ruptured post Nov 30, 2018, 7.1 earthquake. Their work continued into fall of 2019.

FIRE ALARM SYSTEM: This project began in April 2019. We had 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 continued as the source of faulty alarms remained elusive and we were fined \$1,500 by the fire department. In September we learned the fire box was the center of the false alarms. The box was temporarily repaired, but a replacement was required. Once Architectural drawings were complete, we were able to seek estimates. Proposals for replacement fire alarm system include McKinley Fire Protection \$34,756; GMW Fire Protection \$45,000; and Siemens Fire Protection \$51,624. In November, the Board of Directors approved the bid by McKinley Fire Protection.

Of note: During the project, a storage unit will need to be secured to hold storage items that are currently located in the upstairs closet, subfloor and hallway closet. After the fire system is in place, these areas will need sheetrock before any storage items are put back in.

Update 1/21/2020: McKinley submitted plans to the Municipality and are waiting to hear back.

SWIMMING POOL LOWER WALL MATERIAL REPLACEMENT: Started in 2019, this project will replace the tile around lower wall around swimming pool with tile or RFP (reinforced fiberglass product). This is the material we used around the hot tub and in the adjacent storage room. By November, we had three proposals: 1) Pard LLC \$51,955; 2) R & D Tile \$46,510; and 3) Reliable Renovation \$61,825. As part of the review process, I opened up two holes in the east wall so that companies could see inside. We learned that prior to any tile work on the east wall, the concrete foundation wall may need repair. *Update 1/21/2020:* I closed up the holes on the east wall and replaced some of the tiles on the west side near the water fountain. More tiles need to be replaced near the water fountain as tiles in that location continue to fall off. A review of the foundation issues must wait until spring.

LIGHTING FOR COMMUNITY SIGN: This project began in 2019, looking into the possibility of providing electric to the area including a light to shine on the sign. A roof was added over the top of the sign in anticipation of adding lighting. The electric solution proved too expensive, with estimated costs of over \$7,000. *Update 1/21/2020:* I am currently working with Lime Solar on providing a solution for around \$1,000.

Possible or Proposed near future projects

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. An old Bayshore Lake study was 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/ELEVATOR: 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. An architectural as-built was done in late 2019 that will help determine a location possibility.

Miscellaneous projects around the grounds and clubhouse

- New keys to BELC locks in kitchen; complete as of 1/21/2020
- Carpet replaced in office mail room; complete as of 1/21/2020
- Boiler room mold abatement project from 2019. Sheetrock in place including mini-door for future access; complete as of 1/21/2020
- Hot tub circulation pump replaced, complete as of 1/21/2020
- Replace wood (worn) where men sit in sauna; in progress
- Replace bolts on outdoor benches so they are flush with wood, pending
- Video security system, additional video storage capacity, pending
- Eave repair on SE roof of event room, pending for Spring after snow melts

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.

Bayshore Early Learning Center

Lauren Dowd, Administrator

January 21, 2020

Enrollment

Full-Day Preschool Program (Dragonflies Age 3-4)

The Preschool Dragonfly classroom currently has 9 of 10 students enrolled.

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 staff is preparing for the AAAYC (Anchorage Association for the Education of Young Children) conference that we attend every year for learning and training to better ourselves as teachers. The children are getting ready to start preparing for Valentine's Day Party starting with the arts and crafts!

Bayshore Clubhouse Event Report

Glenn Hagberg, Event Manager

January 21, 2020

Events

November 2019 was strong with almost twice the income producing events than the same month a year ago. December was similar to same month the year before. We did have new corporate clients this year that we expect to return in 2020. We have been booking events and July already has 10 events scheduled. We have two Saturdays and one Friday left in July 2020. August is also particularly strong at this point in the year. There are eight bookings already scheduled in August, and that number will go up soon. At this point, we also have three bookings for 2021.

	<u>Non-owner</u>	<u>Owner large</u>	<u>Owner small</u>	<u>In-House Association</u>
November 2018	1	4	13	1
November 2019	8	1	13	3
December 2018	12	1	13	4
December 2019	9	4	14	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.

New Years Eve Party

The annual Bayshore New Years Eve Party was a huge success again. More than 150 homeowners, their children and their guests came by the Clubhouse for food, dancing, and fun. Event Manager Glenn was running around making sure everything was going well. General Manager Susan greeted people at the door and checked them in as bid them farewell as they left. Event Monitor Ilse filled in wherever and helped immensely. The snow melted the day before so the sledding hill was not able to be used.

Anchorage Wedding Fair

The Anchorage Wedding Fair is Sunday, January 19 at the Dena'ina Center and is the largest show of its kind in Alaska. Bayshore has a booth and we will be talking to brides and grooms about the Clubhouse being the perfect venue for their special day. About 40% of all engagements take place between Thanksgiving and Valentine's Day. And about 17% occur on the same 10 days of the year. This show is smack dab in the middle of engagement season.

Superbowl Party

The next event on the schedule is the annual Superbowl Party for Bayshore neighbors. Make plans to pop in on Sunday, February 2 to root on your favorite team. We will have some food as part of a potluck event. There are going to be multiple screens to watch the game.

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.

NEW BUSINESS

Executive Meeting on Projects. The Board will meet in executive session on Wednesday, January 29, 2020, in part one of two discussion on projects.

ACTION: They Board requested 1) an updated big project's list; and 2) a list of recommended projects for 2020.

MEETING ADJOURNED at 8:46 p.m. by Michael Stahl, President.

Respectfully Submitted,

Lena Mashburn Leroy

Lena Mashburn LeRoy, Secretary

Approved on February 18, 2020