

**BAYSHORE OWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
February 18, 2020**

BOARD MEMBERS PRESENT	STAFF PRESENT
Michael Stahl, President	Susan Jensen, General Manager
Kari Miles, Vice President	Karen Lesczack, ACC Inspector
Lena Mashburn LeRoy, Secretary	John Gill, giving Maint Report for Jeff Johnson
Wally Swanson, Treasurer	
Brian Collier, Director	GUESTS
Doug Steffen, Director	Darcy Carney, CPA, Carney Consulting
Rich Zitzow, Jr., Director	
HOMEOWNERS/RESIDENTS PRESENT	
DeAnn Buckwalter	Cathy Kelly
Amy Dunlap	Camilla Prosser
April DuClos	Jeremy Price
Betsy Douds-Paczan	Robert Paczan
Brent Dunlap	Sophia Paczan
Jim Drake	Rob & Ginger Rogers
Jim Gray	Stephanie Rogers
David Hayes	Aaron Sperbeck
Amanda & Jessie Janes	Lorne Smette
Amy Jeter	Robert & Crissy Stech
Michael Jordan	TL & Terry Stanbro
AnEva Kimble	

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 January 21, 2020
 By: Doug Steffen
 Second: Wally Swanson
 Vote: Motion passed

TREASURER'S REPORT

2019 Year End Review

Darcy Carney, CPA, of Carney Consulting, LLC, gave a report for Fiscal Year 2018 that included information in the following reports:

- Accountants' Compilation Letter
- Statement of Financial Position – Comparative

- Statement of Activities – Comparative
- Statement of Activities – by Class
- Budget vs. Actuals – HOA
- Budget vs. Actuals – BELC
- Supplemental Cash Report

2020 Draft Operations Budget

Motion: To adopt draft Operations Budget for 2020
 By: Kari Miles
 Second: Wally Swanson
 Vote: Motion failed

Discussion. The draft 2020 budget had four sections (1. Operations, 2. Early Learning Center, 3. Board Designated Dues Savings and 4. Projects) that came out with an overall profit. However, the Operations Budget not balanced without reference to the Board Designated Dues Savings* amounts and for that reason the Board did not pass the Operations Budget.

*The Board Designated Dues Savings represents a portion of the dues collected; \$15 per month per household that goes into savings.

HOMEOWNER/GUEST COMMENTS

Robert Paczan: Mr Packzan shared concerns about the initial draft of updated Community Guidelines. He invited numerous homeowners to attend the meeting. There was an extended open forum on the topic between the Board and attendees. The Board members assured that this is the start of the process. A new pared down draft will be out at next Board meeting.

COMMITTEE REPORTS

Architectural Control Committee Report

Karen Lesczack, ACC Inspector
 February 18, 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. The Board reviewed and approved a draft letter to owners asking for anyone interested to let Karen know and she will pass their contact info to the contractor.

Community Guidelines draft. Last month the Board saw a first draft of proposed revised Community Guidelines. The old guidelines were approved in 1994. They asked for a side-by-side comparison to be available at the February Board Meeting of proposed revisions and original document. However, based on comments by the community at large and the Board, a new draft will be made that closely mirrors the current guidelines with as few changes as possible.

2 Project Review Requests in 2020:

- 1 Driveway
- 1 Lawn

16 Violations or Complaints in 2020:

- 1 Animal
- 1 Basketball hoop
- 1 Non-approval
- 2 Other
- 8 Parking
- 2 Stored items
- 1 Vehicle

FACILITY REPORTS

Bayshore Owner Association Maintenance Report

Jeff Johnson, Maintenance Supervisor

February 18, 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. *Update 2/18/2020:* Did not hear back from Solar. Bid from ANC Renewable Energy Systems came in at \$3,449.49.

FLOOR DRAIN IN BOILER ROOM (*new 2/13/2020*): There is a newly discovered hole in the four-inch floor draining in the boiler room. It must be repaired or replaced. It will involve demolition and repouring of concrete. Brian was shown the area on 2/13/2020. Klebs, Circle and Pinnacle will submit estimates.

HRU EXHAUST VENT (*new 2/13/2020*): The housing for the heat recovery unit has been deteriorating for several years and needs replacement with stainless steel. Replacement of the exhaust vent, door and floor is in progress. The cost will be under \$900 with in-house labor.

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 bolts on outdoor benches so they are flush with wood, pending
- Video security system, additional video storage capacity, pending
- Eave 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

February 18, 2020

Enrollment

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

The Preschool Dragonfly classroom currently has 1 of 10 students enrolled. We are full!

Full-Day Pre-Kindergarten program (Grasshoppers Ages 4-5)

The Pre-Kindergarten Grasshopper classroom currently has 18 of 18 students enrolled. We are full!

Before-After Program (Butterflies Grades K-1)

The Before-After Care currently has 12 of 12 students enrolled. We are full!

Staff Update

We are in the process of hiring an associate administrator or part- time helpers.

Program Update

The staff just finished with our annual AAEEYC conference and it was amazing. We learned so many wonderful new things! We are looking forward to next year.

Bayshore Clubhouse Event Report

Glenn Hagberg, Event Manager
February 18, 2020

Events

January events kept the momentum going from the Holiday season. We have been booking many events, primarily for summer 2020. July and August are particularly busy and nearly sold out on the weekends. We are already booking Holiday parties in December and now have four bookings for 2021.

	<u>Non-owner</u>	<u>Owner large</u>	<u>Owner small</u>	<u>In-House Association</u>
January 2019	5	0	12	2
January 2020	7	0	12	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.

Anchorage Wedding Fair

It was a very well-attended event at The Anchorage Wedding Fair, Sunday, January 19 at the Dena'ina Center. We made many good contacts with prospective brides and grooms and met with, and booked, a number of clients from the show. We are always happy to run into brides and their families who we already have on the books and answer additional questions they had after booking the Clubhouse.

Superbowl Party

We had a nice crowd show up on Superbowl Sunday for a neighborhood party. Food was served and folks liked the ability to watch the game on one of the three screens set up for the big game.

Website Update

We are continuing the update of the Bayshore website. This new version will make much more sense and be user and mobile friendly with specific areas that visitors can click on based on whether they are homeowners, renters or those interested in the Learning Center. There will be appropriate and specific topics and features in each of those categories as well as general information about the neighborhood, calendars, contact and employment information, upcoming events and more.

New Photo Book

A photographer who does work at Bayshore periodically has gifted us with a wonderful hard bound photo album comprised of images taken at the Clubhouse at weddings he and his company have shot. It is an impressive book and brides love looking at the possibilities when considering Bayshore as their wedding venue.

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 Projects. The Board met in Executive Session on January 29, 2020, in part one of two discussions to take place on projects. They had on hand 1) an updated big project's list; and 2) a list of recommended projects for 2020.

Shredding Bins. At January's Board Meeting, owner Loren 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 semi-annual shredding bins now instead of waiting until the spring Big Dumpster in May. The Board agreed that bins would be helpful to owners. Shredding bins were in place at the Clubhouse at the beginning of February will be made available at through early May.

NEW BUSINESS

None

MEETING ADJOURNED at 9:20 p.m. by Michael Stahl, President.

Respectfully Submitted,



Lena Mashburn LeRoy, Secretary

Approved on March 17, 2020