

**BAYSHORE OWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
March 17, 2020**

Via FreeConferenceCall

BOARD MEMBERS PRESENT	STAFF PRESENT
Michael Stahl, President	Susan Jensen, General Manager
Kari Miles, Vice President	Karen Lesczcek, ACC Inspector
Lena Mashburn LeRoy, Secretary	Jeff Johnson, Maintenance
Wally Swanson, Treasurer	
Brian Collier, Director	HOMEOWNERS/RESIDENTS PRESENT
Doug Steffen, Director	Robert Paczan
Rich Zitzow, Jr., Director	

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 February 18, 2020 as revised
By: Doug Steffen
Second: Wally Swanson
Vote: Motion passed

TREASURER'S REPORT

- No financials

HOMEOWNER/GUEST COMMENTS

Robert Paczan: Mr. Paczan shared concerns in February about the initial draft of updated Community Guidelines. He said that he reviewed the newest draft on guidelines and he was very much impressed. He wanted to thank the ACC Committee for the efforts they put forth as he observed there were a lot of modifications from the original document. Board President Michael Stahl thanked him for those comments.

COMMITTEE REPORTS

Architectural Control Committee Report

Karen Lesczcek, ACC Inspector
March 17, 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 last month asking for anyone interested to let Karen know and she will pass their contact info to the contractor.

Karen reported verbally to the Board that she currently has 26 requests and neighbors were happy to receive the information about paving.

Community Guidelines draft. Draft Community Guidelines are being reviewed by the Board. They are not yet ready for owner review and comment period. The Board mentioned they would like more information about benefits or detractions of short-term vacation rentals such as VRBO and Airbnb. This is a big topic in owner associations nationwide.

4 Projects approved in 2020:

- 2 Driveways
- 1 Lawn
- 1 Paint

31 Violations or Complaints in 2020:

- 1 Animal
- 1 Basketball hoop
- 1 Business activity
- 2 Lawn care
- 1 Non-approval
- 3 Other
- 17 Parking
- 4 Stored items
- 1 Vehicle

FACILITY REPORTS

Bayshore Owner Association Maintenance Report

Jeff Johnson, Maintenance Supervisor

March 17, 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. Mitigation to continue Spring 2020.

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 regarding status of permit.

SWIMMING POOL LOWER WALL MATERIAL REPLACEMENT: Started in 2019, this project would 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 Lime Solar. Bid from ANC Renewable Energy Systems came in at \$3,449.49. *Update 3/17/2020:* Suggestion by Jeff that we wait until summer for action on solar and seek additional bid. In the meantime, we can ask the Muni to install an extra light arm to the existing pole on the intersection and that will also help with lighting if they will do it.

FLOOR DRAIN IN BOILER ROOM (new 2/13/2020): There was a newly discovered hole in the four-inch floor drain in the boiler room. It needed repair or replacement. It will involve demolition and repouring of concrete. Brian was shown the area on 2/13/2020. Klebs, Circle and Pinnacle were to submit estimates.

Update 3/17/2020 discussion: Drain Master came out and found there is about six to 12 inches into the drain there is a 90-degree angle and then there is an additional angle after that. They would have to demo out the first bend to see exactly what is going on in our existing cast iron line. There is a 4" initial 90-degree elbow and a second bend reduces to 2". This is incorrect plumbing. They cannot give an accurate estimate without seeing past the second bend.

Motion: To approve a \$5,000 budget to get demo work done
By: Doug Steffen
Second: Wally Swanson
Vote: Motion passed

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. *Update 3/17/2020:* This project was completed with in-house labor and materials for about \$900.

Possible or Proposed near future projects

Men's Locker Room Drain

Men's locker room has floor drainage issue. Only one out of four drains freely. Unfortunately, the other three are going to take demolition of tile and concrete floor to repair according to plumber. It could be a possible T section that is corroded. It has been this way for a long time so it is not an emergency; however, it should eventually be addressed.

On April 20 2017 Drain Masters came out for an onsite visit and reported:

Upon arriving found three floor drains in men's locker room was draining slow. Was able to put water down any three drains and they'd all back up same time. Found there all tied in and its one clog affecting all three drains. Found one drain had a 90-degree elbow at bottom and another had tee at bottom. Neither had p-trap. Third drain did however have p-trap but if i snake from drain with p-trap snake goes through drain with tee and comes over to drain with elbow. Camera inspected from drain with p-trap and found camera goes 2' and comes up to a 90-degree elbow with water. Re-camera inspected from tee back towards drain with p-trap and found at 4' line comes to standing water with another elbow. Found it is a p-trap that is not exposed above ground. Also found blind tee that is right in between both p-traps that are 2' apart from each other. Was unable to get any auger through p-trap that is not exposed and was also unable to get snake down blind tee. Tried snaking from floor drain with tee and with p-trap. Was unable to get line draining better. Still drains slow.

Recommended digging p-trap that isn't exposed and also getting access to blind tee to install cleanout. Quoted client \$7,500 to dig all three drains and install p-traps to all three and expose cleanout.

Update 3/17/2020 Discussion: Waiting on final estimates as we revisit this issue for repair during shutdown of pool. Doug Steffen will work with Jeff to review bids and advise. Susan will forward bids to all.

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. *Update 3/17/2020:* Research into this issue showed that an elevator would be a structural change that would take away square footage from the early learning center if put in now. It could be a part of future upgrades of the building in the future, but not feasible at this time.

EVENT ROOM WALLS *(new 3/17/2020)*: The Board discussed with Jeff doing something to lighten the wood in the event room, especially the lowest six feet. They felt replacing the wood in the event room would be too expensive. They discussed hiring a designer to look at the narrow issue of what the event room and inside entrance could look like and then make improvements with that plan in mind. Wally will look into a designer.

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
- 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.

Update 3/17/2020: The Board thanked Jeff for keeping the sledding hill and trails maintained for homeowner's use during pandemic social distancing.

Bayshore Early Learning Center

Lauren Dowd, Administrator

March 17, 2020

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 full!

Before-After Program (Butterflies Grades K-1)

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

Staff Update

Ms. Jannexsa is coming back to join us she was here a couple years ago and had to leave us for family reason. We are very excited to have her here part time. Ms. Nicole will also be joining us part time. She has a love for children and is excited to see do this will be a good career path for her. We are ecstatic to say we are now fully staff.

Program Update

We are working with the parents as we prepare to have our before and after school care kids for another week of their spring break. We are taking extra precautions to make sure that our children and staff are staying safe and healthy. We are also working on preparing for our end of the year activities.

We are taking extra precautions in response to COVID-19 pandemic.

Bayshore Clubhouse Event Report

Glenn Hagberg, Event Manager

March 17, 2020

Events

February and March are traditionally slow months of events occurring, but not slow months when it comes to booking events. We have filled up our summer months with many weddings and other events. July is particularly busy with every Friday, Saturday and Sunday in the month booked. We also have a few midweek events that month.

Considering the current events, we have cancelled all of the remaining events in March due to Covid-19, none of which are large, non-homeowner events. We will reassess April's bookings as the days progress. If there is any silver lining in the current situation, it is that this pause comes at a time before our busy summer season. As of this writing, I have moved one wedding in June to late August by request, and cancelled homeowner small events for the remainder of the month. The Bayshore Klatt Community Council Meeting on March 25 has been changed to a conference call meeting.

EVENTS	Non-owner	Owner large	Owner small	In-House Association
February 2019	1	0	16	5
February 2020	5	0	12	8

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.

Rescheduled and Cancelled Events

We have had one postponement due to the Covid-19 threat. Other events scheduled after the middle of May have not reached out at this point to reschedule or cancel. I anticipate an increase in postponements, and will attempt to accommodate anyone who wants to move their previously scheduled date if they feel the need to.

The Anchorage School District has made adjustments to their spring break schedule. We have a Home School Prom scheduled for April 18 and expect that event to be cancelled or rescheduled based on ASD's crisis plan. May is graduation month and we will see what happens as we get closer to that month.

OLD BUSINESS

Solarize Anchorage update. Susan Jensen attended the information meeting at Bayshore Clubhouse on March 10. A contractor chosen by a selection committee of neighbors living in the Bayshore Klatt Community Council, met with owners interested in getting solar panels. Two future meetings set for Bayshore Clubhouse were cancelled but could be rescheduled online.

Fire system update. Included in Maintenance Report.

NEW BUSINESS

Response to COVID-19 pandemic. On Saturday, March 14, Susan Jensen, General Manager had extensive discussion with the Board of Directors. The consensus was to take actions to protect the owners, clients and staff. Those initial measures went in an email to the Association on March 14 and included:

Pool and Fitness Center Closure

Starting Sunday, 3/15/2020

- Pool: The pool was going to close for the month of April for numerous repairs. We will close now so those repairs can begin early. It will remain closed through April 30.
- Fitness Center: We will close the fitness center to reduce exposure of people to one another at least through March 31

Event Room Closure

Starting Sunday, 3/14/2020

- There are no large events scheduled for the rest of March. No new rentals or usage of the room will occur at least through March 31
- Small free events by neighbors are cancelled at least through March 31

Bayshore Early Learning Center Spring Break

Week of March 16, 2020

- BELC will remain open for extended spring break. However, this is developing situation and continued care will depend on updates from government in the coming days.
- We urge parents to keep children at home

Limited Office Hours

Starting Monday, 3/16/2020

- The office will be open from 7:00 a.m. to 6:00 p.m. Monday through Friday and closed on Saturday and Sunday at least through March 31.
- Please conduct business via phone and email and limit office visits. You may drop off checks in the drop-box just inside the door.

Board Meeting

Tuesday 3/17/2020 at 7:00 pm

- The Board meeting will take place via phone conference. More information to follow via email on protocol to participate in the meeting.

Subsequent emails went out of Monday, March 16 and on Tuesday, March 17. The last email contained information on how to participate via phone at the Board Meeting that same evening at 7:00 p.m. with further emails to follow in the weeks ahead to keep neighbors abreast of the situation as regards to our Bayshore community.

Michael Stahl thanked Susan for taking wonderful precaution and jumping on the situation as it blind-sighted our society. That the Board really appreciated her efforts and encouraged her to continue to monitor and react. They also reflected that they wanted our Bayshore staff to keep our community connected.

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

Respectfully Submitted,



Lena Mashburn LeRoy, Secretary

Approved on April 21, 2020