

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

Via Zoom

BOARD MEMBERS PRESENT	STAFF PRESENT
Brian Collier, President	Susan Jensen, General Manager
Aaron Sperbeck, Vice President	Jeff Johnson, Maintenance
Lena Mashburn LeRoy, Secretary	Karen Leszczak, ACC Inspector
Wally Swanson, Treasurer	
Bruce Bookman, Director	HOMEOWNERS/RESIDENTS PRESENT
Desiree Cronin, Director	Kari Miles
Rich Zitzow, Jr., Director	Lorne Smette
	Taylor & Stephanie Burgess

ROLL CALL/DETERMINATION OF A QUORUM

Brian Collier, President, called the meeting to order at 7:00 p.m. A quorum of at least four board members was present.

ADOPTION OF THE MINUTES

Motion: To adopt the minutes of May 19, 2020
By: Wally Swanson
Second: Desiree Cronin
Vote: Motion passed

TREASURER'S REPORT

General Manager Susan Jensen reported that Bayshore received a Small Business Administration Payroll Protection Program loan. The loan designed to provide a direct incentive for small businesses to keep their workers on the payroll. SBA will forgive loans if all employees are kept on the payroll for eight weeks and the money is used for payroll, rent, mortgage interest, or utilities. The loan amount approved and received by Bayshore on Thursday, April 14, 2020, was \$124,200.

The loan, at the time of application, was designated to run for eight weeks of expenses. The funds were used only for payroll and all with an eight-week period. Alaska USA is not yet accepting forgiveness of loan applications. There has been some talk of businesses whose loans were under \$150,000 might be forgiven without all the paperwork.

As part of COVID relief, the Bayshore Early Learning Center received a grant of \$14,000 and is slated to receive more grants in the future.

The Board of Directors held a Budget and Forecasting Meeting on August 5, 2020, where they heard ideas on using spreadsheets for forecasting remaining budget within the current year. We heard an excellent presentation from Mike and Kari Miles. Susan Jensen reported that she passed the information to Bayshore's CPA, Darcy Carney, and they will be looking at this process together. Kari gave an update that the version of QuickBooks that Bayshore is using has budget and forecasting units.

HOMEOWNER/GUEST COMMENTS

Lorne Smette. Mr. Smette experienced difficulty with technology related to the Zoom meeting. He asked that the following concerns be shared in the minutes of the meeting. Below are his concerns as well as responses by Susan Jensen, General Manager, that he received by email in follow-up.

1. I would like to request that any future meetings during this COVID period have an alternative way to verbally hear the meeting such as a telephone access.

RESPONSE: There is a phone option to attend any Zoom meeting. In this case, the phone number was published in the email that went to neighbors and was printed on the packet of material for owners to pick-up at the clubhouse prior to the meeting. I made sure the phone number option worked prior to the meeting by calling it and making sure anyone using the number could connect. All meetings will continue to have a phone option.

2. Financials should be available during each meeting to keep Homeowners aware of financial conditions. None in this August 18, 2020 meeting.

RESPONSE: Some aspects of financials are typically at meetings. The August meeting had no printed financials, but did include verbal updates on state of cash and an update on the use of the Small Business Administration PPP loan. Our CPA appears at meetings quarterly and at the annual meeting.

3. Allow Homeowners to have 5 Minutes to address issues.

RESPONSE: Lorne, you logged into the meeting early saying hello to the group. A few minutes later, about five minutes into the meeting, Board President Brian Collier asked if any homeowners would like to share. He waited through a minute of silence and asked again, and no one responded. It is unfortunate that you missed the normal time to share while having issues with connectivity. If you had the phone number you or anyone should have been able to call in prior to close of the meeting at 7:46 p.m. Glenn at the Clubhouse would be happy to help you here on site, if you'd like, at our next meeting in September.

4. I would like to respectfully put in writing the above email and the 3 requests that I would have stated at the August 18, 2020 meeting that I could not participate in. This needs to be stated in the Minutes of the August 18th, 2020 meeting word for word. Period.

RESPONSE: Your comments will be included in the August minutes, as requested.

COMMITTEE REPORTS

Architectural Control Committee Report

Karen Lesczack, ACC Inspector

August 18, 2020

Business. At least 20 driveways were repaved by Ron Webb Paving this summer. There has been an increase of barking dog complaints. It is likely these are due to more people staying home and within hearing of the noise.

Community Guidelines draft. The draft is temporarily on hold.

<u>Projects Approved / 0 Denied 2020</u>		<u>Violations and Complaints 2020</u>	
11	Decks	5	Animal
1	Door	2	BB Hoop
17	Driveways	1	Business Activity
11	Fences	2	Crime
1	Foundation	1	Fence
2	Lawn	8	Lawncare
2	Mailboxes	11	No Approval
6	Other	3	Noise
31	Paint	17	Other
3	Roof	56	Parking
3	Shed	17	Signs
3	Siding	14	Stored Items
15	Tree	2	Tree Stumps
1	Walkway	1	Vehicle
5	Windows	<u>140</u>	Total
112	Total		

FACILITY REPORTS

Bayshore Owner Association Maintenance Report

Jeff Johnson, Maintenance Supervisor

August 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.

HRU EXHAUST VENT (new 2/13/2020): The housing for the heat recovery unit was deteriorating for several years and needed 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. *Update July 2020:* Jeff replaced both motors and blower fans and it is much quieter.

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 2019, the Board of Directors approved the bid by McKinley Fire Protection.

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

Update 4/21/2020: The permit was approved by the Municipality. McKinley Fire has partial completed installation. Work is stalled until additional parts arrive and work will resume shortly.

Update 5/19/2020: The fire system installation is 99% complete and they are doing a few finishing touches. Staff has gone through training.

Update 8/17/2020: The fire system along with final recommendations by the Fire Department are complete. Cost with change orders total: \$33,838.71.

FLOOR DRAIN IN BOILER ROOM (new 2/13/2020): There was a newly discovered hole in the four-inch floor draining in the boiler room. It required repair or replacement. It would involve demolition and repouring of concrete. Board member Brian Collier was shown the area on 2/13/2020. Klebs, Circle and Pinnacle were to submit estimates. Update 3/17/2020 Discussion at Board Meeting: Drain Master came out and found there was 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 was a 4" initial 90-degree elbow and a second bend reduces to 2". This was incorrect plumbing. They could not give an accurate estimate without seeing past the second bend. Therefore, the Board approved \$5,000 to get the initial demo work done.

Update 4/21/2020: The Board reviewed new information by email. Drain Masters had opened up the P-Trap in the pit where the camera had gotten stopped before (final cost \$4,842.50). When they put the camera down the remaining piping toward the main line, they found it was damaged to the point that it needed to be replaced. The cost would be another \$6,000 included in an estimate, for a total cost of \$10,842.50 (see Minutes of Bayshore Board meeting, April 21, 2020, Attachments 1 and 2).

Motion via email 3/23/2020 and confirmed at Board Meeting 4/21/2020:

Motion: To approve the estimates from Drain Master for a total of \$10,842.50
By: Doug Steffen
Second: Brian Collier
Vote: Motion passed

Update 5/19/2020: Work complete for quoted price of \$10,842.50

Men's Locker Room Drain

Men's locker room had long-standing floor drainage issue. Only one out of four drained freely. Unfortunately, the other three were going to take demolition of tile and concrete floor to repair according to plumber. It was possibly a T section that was corroded. It has been this way for a long time so was not an emergency; however, it needed to be addressed. History and resolution below.

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: The Board waited on final estimates as they revisited this issue for repair during shutdown of pool. Board Director Doug Steffen offered to work with Jeff to review bids and advise. Susan would forward bids to all.

Update 4/21/2020: This project was discussed by the Board via email. Specifically, whether to get a new bid from Drain Master which would require camera work that would cost \$678. Video findings are only good for six months so a new video would have to be obtained if we planned to move forward with project.

Motion via email 5/12/2020 and confirmation at 5/19/2020 Board Meeting:
Motion: To approve the estimates from Drain Master for a total of \$9,850
By: Wally Swanson
Second: Kari Miles
Vote: Motion passed

Update 8/18/2020: Project complete for \$9,850.

Pool Main Drain Line (new 5/19/2020)

Update 8/17/2020: Jeff installed a butterfly valve in the main drain line and that allows him to drain the pool entirely from the main drain. Previously, the pool only drained halfway down and then a sump pump had to be used to drain the rest and it took three to four days. Once the butterfly valve was in place, the pool could be drained in one day. Project complete with parts from Chester Pool Systems with in-house labor for \$1,345.

2020 Projects in Progress

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 summer at least.

EARTHQUAKE RELATED: *Update 5/19/2020:* Earthquake related cracks have been found in the lower level of the clubhouse: 1) Two cracks above the entry door to the women's locker room; Cracks in the ceiling above the women's toilet near the corner in the shower room; and 3) Two cracks in the pool area on the northeast and southeast corners. An estimate has been requested. *Update Aug 2020:* Jeff will be contacting ASD and/or AWWU to inquire about repair to greenbelt for damage that occurred as a result of equipment that travelled over the greenbelt with special permission after a watermain ruptured post Nov 30, 2018, 7.1 earthquake.

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:* Suggest 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. *Update 4/21/2020:* A request to install additional arm to existing light pole has been submitted to the Municipal Street Lighting Department.

POOL COLUMN DEGRADATION (new 5/19/2020)

On April 21, 2020, Dale McCoy, P.E. performed a visual inspection of the columns in the pool area of the Bayshore Clubhouse building. The columns showed signs of extensive corrosion and it is his recommendation that they be replaced no later than the end of 2021 (see Minutes of Bayshore Board Meeting, May 19, 2020, Attachment 1).

Motion at Board Meeting on 5/19/2020

Motion: To approve up to \$2,000 for an engineering design by Dale McCoy, P.E.
By: Kari Miles
Second: Brian Collier
Vote: Motion passed

Update 8/18/2020: Engineering design expected on or about Friday, August 21, 2020.

BOILER REPLACEMENT (new 8/18/2020)

On July 24, 2020, two pinhole gas leaks were discovered. Enstar responded. They reported that the leaks were not dangerous, but enough to smell. They marked the place and then opened a hood to alleviate the smell. Same morning a repairman from MacDonald Miller Alaska came over to investigate and make repair. After spending several hours, the tech shut off the boiler due to safety issues. The boiler is at life end at 35+ years and must be replaced.

Bids have been sought from MacDonald Miller Alaska, Pinnacle Mechanical and Mainline Mechanical for the Board to review.

Discussion at Board Meeting 8/18/2020: There was a robust discussion about the boiler and possible solutions. Ultimately the Board decided that Bayshore should hire its own Mechanical Engineer to determine the boiler needs of the clubhouse. Rich Zitzow suggested a Bayshore neighbor who is a professional boiler installer come see the boiler and give his advice. Susan Jensen will contact an engineer recommended by Wally Swanson.

Possible or Proposed near future projects

REHABILITATION OF POOL DRAIN LINES (new 4/21/2020): An estimate from Drain Master on 3/31/2020 covers rehabilitation of the pool drain line and 2" line in the wall; rehabilitation of the 4" cast iron drain line leading from the pool to the drain pit in the mechanical room. Rehabilitation of the 2" line located in the wall. The product carries a 50-year limited warranty against materials and installation. They recommend using trenchless technology to permanently rehabilitate the existing sewer line to prevent future corrosion, deterioration, and root infiltrations. The bid is for \$10,751.25, but gives a discount of \$4,425 due to work already being conducted in the mechanical room, for final total cost of \$7,502.25 (see Minutes of Bayshore Board Meeting, April 21, 2020, Attachment 3). No action taken or planned for the near future.

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 2018, 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): At the March board meeting, 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 would 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, complete 4/21/2020
- Eave on SE roof of event room repair complete with in-house labor 7/15/2020
- Emergency exterior exit from swimming pool; stairs replaced with boards salvaged during replacement of boardwalk and with in-house labor. Stair stringers purchased from Lowes for \$19.97 and with additional treated wood from SBS for \$143.31
8/18/2020
- Concrete repaired on west exterior clubhouse stairs by in-house labor and concrete supplies that were in inventory in *8/18/2020*
- Numerous beetle-killed trees have been removed from the greenbelt with in-house labor *this year*.
- Downed birch tree in Bayshore greenbelt bordering Resolution Pointe Subdivision was removed by in-house labor *8/18/2020*

Grounds maintenance

Arctic Green has honored the 2019 rate to care for the more than 13 acres of landscaped common greenbelt in 2020 and 2021. At the September 17, 2019 Board meeting, the Board of Directors gave approval to renew the contract.

Bayshore Early Learning Center

Lauren Dowd, Administrator

August 18, 2020

Program Update

We started our summer program up on May 18th and everything has been going smoothly this summer! We are now preparing for the school year and what that might look like with our Before and After School care program. As of right now we are working on hiring someone that will be with them all day and provide the support they need to complete any school work they need as well as be here as they go to and from their ZOOM classes at home.

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 and Ladybugs Ages 4-5)

The Pre-Kindergarten Grasshopper classroom currently has 15 of 18 students enrolled.

Before-After Program (Butterflies Grades K-1)

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

All openings we currently have are in the process of being filled, I have called people on the wait list and am awaiting responses. I anticipate being at 100% capacity.

Staff Update

New Teacher: In June we welcomed an additional teacher, Rickey Mason. “Mr. Rickey” is finishing up his Bachelor’s Degree in Education and has been working in Early Childhood Centers since 2015. He has acted as a volunteer for group sports, as a tutor and is a Veteran. He is teaching our Ladybug Class and is a great asset to our team.

Resignation: It is with a heavy heart that I (Lauren Dowd) have submitted my resignation. I want to thank all of you for your support and growth you have provided me with these six years. I am going to miss this center and these people, but I am excited to see what God has in store for me in my journey to help the next center.

Going Forward: The General Manager of Bayshore Owners Association, Susan Jensen, will step in temporarily as BELC Administrator. She has 15 years’ experience as a large private school administrator, 1 year as charter school head, and was originally hired by the Bayshore Board of Directors to hold both the position of homeowner association general manager and early learning center administrator. Under her direction and support we became accredited in 2012. She holds qualifications to fill the role that satisfies both Municipal licensing and our NAEYC accreditation (National Association for the Education of Young Children). Susan holds a Bachelor of Business Administration from Alaska Pacific University and Master of Public Administration from University of Alaska.

Bayshore Clubhouse Event Report

Glenn Hagberg, Event Manager

August 18, 2020

Events

We have had most summer clients either postpone or cancel their weddings/events because of COVID-19. We have also been able to book new clients for dates further in the future including in 2021 and 2022. With recent mandates requiring a four-week reset limiting gatherings indoor to 15 guests, August events have all been cancelled or postponed.

EVENTS	<u>Non-owner</u>	<u>Owner large</u>	<u>Owner small</u>	<u>In-House Association</u>
June 2019	15	1	6	2
June 2020	7	0	1	2
July 2019	11	1	7	0
July 2020	6	0	2	0

There were a number of walk-throughs/tours/site inspections and more during April that are not included in the above numbers.

Rescheduled and Cancelled Events

Clients are predictably uncertain whether local mandates regarding gatherings will interfere with their events and have opted to push their nuptials to a later date. The clients who have had to cancel their events because of the pandemic cite travel restrictions, quarantines, testing difficulties and other reasons for their decisions.

Yard Sales

The Spring Yard sale was cancelled because of COVID-19. The Fall Yard Sale scheduled for September is also cancelled.

TOTITH

Trick or Treat in the Heat (TOTITH) has been cancelled. It was scheduled for Sunday, September 13.

Events Still On

I am hopeful that the local municipality mandates limiting indoor gatherings to 15 people will be loosened or eliminated starting in September. We don't have a large number of events scheduled in September because of the pandemic, but October's schedule is looking good with all five of that month's Saturdays and one Friday still booked. We will see how things go as we get closer to October.

OLD BUSINESS

Fire system update. Included in Maintenance Report.

Update on response to COVID-19 pandemic. Updates are being sent to Bayshore neighbors by Susan Jensen to keep them apprised of the latest information coming out and what is being done here to protect neighbors and staff. The clubhouse, early learning center and office are complying with mandates.

2020 Annual Meeting: At the annual meeting in June held on Zoom, some officers retired and others were elected. A big thank you goes to retiring members, Kari Miles (16-year member); Michael Stahl (12-year member); and Doug Steffen (4-year member) for their long-terms of service and dedication to their neighbors as members of the Board. Newly elected members in include Desiree Cronin, Aaron Sperbeck and Bruce Bookman. Bruce is returning to the Board after serving previously several years ago. Brian Collier was re-elected and will serve as Board President. The new Board is:

Brian Collier, President
Aaron Sperbeck, Vice-President
Lena Mashburn, Secretary
Wally Swanson, Treasurer

Bruce Bookman, Director
Desiree Cronin, Director
Rich Zitzow, Jr., Director

NEW BUSINESS

Boiler Replacement. Covered under Maintenance Report.

MEETING ADJOURNED at 7:46 by Brian Collier, President.

Respectfully Submitted,



Lena Mashburn LeRoy, Secretary

Approved: September 15, 2020