

**BAYSHORE OWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
September 15, 2020**

Via Zoom

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

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 August 18, 2020
 By: Wally Swanson
 Second: Brian Collier
 Vote: Motion passed

TREASURER'S REPORT

General Manager Susan Jensen gave an update on the Small Business Administration Payroll Protection Program loan that Bayshore received in May. The loan was 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 has received special COVID-19 relief grant funds of \$81,485; \$56,745 from State of Alaska and \$24,740 through United Way. With incoming sources from three divisions (dues, events, and early learning center), when one is suffering such as events, the other two revenue streams have helped keep our finances weather the storm.

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 thanked the Board and staff of Bayshore for their continued dedication and service to the neighborhood. He had a few questions regarding the finances that were answered at the meeting under the Treasurer’s Report.

COMMITTEE REPORTS

Architectural Control Committee Report

Karen Lesczack, ACC Inspector

September 15, 2020

Business. Our Association is aging and some big homeowner improvement items need to be addressed by owners. Last year we sent out letters in the fall asking neighbors to address certain larger projects by this fall. As you can see from the number of driveways and painting of homes, many people made improvements to their home. Addresses being complied for 2021 suggested big projects (i.e. painting, fences, roofs, driveways, etc); keeping in mind that many owners took care of big projects this year. Letters will be mailed to owners.

Location of potholes sent to MOA Street Maintenance for action.

Community Guidelines draft. The draft is temporarily on hold.

<u>Projects Approved / 0 Denied 2020</u>		<u>Violations and Complaints 2020</u>	
13	Decks	5	Animal
1	Denied	2	BB Hoop
2	Door	1	Business Activity
19	Driveways	2	Crime
12	Fences	1	Fence
1	Foundation	8	Lawncare
2	Lawn	16	No Approval
2	Mailboxes	4	Noise
8	Other	20	Other
35	Paint	66	Parking
4	Roof	22	Signs
3	Shed	20	Stored Items
3	Siding	3	Tree Stumps
20	Tree	1	Vehicle
1	Walkway	171	Total
6	Windows		
132	Total		

FACILITY REPORTS

Bayshore Owner Association Maintenance Report

Jeff Johnson, Maintenance Supervisor

September 16, 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.

Update 9/14/2020: A small area near floor was left open by contractor and must be closed up with a removable cover. Jeff has contacted the contractor.

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

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. *Update 9/15/2020:* Jeff contacted AWWU. They said they would make some phone calls. Jeff got in touch with John Kaiser who was involved a few years ago when AWWU did a water main update in the neighborhood a few years back. He will come over for a site visit.

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. *Update 9/14/2020:* Street Maintenance reported to Karen Leszczak, Bayshore ACC Inspector, that the request was submitted to the contractor in June to install the arm. Timeline for actual installation is uncertain.

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 were 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.

Update 9/15/2020: Mechanical Engineer Gregory Jernstrom was hired by Bayshore as suggested at the board meeting in August. He provided information to the contractors for Bayshore's specific needs. Subsequently, we received updated proposals from three firms to replace the boiler: MacDonald Miller, Pinnacle, and Main Line. He advised that each firm was capable and that we could reasonably go with the lowest bid. The Board acted on the lower proposal that came in from Main Line Mechanical. Mr. Jernstrom also advised that it would make sense to replace our 13-year-old boiler at this time. Main Line's water heater proposal was also the lowest cost.

Motion: To approve the proposals from Main Line Mechanical for two boilers for \$78,822 and for a new water heater for \$12,951 for a total of \$91,773.
By: Wally Swanson
Second: Rich Zitzow
Vote: Motion passed

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 fascia, 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.

GRAVEL PATH TO POND FROM MARATHON/SLEEPING LADY (new 9/15/2020). Next spring the packed gravel pathway needs a little extra material and repacking.

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

Kim Carlson, Administrator

September 15, 2020

Program Update

Hello, my name is Kim Carlson; I joined this wonderful team on September 10th. I am married, have four young adult children and two amazing grandchildren. We have resided in Anchorage for 25 years and have been extremely involved in the community in several capacities. My first two days were spent observing the dynamics of the center and meeting all the incredible students and families. I will be working with the families of our school age children to implement a full day program for those that would benefit from this option. There is also a need to hire a full-time Pre-K teacher. We are advertising in several venues for this position. Due to ASD being online, UAA students who normally spend their practicum hours in public schools will be joining us for a few hours a week. Hopefully we may find our teacher among these qualified students.

Enrollment

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

Due to the many changes in people's daily lives, there are some opening in the Dragonflies classroom. We have been in contact with those on the waiting list and should have our class roster full by the end of the month.

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

The Pre-Kindergarten Grasshopper and Ladybug classroom currently has 13 students enrolled. We will be moving up some of our older Dragonflies to fill these spots, again allowing more children from our waiting list to join the Dragonfly classroom.

Before-After Program (Butterflies Grades K-1)

The Before-After Care currently has 10 of 10 students enrolled. We are full!

Staff Update

For the next couple of weeks, I will be spending a lot of time in the classroom, helping to fill in for the vacant preschool teacher position and with the school age children. The staff has been so helpful in showing me "the ropes". Susan and Ivy, our dynamic office administrative team, will be helping to run the business side of things while we all settle into the new school year.

My best wishes go to Lauren Dowd as she pursues a new position. I have heard incredible things about her and her time here. I know she will do well in her new job.

Going Forward

Many parents have asked about our swimming time. We are actively looking for a life guard and hope to back in the pool very soon.

Bayshore Clubhouse Event Report

Glenn Hagberg, Event Manager

September 15, 2020

Events

Because of local authorities' recent mandates limiting gatherings to 15 guests during August 2020, all of our booked events had to cancel, postpone or move their events to the Mat-Su Valley. Late August mandates increased indoor gathering size to 30 guests beginning September 1. How long that mandate will stay in place, be loosened or tightened remains to be seen as of this writing. All of our large September events have been cancelled or postponed. We do have a number of October weddings and events still on the calendar as we await updated mandates.

We have been booking a few weddings for late 2020, in 2021 and even a couple for 2022.

EVENTS	<u>Non-owner</u>	<u>Owner large</u>	<u>Owner small</u>	<u>In-House Association</u>
August 2019	5	1	7	2
August 2020	0	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.

Cancelled Bayshore Events

Trick or Treat in the Heat was cancelled by the organization. We have cancelled the Bayshore Fall Yard Sale; the Holiday Bazaar; the Bayshore Halloween Carnival; and the Bayshore New Year's Eve Party. After that, the next potential cancellation is the Bayshore Superbowl Party in early February.

Fall Wedding Show and Anchorage Wedding Fair

The Fall Wedding Show originally scheduled for October 4 has been cancelled. It was going to be held at the Alaska Airlines Center and that location is being used for pandemic response.

The Anchorage Wedding Fair scheduled for Sunday, January 17 at the Dena'ina Center is still on the calendar but this event may also be postponed in the months to come.

In response to the Fall Wedding Show cancellation, a group of local wedding vendors is organizing a virtual wedding show that is planned for late October or early November. It looks to be a two-hour event and I am participating and supporting the effort. More details on that as they become solidified.

Covid Guidance

We have put together a two-page document to give to brides and other event hosts that details basic CDC safety tips and suggestions as well as what we are doing regarding COVID-19 safety. The document will change based on updated mandates.

OLD BUSINESS

Boiler Replacement. Covered under Maintenance Report.

NEW BUSINESS


Boiler Replacement. Covered under Maintenance Report.

Major Equipment Annual Inspection. President Brian Collier suggested to Jeff Johnson that we have annual inspections/cleanings to major equipment such as boilers, water heater, and more. Jeff will set up written schedule.

2021 Budget. Susan will include Admin Assistant Ivy Poe in preparing the draft 2021 Budget for Board review. This will be Ivy's first time learning the process. Cross-training such as this is part of our succession planning and making sure we have redundancies and back-ups in place.

MEETING ADJOURNED at 7:39 by Brian Collier, President.

Respectfully Submitted,



Lena Mashburn LeRoy, Secretary

Approved on October 20, 2020