

Alaskan Bay Owners Association, Inc.
P. O. Box 220012
Anchorage, AK 99522-0012

Minutes of Jan 16, 2006
Board Meeting

Attendees: Jordan Wiess, Cathy Poulos, Gary Rogers, Todd Loudon , Marie Steele

Board Members absent: George Ives, Jim LaBau

Quorum

- ? Jordan Wiess opened the meeting a 7:08pm and established a quorum with a minimum of 3 board members present.

Approval of minutes

- ? The minutes of the December 2005 Board meeting were reviewed.

Motion to accept the December 2005 minutes as corrected.

Moved by Cathy, seconded by Gary. **Carried**

President's Report

BAYSHORE DRIVE RECONSTRUCTION

- ? Reconstruction of Bayshore Drive 65% design drawings available for review.
- ? Bayshore Drive drawings on MOA website <http://www.crweng.com/bayshore/>

BAYSHOREWEST SUBDIVISION ROAD IMPROVEMENT (RID)

- ? Project engineers will hold a public open house at Bayshore Elementary, Thursday, March 9, 2006 at 7 p.m.
- ? When homes are sold, 110% of Bayshore West Subdivision RID assessment (not to be confused with Bayshore Drive Reconstruction which has no assessment) will go into escrow with Title Company until property is assessed. Owner of record at time of vote to accept reconstruction of subdivision roads is responsible for assessment. An assessment beyond 110% of estimated costs at time of vote will require a second majority vote of homeowners. An assessment of less than the 110 % in escrow from Seller will be returned to Seller.
- ? President Jordan Wiess will draft a letter explaining assessment process for inclusion in resale certificate.

Motion to accept the President's report.

Moved by Cathy, seconded by Gary. **Carried**

Treasurer's Report

- ? Original payments are starting to show up from owners whose checks were lost in the mail
- ? Request to pay accountant \$261.00

Motion to clarify that if bills are included in budget, do not need line by line board approval of payments.

Moved by Cathy, seconded by Jordan. **Carried**

- ? Tract I value increased from \$153,000 to \$178,000.

Motion to accept the Treasurer's report.

Moved by Cathy, seconded by Jordan. **Carried**

Grounds Committee

- ? Chairman Jim LaBau absent -Report sent to Jordan
- ? Ground contract for mowing has expired
Discussion: Next regular meeting discuss bidding 2006 contract

Motion to accept the Ground's report.

Moved by Cathy, seconded by Gary. **Carried**

Architectural Control Committee (ACC)

- ? No news to report

Vehicular Control Committee (VCC) Report

- ? No snowmobile activity this year
- ? Enstar van parking in street, by house rules must be parked in driveway unless someone complains, then must be parked out of sight in garage
- ? Parking on Bettles still a problem, difficult for cars to get through

Welcoming Committee

New homeowners received welcoming letters and gift certificates:

- ? 3101 Admiralty
- ? 10210 Jackpot

Website

- ? Move to new server is complete
- ? Posted minutes to be compiled into single documents by year to conserve space
- ? Post road reconstruction drawings as they become available

Old Business

- ? Need projection screen for annual meeting
- ? Bayshore Elementary School library has been booked for annual general membership meeting, 7 pm. February 8.
- ? Property Management – send Brooks a request for proposal
- ? Tract I survey – moved to spring/annual picnic

New Business

- ? MOA Residential Parking Ordinances
 - ? Cars parked on street more than 24 hrs Monday-Friday call APD Hotline
 - ? Cars blocking snow removal call 343-8277
 - ? ROW Enforcement can put up barriers so parking is only allowed on one side of street
 - ? Municipal Code 9.30
 - ? Todd will send courtesy letter to Enstar van reminding them to park in driveway
 - ? Provide MOA contact information in next newsletter

- ? Tract I Taxes
 - ? Need proof of intent not to develop, keep as park-like area
 - ? Appeal due approximately February 8, 2006
 - ? Was there a resolution by Board not to sell property
 - ? Resolution is problematic because Board cannot make decision to sell or not sell; need 2/3 vote of Homeowners

Next Meetings

- ? Annual General Membership Meeting 8 February, 2006
- ? Newly elected board will determine date of next board meeting during AGM.

Motion to adjourn.

Moved by Gary, seconded by Cathy. **Carried**

Meeting adjourned 8:15 pm.

**Alaskan Bay Owners Association, Inc.
P. O. Box 220012
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**Minutes of Feb 8, 2006
Annual Membership Meeting
Held at Bayshore Elementary School Library**

Membership Quorum

Jordan Wiess opened the meeting a 7:10pm and established a membership quorum with a minimum of 1/10 of the membership in person or proxy with 16 owners attending and 18 proxies.

Board of Directors Roll Call

President Jordan Wiess
Vice President Cathy Poulos
Treasurer Gary Rogers
George Ives

Proof of AGM Notice

Postmarked notice available for review.

Approval of minutes

? The minutes of the January Board meeting were reviewed.

Motion to accept the January 2006 minutes.

Seconded & Carried.

President's Message

- ? ABOA Purpose: Obligation & responsibility to:
 - ? Diligently enforce Covenants, Conditions, and Restrictions
 - ? Collect necessary assessments
 - ? Maintain common areas
 - ? Maintain safety, quality of life, desirability, and values of association
- ? Board of Directors
 - ? Elected by membership to 2-yr term
 - ? Governs the affairs of Association
- ? ABOA Officers
 - ? President, Vice President, Secretary, Treasurer
 - ? Appointed by Board of Directors, 1-yr terms, serve at pleasure of Board
 - ? A membership-elected Director can be an Officer, but Officer does not have to be a Director
- ? 2005 Accomplishments
 - ? Bayshore Drive Reconstruction
 - ? Rejected redesign of Bayshore & 100th intersection redesign which would of significantly impacted homeowners in Whale Bay Circle
 - ? Advised increased safety zone at Bayshore Elementary
 - ? Provided comments concerning drainage behind homes on Eaglek Bay Circle
 - ? Bayshore West RID
 - ? Working with CRW & MOA design engineers regarding homeowners concerns
 - ? Advised traffic calming at Eshamy school crossing

- ? Picnic/Block Party
- ? Constructed Tract L pathway
- ? Refurbished Bayshore West signs
- ? Installed Dog scoop station at Mears Middle School
- ? Increased annual dues

Discussion: Homeowner Bridges wanted to take opportunity to recognize Jordan Wiess' leadership

Treasurer's Report

- ? Each month Treasurer gives Board snapshot of financials
- ? All 2006 dues are in with exception of two properties
- ? Collected \$650 in late fees
- ? One property had \$125 credit from last year overpayment
- ? \$80 for room rental for tonight meeting
- ? 2005 Budget
 - ? \$18,799 Budgeted
 - ? \$34,474 spent, using reserves
 - ? Tract I taxes
 - ? MOA was studying wells in South Anchorage as part of ground water arsenic evaluation - found abandoned well in Tract I which triggered tax bill
 - ? MOA advised to get plat note added to existing plat, however not feasible because cost is \$5,000-\$10,000 and usually only done on property transfer
 - ? Board hired legal council, \$2,000-\$3,000 in lawyer fees will save same amount each year in taxes
 - ? Deadline is Feb 13
 - ? \$100 to appeal
 - ? *Discussion: In 1998 2/3 of membership voted to maintain Tract I in park-like setting*
- ? 2006 Budget
 - ? Build reserves back up
 - ? Income \$38,750
 - ? Budget \$31,395
 - ? Repair of Rockwall deferred from 2005 because of Bayshore Drive intersection uncertainty
 - ? Re-landscape under ABOA signs
 - ? Establish master plan for Tract I
 - ? Additional community dumpsters in fall for leaves, in addition to Spring Clean-up
 - ? Budget posted on website

Motion to accept the Treasurers Report.

Seconded & Carried.

Architectural Control Committee (ACC)

- ? Large projects will generally require:
 - ? Debris bins
 - ? Construction vehicles removed in timely manner
- ? High quality architectural shingles (40 & 50 year) comparable to cedar shakes
 - ? Landmark & Malarky shingles have been approved for use
- ? Moose protection (long term) defined as commercially available green metal screen or green plastic net using commercially available green metal or plastic stakes
- ? Ongoing issue of trashcans left at curb longer than 24 hours. Municipality can fine homeowners.

Motion to accept the Architectural Report.

Seconded & Carried.

Vehicular Control Committee (VCC) Report

- ? 72-hr rule: Recreational vehicles must be removed from subdivision for a period of 48 hours
- ? MOA 24-hr rule: no parking on street over 24-hrs except weekends

Discussion: Several members brought up parking problems with green house on Bettles (3089 Bettles Bay); multiple vehicles; cars blocking thru traffic; etc.

- ? Cars parked on street more than 24 hrs Monday-Friday call APD Hotline
- ? Cars blocking snow removal call 343-8277
- ? Regulation for Emergency vehicles cars must be parked 10 feet from centerline
- ? ROW Enforcement can put up barriers so parking is only allowed on one side of street
- ? ROW Enforcement Officer 343-8419
- ? Traffic Control 343-8490
- ? Street Maintenance 343-8277

Discussion: Provide comments on Bayshore RID to widen Bettles Bay Loop

Discussion: Black car at 3160 Admiralty, eyesore at entrance to subdivision

Motion to accept the Vehicular Report.

Seconded & Carried.

Grounds Committee

- ? Ground contract for mowing has expired
- ? Addition of trail into Tract I
- ? Long range planning for Tract I

Discussion: Homeowner Bridges requested BOD formally recognize Jim LaBau's service to the homeowners of Bayshore West.

Motion to accept the Ground's report.

Seconded & Carried.

Welcoming Committee

- ? 13 new owners
- ? RID assessments are posted on ABOA website <http://www.aboa.org>

Elections

- ? Write-in Bruce Rogers
- ? Cannot split officer position between husband and wife (or two people)
- ? 2 Board seats up for election
 - ? Cathy Poulos re-elected
 - ? Marie Steele elected

Property Management

- ? ABOA Board was directed at 2005 Annual meeting to pursue property management options.
- ? Board has authority to hire property management firm without vote of general membership.
- ? Board has defined levels of management:

Level 1 Minimal Private Management Involvement

1. Homeowners and ABOA Board will act as the eyes and ears of the Association.
2. Violations of Bylaws, CC&Rs, and house rules will be reported to the management company by phone or e-mail from the homeowners or the Board.

3. The management company will act on all Architectural and Vehicular violations with letters to the homeowners, levying and processing fines, and pursuing any additional action as outlined by the Board, up to and including liens and foreclosure procedures.
4. The management company will conduct **seasonal** drive-thru inspections (i.e. Spring and Fall) to report and enforce house rules such as Christmas light removal.
5. The management company will attend all ABOA Board of Director meetings, including the Annual General Meeting. (up to 12 meetings per year)
6. The management company will be involved in all contracting that the ABOA engages in.

Level 2 Intermediate Private Management Involvement: In addition to the services provided for minimal involvement the following additional tasks will be required:

7. The management company will conduct **monthly** drive-thru inspections to report and enforce house rules.
8. The management company will coordinate, print, and ensure delivery of all newsletters, flyers, and notifications to the ABOA membership.

Level 3 Maximum Private Management Involvement: In addition to the services provided for minimal involvement the following additional tasks will be required:

9. The management company will conduct **weekly** drive-thru inspections to report and enforce Bylaws, CC&Rs, and house rules.
10. The management company will complete all accounting transactions for the ABOA, up to and including:
 - ? Invoicing of annual dues
 - ? Collection of dues
 - ? Payment of all bills
 - ? All banking requirements
 - ? Compilation and distribution of resale certificates
 - ? Annual tax reporting
 - ? All subsidiary ledger accounting
 - ? All general ledger accounting

? Bids received:

| | Ben Marsh & Assoc | Dall Property Mgmt | Suburban Realty | Wiley Brooks |
|--------------------|-------------------|--------------------|-----------------|--------------|
| | Level 1 | Level 1 | Level 1 | Level 1 |
| per home per month | \$15 | \$10 | \$15 | No response |
| per home per year | \$180 | \$120 | \$180 | No response |
| | Level 2 | Level 2 | Level 2 | Level 2 |
| per home per month | \$18 | \$15 | \$18 | No response |
| per home per year | \$216 | \$180 | \$216 | No response |
| | Level 3 | Level 3 | Level 3 | Level 3 |
| per home per month | \$25 | \$20 | \$20 | No response |
| per home per year | \$300 | \$240 | \$240 | No response |

Discussion:

- ? *Board members are burnt-out dealing with abusive homeowners*
- ? *Lack of volunteers results in uneven and non-timely responses*
- ? *Increased vigilance required as homes age and homeowners change.*
- ? *ABOA has fiduciary duty to ensure negligent neighbors do not impact property values*
- ? *Would prefer not to go to property management, but if so, minimal involvement*
- ? *Not enough choices, need to pursue further options*
- ? *Need volunteers to fulfill Associations obligations or property management will be hired*
- ? *In a community this size, there should be enough volunteers*
- ? *Concern over receiving more bids after meeting as bids are now public*
- ? *Have we checked references on 3 bids received*
- ? *Not enough information to make decision*

- ? *We need to maintain quality neighborhood as we are now competing with new homes in South Port*
- ? *How can we be assured of quality of management firm?*
- ? *RV owners already have additional cost of off-site storage*
- ? *Dues just increased, wait until after RID*
- ? *Due to lack of time, members were asked to write down & leave their highest priority comment. Comments included:*
 - ? *Let's look at more options – What is the most time consuming efforts, What level of executive involvement required for each, Use e-mail notification*
 - ? *We do not believe we need property management, we can manage ourselves*
 - ? *The “problem” of too few volunteers has existed for many years, nothing has changed*
 - ? *Yes, please look further into a management company program. I prefer a low-level of external activity like “Level 1”*
 - ? *Don't believe we need property management at this time*
 - ? *I will pay whatever it takes to maintain the quality of this neighborhood*
 - ? *No [Property Management]*
 - ? *I would like to ask that we do not hire a management company, but if we do, I would like to see the minimum amount*
 - ? *Article IV, Sec 3: What is the max assessment for \$300 @ 1973 adjusted by CPI (Note: The maximum annual assessment which may be levied is based on the Bureau of Labor Statistics “Consumer Price Index” of \$300 for the year 1973. Translated into today's dollars, \$300 in 1979 is \$1160 in 2005, which is the maximum assessment which could be levied without 2/3 approval of the homeowners)*
 - ? *I would like to see minimal \$120-\$180/yr*
 - ? *Do not use a property management company*
 - ? *I would support property management, but I would like to see the board explore the options further*
 - ? *Opposed to property management*
 - ? *I recommend the board consider the highest level of property management service – It's a bargain at twice the price!*

New Business

- ? Volunteers
 - ? Tract I Master Plan process
 - ? Block Party
- ? Bayshore/Klatt Community Forum
 - ? Thursday March 2
 - ? Mayoral Candidate forum

Next Meeting

- ? Only agenda for next meeting is for new Board to appoint Officers
- ? Monday 27th 7 p.m. Jordan's home at 3011 Admiralty Bay

Motion to adjourn.

Seconded & Carried.

Meeting adjourned 9:45 pm.

Alaskan Bay Owners Association, Inc.
P. O. Box 220012
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Minutes of Feb 27, 2006
Board Meeting

Attendees: Jordan Wiess, Cathy Poulos, Gary Rogers, Marie Steele, David Riley, Rick Bucy

Board Members absent: Jim LaBau

Quorum

- ? Jordan Wiess opened the meeting at 7:15 pm and established a quorum with a minimum of 3 board members present.

New Business

- ? Selecting Officers – Discussion: Officers are appointed to one year terms by the membership-elected board of directors. The only purpose of the first meeting after the annual membership meeting is to appoint the officers and to establish a date for the new board to meet. The ABOA board consists of the 5 membership-elected board of directors. Officers and committee chairmen are appointed by the 5 directors. As there were no other volunteers seeking the officer positions, the current volunteers agreed to remain in their current positions:

| | |
|-----------------|--------------|
| President: | Jordan Wiess |
| Vice President: | Cathy Poulos |
| Secretary: | Marie Steele |
| Treasurer: | Gary Rogers |

Vehicular Control Committee Chair remained vacant. Jim LaBau has agreed to remain as Grounds Committee Chair, Gary Rogers remains Architectural Control Committee Chair.

- ? Future Board meeting date – February 27 at 7:20 p.m.

Motion to appoint positions as discussed, adjourn, and immediately convene new board to conduct business.

Moved by Cathy Poulos, seconded by Gary Rogers. **Carried**

Motion to adjourn.

Moved by Cathy, seconded by Gary. **Carried**

Meeting adjourned 7:18 pm.

Alaskan Bay Owners Association, Inc.
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Minutes of Feb 27, 2006
New Board Meeting

Attendees: Jordan Wiess, Cathy Poulos, Gary Rogers, Marie Steele, David Riley, Rick Bucy

Board Members absent: Jim LaBau

Quorum

- ? Jordan Wiess opened the meeting at 7:20 pm and established a quorum with a minimum of 3 board members present.

Approval of minutes

- ? The minutes of the February 8, 2006 Annual Membership meeting were reviewed.

Motion to accept the February 8, 2006 annual minutes as corrected.

Moved by Cathy, seconded by Gary. **Carried**

President's Report

- ? March 9: Open House for Reconstruction of Bayshore Drive, Bayshore Elementary 7 p.m.
- ? March 2 Bayshore/Klatt Community Council 7 p.m. Mayoral Candidate Forum 7:30 p.m., Bayshore Clubhouse
- ? Annual meeting attendee Karen Miller has volunteered to help with Block Party

Motion to accept the President's report.

Moved by Cathy, seconded by Gary. **Carried**

Treasurer's Report

- ? Provided David Riley's balance statement

Motion to accept David Riley's balance statement.

Moved by Cathy, seconded by Gary.

Discussion: Does the Board want cash- or accrual-based statements for resale certificates? It was agreed to include both.

Motion Carried

- ? 2 outstanding dues, timelines for penalties, liens
- ? ABOA owes \$63 in federal income tax

Motion to accept Treasurer's report.

Moved by Cathy, seconded by Gary. **Carried**

Architectural Control Committee (ACC)

- ? 1 request from 2920 Hogan Bay Circle
- ? Meeting of Architectural Committee on March 7, 7 p.m., at 2910 Rocky Bay Circle. Every one is welcome and comments/input appreciated.

Motion to accept ACC report.

Moved by Cathy, seconded by Marie. **Carried**

Old Business

- ? Action Items
 - ? Traffic barrier for tract I
 - ? 4th ABOA sign being repaired
 - ? Tract I Poll
 - ? RID info on resale certificate
 - ? Need copies of recent letters for ABOA files
 - ? All ABOA correspondence must have a cc to Board
 - ? Property Taxes Tract I
 - ? Not a repeal of value – has a resale value in MOA's eyes- ABOA Attorney recommends not appealing, instead take steps to get off tax rolls
 - ? Property management
 - ? Wiley Brooks bid postmarked 2 days after Annual Membership Meeting
 - ? Appeal for volunteers before raising rates
 - ? Bayshore Subdivision homeowner association dues are \$60/month (\$720/yr)
 - ? Table discussion until next meeting
 - ? Updated bid comparison:

| | Ben Marsh & Assoc | Dall Property Mgmt | Suburban Realty | Wiley Brooks* |
|--------------------|-------------------|--------------------|-----------------|---------------|
| | Level 1 | Level 1 | Level 1 | Level 1 |
| per home per month | \$15 | \$10 | \$15 | \$12.50 |
| per home per year | \$180 | \$120 | \$180 | \$150 |
| | Level 2 | Level 2 | Level 2 | Level 2 |
| per home per month | \$18 | \$15 | \$18 | \$16.50 |
| per home per year | \$216 | \$180 | \$216 | \$198 |
| | Level 3 | Level 3 | Level 3 | Level 3 |
| per home per month | \$25 | \$20 | \$20 | \$20 |
| per home per year | \$300 | \$240 | \$240 | \$240 |

*Additional one time set up fee of \$500

New Business

- ? December 2005 Meeting Minutes
 - ? David Riley indicated minutes did not accurately reflect issues with late dues; provided accurate accounting.
 - Motion to amend the December 2005 minutes as indicated.*
 - Moved by Jordan, seconded by Cathy. **Carried**
- ? Grounds Contract
 - ? Renewed last 4 years, adding scope
 - ? Need to go to bid this time
 - ? Paid over \$10,000 in 2005
 - ? Could firm offer discount rate to homeowners?
 - ? Table discussion until Jim is present
- ? Newsletter
 - ? Aim for first of May mailing - Articles due by 3 April

- ? RID
- ? Parking issues
- ? Birch Beetles
- ? Picnic dates
- ? Property Management
- ? Tract I poll
- ? Presidents message
- ? Last call for volunteers
- ? Bayshore Drive Rock Wall
 - ? Alaska Bay owners Association owns wall (West Bayshore Subdivision)
 - ? Bayshore Homeowners Association owns sign (Bayshore Subdivision)
 - ? Both lights are out on wall – ABOA will repair
- ? Overdue Annual Dues
 - ? Liens are assessed at 6 months
 - ? Liens will be pursued in April

Next Meeting

- ? Tentative 27 March, 7 p.m.

Motion to adjourn.

Moved by Cathy, seconded by Gary. **Carried**

Meeting adjourned 8:46 pm.

Alaskan Bay Owners Association, Inc.
P. O. Box 220012
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Minutes of March 27, 2006
New Board Meeting

Attendees Jordan Wiess, Cathy Poulos, Gary Rogers, Marie Steele, Jim LaBau, David Riley

Board Members absent: none

Quorum

- ? Jordan Wiess opened the meeting at 7:08 pm and established a quorum with a minimum of 3 board members present.

Approval of minutes

- ? The minutes of the February 27, 2006 "old" board meeting were reviewed.

Motion to accept the February 27, 2006 "old" meeting minutes as corrected.

Moved by Cathy, seconded by Jim. **Carried**

- ? The minutes of the February 27, 2006 "new" board meeting were reviewed.

Motion to accept the February 27, 2006 "new" board minutes as corrected.

Moved by Cathy, seconded by Jim. **Carried**

President's Report

No report

Treasurer's Report

- ? Provided current financial balances
- ? David Riley provided accrual & cash basis balance sheets
- ? 2 outstanding dues
 - ? End of April lien (6 months)
 - ? Send letter of notification with return envelope, postage, & estimate of recording fee (\$150)

Motion to accept Treasurer's report.

Moved by Cathy, seconded by Jim. **Carried**

Grounds Committee

- ? Bid package for grounds mowing
- ? Last bid was in 2001
- ? Work with MOA to get more trees for KFQD
- ? Attended Bayshore Drive meeting, still drainage issues, especially on Bettles from Admiralty to Eshamy and Admiralty to Whale Bay

Architectural Control Committee (ACC)

- ? Request for preliminary review from 2920 Hogan Bay Circle
 - ? Arctic entry
 - ? Storage addition
 - ? ReroofingDiscussion: Storage addition exceeds height of allowed storage sheds.
- ? Letters of approval for construction projects will indicate approval is dependent on obtaining proper permits

Motion to accept ACC report.

Moved by Cathy, seconded by Jim. **Carried**

Old Business

- ? Action Items
 - ? Traffic barrier for tract I
 - ? Tract I Survey
 - ? Vehicular letter copies for ABOA files
 - ? Light bulbs changed on rock wall
 - ? Property Management
- ? RID
 - ? Homeowners concerns with lack of drains on Bettles Bay between Admiralty & Whale Bay
 - ? Design does not have drains extended far enough up Bettles Bay towards Eshamy
- ? Spring Newsletter

New Business

- ? Grounds contract
- ? Vehicle Committee Chair
 - ? Cathy Poulos will assume acting chair

Next Meeting

- ? Tentative 17 April, 15 May, 7 p.m.

Motion to adjourn.

Moved by Cathy, seconded by Jim. **Carried**

Meeting adjourned 8:25 pm.

Alaskan Bay Owners Association, Inc.
P. O. Box 220012
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Minutes of April 17, 2006

Attendees Jordan Wiess, Gary Rogers, Marie Steele, Jim LaBau, David Riley

Board Members absent: Cathy Poulos

Quorum

- ? Jordan Wiess opened the meeting at 7:05 pm and established a quorum with a minimum of 3 board members present.

Approval of minutes

- ? The minutes of the March 27, 2006 board meeting were reviewed.

Motion to accept the March 27, 2006 meeting minutes as corrected.

Moved by Jim, seconded by Gary. **Carried**

President's Report

- ? Spoke to RID design engineer concerning lack of fin drains along western Bettles Bay. Rule of thumb is water level below 10 ft, no drain, above 5 ft, drain needs to be installed. CRW has placed additional monitoring wells along Bettles Bay and in Tract I, will monitor water levels and determine need.
- ? Neighbor complaint with Eschamy Bay homeowner over uncontrolled dog. Owner, neighbors, animal control, and municipality contacted.

Motion to accept President's report.

Moved by Jim, seconded by Gary. **Carried**

Treasurer's Report

- ? Provided current financial balances
- ? 2 outstanding dues
 - ? Formal letter will be sent next week

Motion to accept Treasurer's report.

Moved by Jim, seconded by Marie. **Carried**

Grounds Committee

- ? Gravel pick-up along Bayshore Drive
 - ? Annual need before grass gets too long - suffocates grass & makes mowing difficult
 - ? Necessity with construction expected in area- spend money only to have area torn out?
- ? New trees in KFQD Park
 - ? MOA will try to get 10 new trees
 - ? Contact: John Smith, MOA
- ? Tract L fencing

- ? 130 feet of railing & traffic post
 - ? Bid in early May
- Motion to accept Ground's report.*

Moved by Gary, seconded by Marie. **Carried**

Architectural Control Committee (ACC)

No Report

Old Business

- ? Action Items
 - ? Newsletter
 - ? Property Management- table until next meeting,
 - ? Dumpsters
 - ? Tract I survey
 - ? Committee meeting tentative 25 April
 - ? Picnic
 - ? 10 June in Tract I

New Business

No new business

Next Meetings

- ? May 15, June 12, July 24, Aug 21 7 p.m.

Motion to adjourn.

Moved by Jim, seconded by Gary. **Carried**

Meeting adjourned 8:25 pm.

Alaskan Bay Owners Association, Inc.
P. O. Box 220012
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Minutes of May 15, 2006

Attendees Jordan Wiess, Gary Rogers, Marie Steele, Eric Person, Patricia Williams

Board Members absent: Jim LaBau

Quorum

- ? Jordan Wiess opened the meeting at 7:01 pm and established a quorum with a minimum of 3 board members present.

Approval of minutes

- ? The minutes of the April 17, 2006 board meeting were reviewed.

Motion to accept the April 17, 2006 meeting minutes as corrected.

Moved by Cathy, seconded by Gary. **Carried**

President's Report

- ? Bayshore Drive Improvements- Open house on 26 April; construction is expected after school lets out; 2 signs at Bayshore & Ensign removed for redoing storm drains; redoing ballards at school.
- ? Leaf miner presentation- 2 people showed up, 2 presentors & 2 attendees. Contact Tall Trees for treatment.
- ? Zero responses to newsletter about Property Management

Motion to accept President's report.

Moved by Cathy, seconded by Gary. **Carried**

Treasurer's Report

- ? Provided current financial balances
- ? 2 late payments came in
 - ? \$100 in late fees, payment applied to late fees first, results in remaining outstanding annual dues balance and additional \$25 late fee. Will forgive late fee if remainder is paid by end of May. Member is habitually late.

Motion to accept Treasurer's report.

Moved by Kathy, seconded by Marie. **Carried**

Grounds Committee

- ? No Report

Architectural Control Committee (ACC)

- ? 3012 Bettles Bay- deck off back of house approved

- ? 10111 Eshamy has inquired about approval to expand
 - ? No plans submitted
 - ? Will require plans & approval before construction

Discussion: 3 homes on Eshamy still have Christmas lights up.

Motion to accept ACC report.

Moved by Kathy, seconded by Marie. **Carried**

Vehicular Control Committee (ACC)

- ? Bettles Bay is more clear
- ? 3160 Admiralty- Renters black car is unlicensed & undrivable

Discussion: Numerous complaints over concerning eyesore of black car

- ? *Folks have inquired if they might buy car at past meetings [both to get it off the property & to restore]*
- ? *Hard to contact owner, no phone number*
- ? *May 2004 Inspection owner responded promptly to letter concerning trim around garage, cleanup deck, & paint side door, but at time car was licensed & she said the car was drivable.*
- ? *Now windshield is broken, shock has collapsed, divots in pavement from tires, tags have expired*
- ? *Marie will try to personally contact owner to see if she is willing to work with board to improve appearance of property, remove car or move into garage*

Motion to accept VCC report.

Moved by Marie, seconded by Jordan. **Carried**

Welcoming

- ? One home for sale, one pending

Old Business

- ? Action Items
 - ? Property Management- one response to go to property management
 - ? Next steps:
 - ? References
 - ? Lack of response to newsletter: effectively received mandate from homeowners to pursue
 - ? Professional Services Agreement

Discussion: Significant lack of involvement by homeowners

- ? *Face-to-face discussion of violations with homeowners often turns confrontational*
- ? *Competition from new homes in Southport will drive home prices down if standards are not maintained*
- ? *Property management will result in consistent & timely responses to violations*
- ? *Performance-based contract language*
- ? *Report- 1 week; Cathy will ask for references by 1 June*
- ? Grounds Contract
 - ? M&A has contract

New Business

- ? Picnic Flyer

- ? Survey
 - ? Do nothing
 - ? Park Bench
 - ? Path

Discussion: Have check boxes for various improvements, including benches, pathway, gazebo, playground equip, etc.

- ? New Mailboxes- approach Post Office/RID design engineers, see if possible to replace mailboxes during road reconstruction. (Marie)

Next Meetings

- ? June 12, July 17, 7 p.m.

Motion to adjourn.

Moved by Kathy, seconded by Gary. **Carried**

Meeting adjourned 8:55 pm.

Alaskan Bay Owners Association, Inc.
P. O. Box 220012
Anchorage, AK 99522-0012

Minutes of September 18, 2006

Attendees Jordan Wiess, Gary Rogers, Marie Steele, Cathy Poulos, David Riley

Board Members absent: Jim LaBau

Quorum

- ? Jordan Wiess opened the meeting at 7:05 pm and established a quorum with a minimum of 3 board members present.

Approval of minutes

- ? The minutes of the July 17, 2006 board meeting were reviewed.

Motion to accept the July 17, 2006 meeting minutes as corrected.

Moved by Cathy, seconded by Gary. **Carried**

President's Report

- ? Multiple emails regarding parking issues, trailers, campers
- ? RD status unknown

Motion to accept the Presidents report.

Moved by Gary, seconded by Cathy. **Carried**

Treasurer's Report

- ? Refund from Alaska Waste \$857.32
- ? Attorney fees for Quit Claim Deed on Tract I

Motion to accept Treasurer's report.

Moved by Cathy, seconded by Jordan. **Carried**

ABOA Accountant David Riley presented balance sheets.

Grounds Committee

- ? No new trees planted in KFQD Park this year
- ? Trees sprayed with wolf urine to repel moose
- ? Difficulty in finding contractor for rock wall repair, too small a job, masons too busy

Motion to accept ACC report.

Moved by Cathy, seconded by Gary. **Carried**

Architectural Control Committee (ACC)

- ? 3101 Admiralty Bay approved fence set back & removal of 2 trees
- ? 10111 Eshamy: Add-on behind garage in back yard: Homeowner wanted to know if feasible before expense of blueprints
- ? 2920 Hogan: Denied request for 2 prefab sheds from Costco; sheds do not match house or conform to house rules
- ? 3111 Bettles: Continued clutter, trash cans, camper. Letter sent.
- ? 3117 Bettles: Fence approved

Motion to accept ACC report.

Moved by Cathy, seconded by Marie. **Carried**

Vehicular Control Committee (ACC)

- ? Problems with boats on Bettles Bay

Motion to accept VCC report.

Moved by Gary, seconded by Marie. **Carried**

Welcoming

- ? No known new homeowners

Website

- ? Alternative available if current volunteer no longer available- hoatown.com produces webpage for homeowner associations. Approximately \$50/month. Chris still available and willing to maintain ABOA website.
- ? David Riley having difficulty changing homeowners address on site- Jordan will send email to Chris.

Old Business

- ? Using Accountant David Riley as property manager
 - ? Manager has to be licensed
 - ? He can write letters for board without license
 - ? Pay per letter
 - ? Define his authority, boards responsibilities
 - ? Use as possible alternate plan if continued efforts to hire property management firm turn out to be unfeasible
- ? Dues
 - ? Increases revenues due to MOA rent of common areas during road improvements
 - ? No increase necessary at this time
 - ? Have adequate funds for Tract I planning
 - ? Include last call for volunteers in annual billing
 - ? Credit cards

Motion to allow credit card payments and association will absorb financial service fee this cycle.

Moved by Gary, seconded by Jordan. **Discussion:**

Cards charge a service fee to use. ABOA will absorb service fee this year only. Include charge slip in billing. Only take Visa & Mastercard. Monitor incoming payments to see if change response rate, possibly chronic late payers will respond quicker, avoid late fees.

Called for vote. **Carried**

Motion to include postpaid addressed envelope in billing.

Moved by Gary, seconded by Marie. **Carried**

- ? Tract I
 - ? Cathy trying to contact attorneys re: taxes
 - ? Read minutes from 8/2 meeting

Next Meetings

- ? 16 October, 7 p.m.

Motion to adjourn.

Moved by Gary, seconded by Jordan. **Carried**

Meeting adjourned 8:40 pm.

Alaskan Bay Owners Association, Inc.
P. O. Box 220012
Anchorage, AK 99522-0012

Minutes of November 20, 2006

Attendees Jordan Wiess, Gary Rogers, Marie Steele, Cathy Poulos, Jim LaBau, David Riley

Quorum

- ? Jordan Wiess opened the meeting at 7:05 pm and established a quorum with a minimum of 3 board members present.

Approval of minutes

- ? The minutes of the September 18, 2006 board meeting were reviewed.

Motion to accept the September 18, 2006 meeting minutes as corrected.

Moved by Gary, seconded by Cathy. **Carried**

- ? The minutes of the October 16, 2006 board meeting were reviewed.

Motion to accept the October 16, 2006 meeting minutes as corrected.

Moved by Jim, seconded by Gary. **Carried**

President's Report

- ? Phone calls from homeowners concerning security, recent breakins
- ? One suggestion to create gated community
 - ? Problematic because Eshamy, Rocky Bay, and Hogan Bay cul-de-sacs are designed as Mears school drop off points

Motion to accept the Presidents report.

Moved by Jim, seconded by Cathy. **Carried**

Treasurer's Report

- ? To date 123 properties have paid dues
 - ? Typically about 80 have paid by this date
 - ? Postpaid pre-addressed envelope seemed to help
- ? 2006 Property tax has been refunded \$2,810.13

Motion: Have Gary open premium account to earn higher interest rate, will have same account #

Moved by Jim, seconded by Cathy. **Carried**

Motion to accept Treasurer's report.

Moved by Jim, seconded by Cathy. **Carried**

ABOA Accountant David Riley presented balance sheets.

Grounds Committee (GCC)

- ? 10220 Jackpot Bay – Permission granted to cut down tree with heart rot
- ? Mowing: all invoicing is complete for the year

Motion to accept GCC report.

Moved by Jordan, seconded by Cathy. **Carried**

Architectural Control Committee (ACC)

- ? Eaglek Bay political sign violation has paid fine
- ? Will look into municipalities 25' set-back from road, alert homeowner with damaged fence at 3017 Bettles Bay

Motion to accept ACC report.

Moved by Cathy, seconded by Jim. **Carried**

Vehicular Control Committee (VCC)

- ? 10111 Eshamy Camper
- ? 3173 Bettles Bay – un-drivable vehicle complaint

Motion to accept VCC report.

Moved by Jim, seconded by Gary. **Carried**

Old Business

- ? Tract I
 - ? 42 of 42 returned votes for not allowing development of Tract I; Unanimous referendum on retaining as green space in perpetuity.
 - ? Green space improvement planning on hold; Eric planning meeting with Land Design North
- ? Property Management
 - ? 95% of references checked
 - ? Next step: invite to meeting to present their work plan, approach, and negotiate terms
- ? 2007 Budget
 - ? Only spent 2/3 of 2006 budget because of road improvements impact on grounds care & maintenance and rental income from MOA re: use of common areas for construction
- ? New board member potential
- ? Credit card payments- Accountant David Riley is 3rd party, not allowed to collect by card. CC typically charge 3%, with set-up fees, equipment rental, paying accountant for his time processing. Cost would be more than 133 stamps and envelopes.

?

New Business

- ? AGM – 14 February 2007, Wednesday
 - ? Room rental- Cathy will set up
- ? Violation letters
 - ? All violation letters should be cc'd to accountant & board

Motion: Violation letters that access fine shall have cc to file and to accountant will enter fine into account receivables until payment rec'd (or waived by board)

Moved by Marie, seconded by Jordan.

Motion to amend: Fines do not accrue late fees:

Moved by Gary, seconded by Cathy.

Friendly amendment: Decision to access late fees should be visited at each meeting.

Moved by Jim, seconded by Marie.

Discussion:

? *May not have means to access late fees, need a motion to amend house rules?*

? *House rules state:*

If a violation of these House Rules is noted, a letter will be sent to the violation homeowner giving them ten (10) days to correct the violation. If the violation is not corrected after ten (10) days, then a fine of twenty-five dollars (\$25.00) per month will be assessed against the violating homeowner until the violation is corrected.

? *Write violation language into violation letter*

Motion tabled for further discussion.

Next Meetings

? 18 December, 7 p.m.

Motion to adjourn.

Moved by Cathy, seconded by Jim. **Carried**

Meeting adjourned 8:55 pm.

Alaskan Bay Owners Association, Inc.
P. O. Box 220012
Anchorage, AK 99522-0012

Minutes of December 18, 2006

Attendees Jordan Wiess, Gary Rogers, Marie Steele, Cathy Poulos, Jim LaBau

Quorum

- ? Jordan Wiess opened the meeting at 7:22 pm and established a quorum with a minimum of 3 board members present.

Guest Presenters

- ? Three property management firms responding to bid have been invited to present management methodologies and answer questions.

First Presenter: Ben Marsh Management Co.
Deanne L. Tuckerman
benmarsh@acsalaska.net
Office: (907) 278-3615
Mobile: (907) 440-8288

Second Presenter: Suburban Reality
Graham S. Varnell
4803 Spenard Rd.
graham@suburbanrealtak.com
Office: (907) 248-3606
Fax: (907) 243-4848

Third Invitee: Wiley Brooks Co. Inc
Laura Cantrell
Office: (907) 277-2484

Each manager was allotted 30 minutes for presentation and questions. Third invitee, Wiley Brooks, did not send a representative.

- ? Levels of property management put out to bid:

Minimal Private Management Involvement

1. Homeowners and ABOA Board will act as the eyes and ears of the Association.
2. Violations of Bylaws, CC&Rs, and House Rules will be reported to the management company by phone or e-mail from the homeowners or the Board.
3. The management company will act on all Architectural and Vehicular violations with letters to the homeowners, levying and processing fines, and pursuing any additional action as outlined by the Board, up to and including liens and foreclosure procedures.
4. The management company will conduct **seasonal** drive-thru inspections (i.e. Spring and Fall) to report and enforce house rules such as Christmas light removal.
5. The management company will attend all ABOA Board of Director meetings, including the Annual General Meeting. (up to 12 meetings per year)
6. The management company will be involved in all contracting that the ABOA engages in.

Intermediate Private Management Involvement

In addition to the services provided for minimal involvement the following additional tasks will be required:

7. The management company will conduct **monthly** drive-thru inspections to report and enforce house rules.
8. The management company will coordinate, print, and ensure delivery of all newsletters, flyers, and notifications to the ABOA membership.

Maximum Private Management Involvement

In addition to the services provided for minimal involvement the following additional tasks will be required:

9. The management company will conduct **weekly** drive-thru inspections to report and enforce Bylaws, CC&Rs, and house rules.
10. The management company will complete all accounting transactions for the ABOA, up to and including:
 - ? Invoicing of annual dues
 - ? Collection of dues
 - ? Payment of all bills
 - ? All banking requirements
 - ? Compilation and distribution of resale certificates
 - ? Annual tax reporting
 - ? All subsidiary ledger accounting
 - ? All general ledger accounting

Presentations:

Ben Marsh

- ? Realtors license
- ? Ms. Tuckerman was bookkeeper, secretary for Ben Marsh property management department
- ? She bought company from Ben Marsh estate
- ? Manages 10 properties, including:
 - o Homeowners assoc. Meadowridge at Peters creek
 - o Condo assoc. Snowridge in Girdwood
 - o Condo assoc. Glenhouse, Dimond & Arleen
 - o Condo assoc Town East
- ? 50K Fidelity Bond
- ? Cost Estimates:
 - o Level 1: \$15 per home per month
 - o Level 2: \$18 per home per month
 - o Level 3: \$25 per home per month

Suburban Reality

- ? Realtors license & fidelity bond
- ? Rental Management
- ? Grandfathers business, Mr. Varnell has become principal owner
- ? Rents out units/screens tenants/maintenance
- ? No homeowners association managed at this time
- ? Properties managed include:
 - o Madison Ridge condo assoc. 12 units
 - o Multiple condos in Girdwood
- ? Cost Estimates:
 - o Level 1: \$15 per home per month
 - o Level 2: \$18 per home per month
 - o Level 3: \$20 per home per month

Wiley Brooks

- ? Did not send a representative
- ? Cost Estimates:
 - o Level 1: \$12.50 per home per month
 - o Level 2: \$16.50 per home per month

- Level 3: \$20.00 per home per month

Discussion of Presentations

- ? The board has a fiduciary responsibility to protect the property values of homeowners by enforcing the House Rules and Covenants, Conditions, and Restrictions (CC&Rs).
- ? Multiple calls have been put out for volunteers to run the ABOA for the last three years with notice of the possibility of hiring a property management company.
- ? With a lack of volunteers, enforcement of the house rules becomes lax and inconsistent. This is unfair to the majority of homeowners who maintain their homes and value the standards of this neighborhood. Home values are affected.
- ? As directed by the membership at the 2005 Annual General Meeting, the board drafted scope of work and solicited bids from property management companies.
- ? As directed by the membership at the 2006 Annual General Meeting, the board further refined the scope of work, drafted the structure for monitoring the performance of the management company, and put out additional calls for volunteers.
- ? It is expected that a move to property management will create a more uniform application of the house rules and timely follow-up on discrepancies.
- ? Hiring a property management firm will allow the board's time to be more effectively used addressing the larger issues impacting our neighborhood such as road improvements and tax assessments.
- ? Homeowner association dues for Bayshore are \$60 per home per month.

Motion to hire Ben Marsh for 1 year with quarterly evaluations of contract. Final terms to be negotiated.

Moved by Jim, seconded by Gary. **Carried**

Motion to negotiate with Ben Marsh for Level 2 with the following minimum tasks:

- ? *Weekly drive through*
- ? *Website update*
- ? *Coordinate with ABOA accountant*
- ? *Follow-up drive through on violations*
- ? *Bid review and spreadsheets*

Moved by Jim, seconded by Gary. **Carried**

Approval of minutes

- ? The minutes of the November 20, 2006 board meeting were reviewed.

Motion to accept the November 20, 2006 meeting minutes as corrected.

Moved by Jim, seconded by Gary. **Carried**

Treasurer's Report

- ? To date 129 properties have paid dues
 - ? 3 unpaid
- ? Opened Premium account at credit union
- ? 10031 Eshamy foreclosure sale \$240,000
 - ? Dues & fines in doubt

Motion to accept Treasurer's report.

Moved by Jim, seconded by Cathy. **Carried**

Old Business

- ? AGM – 14 February 2007, Wednesday
 - ? Mail out 30 days before
 - ? Reserve room at Bayshore Elementary
- ? Property Management
- ? 2007 Budget
- ? Unexpended 2006 Budget

Next Meeting

- ? 15 January, 7 p.m.

Motion to adjourn.

Moved by Jim, seconded by Cathy. **Carried**

Meeting adjourned 9:25 pm.