

## ***Alaskan Bay Owners Association, Inc.***

Minutes of 09 February 2012

### **Attendees:**

Randy Bañez, Cheryl Stewart, Mark Smith, Ginger Scoggin and Yannick Hodgkin were present.

Deanne Tuckerman represented Ben Marsh & Associates, Inc.

### **Election of Officers:**

After discussion the Board elected to assume the following positions:

Randy Bañez- President  
Mark Smith- Vice-President  
Cheryl Stewart- Treasurer  
Ginger Scoggin-Secretary  
Yannick Hodgkin- Member at Large

Deanne will have the list of the Board of Directors on the website updated to reflect the new members and positions.

### **Next Meeting:**

The next meeting will be held Tuesday 28 February 2012 at 6:00 PM at 2550 Denali Street Suite 1310.

## ***Alaskan Bay Owners Association, Inc.***

Minutes of 19 March 2012

### **Attendees:**

Randy Bañez (President), Mark Smith (Vice President), Cheryl Stewart (Treasurer), Yannick Hodgkin (Member at Large) and David Riley (Accountant) were present.

Deanne Tuckerman represented Ben Marsh & Associates, Inc.

### **Quorum:**

The board meeting was called to order at 6:08 P.M. by President Randy Bañez. A quorum was established with four of five board members present.

Mark Smith motioned that the agenda be accepted with additions. Randy Bañez seconded the motion. Motion carried.

### **Approval of Minutes:**

The minutes of 20 February 2012 meeting were reviewed. Mark Smith motioned to approve the minutes. Cheryl Stewart seconded the motion. Motion carried.

### **Financial Report:**

David Riley presented the financial report. There are currently six Homeowners who are still outstanding in dues, fines, or late fees. There have been some requests made for forgiveness of late fees. After some discussion it is decided that a draft letter will be prepared regarding forgiveness of late fees to be reviewed by the Board before it goes out.

Yannick Hodgkin motioned to accept the Treasurers Report. Mark Smith seconded the motion. Motion carried.

### **Grounds Report:**

The new lawn company has provided a name, filed for a business license and is in the process of getting insurance.

### **Architectural Committee Report (ACC):**

There is a new ACC committee that needs to be officially approved by the Board of Directors. The new ACC is as follows, Randy Bañez, Jeanne Phillips, Chris Breest, and Mike Bridges.

Mark Smith motioned to approve the ACC and Grounds Committee Reports. Cheryl Stewart seconded the motion. Motion carried.

### **Manager's Report:**

Cheryl Stewart mentions that she has noticed a trailer parked in the area for a couple days. Deanne will check on it during the weekly drive through.

### **Old Business:**

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Dues Decrease: Cheryl has prepared a report but is still working on things that need to be added to budget before a complete report can be presented to the Board for consideration.

Communication: Yannick is still working on setting up the Facebook account and will make a report but is still working on it.

Speed Bumps: Ginger has been in contact with another Homeowner and they are working on some things to begin moving things forward.

Delinquent Homeowner: An agreement is being negotiated between the attorney and the Homeowner that is three years delinquent in their dues. The Homeowner is requesting they be allowed to make \$25.00 a month payments. David Riley mentions that currently late fees are being billed to the account at a rate of \$75.00 per month and that at that rate the Owner would not be able to become current. Deanne explains that there would be some larger payments worked into the agreement as well.

Mark Smith motioned that Old Business be accepted. Cheryl Stewart seconded the motion. Motion carried.

### **New Business:**

Procedures on Financials: David Riley has some questions on how the Board would like him to handle certain billing matters. 1) Does the Board feel that the timing for the mailing of the Annual Dues Statements has been appropriate? After discussion it is agreed that statements should go out no later than the 25<sup>th</sup> of the month prior to the month they are due. 2) David would like to change the color of the statements when the dues are late. The Board approves of this change. 3) David presents samples of letters that have been sent in the past after considering the letters it is decided that the 1<sup>st</sup> letter which is mild will be sent when an Owner is three months past due. At six months a more firmly worded letter will be sent out. At seven months delinquent the account will go to the attorney.

The question is raised as to whether the Association should accept electronic transfers. This matter will be discussed at the next meeting.

Cheryl mentions that there are a couple of errors on the website that need to be corrected. The number of members in the Association needs to be changed from 133 to 132 and the statement regarding snow plowing provided by the Association needs to be removed.

### **Next Meeting:**

The next meeting will be Monday, April, 16 2012 at 6:00 PM at 2550 Denali Street Suite 1310.

### **Adjournment:**

Mark Smith motioned to adjourn the meeting. Cheryl Stet seconded the motion. Motion carried unanimously. Hearing no further business the meeting was adjourned at 7:46 pm.

## ***Alaskan Bay Owners Association, Inc.***

Minutes of 16 April 2012

### **Attendees:**

Randy Bañez (President), Mark Smith (Vice President), Ginger Scoggin (Secretary), Yannick Hodgkin (Member at Large) and David Riley (Accountant) were present.

Deanne Tuckerman represented Ben Marsh & Associates, Inc.

### **Quorum:**

The board meeting was called to order at 6:010 P.M. by President Randy Bañez. A quorum was established with four of five board members present.

The Agenda was approved with one addition.

**Minutes:** The minutes of 16 March 2012 meeting were reviewed. Randy Bañez motioned to approve the minutes. Ginger Scoggin seconded the motion. Motion carried.

### **Financial Report:**

David Riley presented the financial report.

A question is raised as to what is included in the Rents listed on the Budget. David explains that rent is paid for the Association's post office box and for the rental of the room used for the Association's Annual meeting.

An email was received from an Owner who is one year delinquent in their dues. The Owner would like to make arrangements to pay off their dues and current late fees. In return the Owner asks that no further late fees be charged. Ginger Scoggin motions that all late fees are forgiven and the Owner be allowed to make payments of \$100.00 per month until the \$340.00 of delinquent dues are bought current. Yannick Hodgkin seconded the motion. Motion carried.

An Owner who was delinquent in their dues sent in their dues payment but instead of including the stated late charges they included 18% interest on the dues charges. No explanation was given by the Owner as to why they chose to send the interest instead of the late fees that were listed on the statement. Mark Smith motions that the Owner be sent a letter thanking them for their payment but requesting they pay the remaining late fees. Yannick Hodgkin seconded the motion.

Ginger Scoggin motioned to accept the Financial Report. Mark Smith seconded the motion. Motion carried.

### **Grounds Report:**

None

### **Architectural Committee Report (ACC):**

None

The recommendation is made by a Board member that the ACC begin keeping a list of already approved shingles and siding so that Homeowners can have an easy point of

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reference when shopping to replace these items. The recommendation will be passed along to the ACC.

### **Manager's Report:**

Deanne reports that while on the drive through she noted a severely damaged vehicle stored in a driveway. A letter was sent to the Owner explaining that vehicles must be in proper working condition to be stored on the premises. A Board member is familiar with the situation. The vehicle was involved in an accident and they are waiting on repairs. The Board member will speak to the Homeowner and report back to Deanne on the situation so Deanne will know how to proceed.

Ginger Scoggin motioned to approve the Ground, ACC and Manager's Report. Yannick Hodgin seconded the motion. Motion carried.

### **Old Business:**

Dues Decrease: Discussion of the dues decrease will be tabled until the next meeting since Cheryl Stewart is not present.

Communication: Yannick Hodgin has created a Facebook page for dispensing information to Homeowners regarding various Association events. After realizing that anyone can post information on the Facebook page Yannick also started a Facebook group. She is still working on setting it up and will report back to the Board when it is complete.

Newsletter: The newsletter needs to be done before the dumpsters are delivered for spring cleaning. Randy and Ginger will work to have it done by May 7<sup>th</sup>.

Dues Payment Options: This issue will be tabled until David can be consulted.

Delinquency Letters: Cheryl drafted a letter to be used for delinquencies. Ginger would like to redraft the letter to make it shorter and more to the point.

Mark Smith motioned that Old Business be accepted. Ginger Scoggin seconded the motion. Motion carried.

### **New Business:**

Accounting: The issue is raised as to how much David Riley with Reliance Tax Accounting is being paid to handle the Association's finances. Deanne explains that he charges \$300.00 per month and this has been his rate for quite some time. In light of all the work that David does for the Association Ginger Scoggin motions that he receive an increase of \$100.00 per month a long with a letter of appreciation from the Association. Mark Smith seconded the motion. Motion carried.

Welcome Committee and Neighborhood Picnic: While the Board agrees that restarting the Welcome Committee is a good idea it is suggested that some research be done into how much interest there is in the picnic before it is planned and budgeted for. An item will be placed in the Newsletter to see if there is any interest. Plans for the Welcoming Committee will be further discussed at a later time.

A discussion is had on the possibility of having a community bulletin board put up for posting information for the Association. The issue needs to be researched and investigated further.

### **Next Meeting:**

***Alaskan Bay Owners Association, Inc.***

The next meeting will be Monday, May 21, 2012 at 6:00 PM at 2550 Denali Street Suite 1310.

**Adjournment:**

Hearing no further business the meeting was adjourned at 7:47 P.M. by President Rand Bañez.

## ***Alaskan Bay Owners Association, Inc.***

Minutes of 11 June 2012

### **Attendees:**

Randy Bañez (President), Mark Smith (Vice President), Cheryl Stewart (Treasurer), Ginger Scoggin (Secretary), Yannick Hodgins (Member at Large), Lisa Rogers (Grounds Committee) and David Riley (Accountant) were present.

Deanne Tuckerman represented Ben Marsh & Associates, Inc.

### **Quorum:**

The board meeting was called to order at 6:00 P.M. by President Randy Bañez. A quorum was established with five of five board members present.

Cheryl Stewart motioned that the agenda be accepted as written. Mark Smith seconded the motion. Motion carried.

### **Approval of Minutes:**

The minutes of 21 April 2012 meeting were reviewed. Ginger Scoggin motioned to approve the minutes. Yannick Hodgins seconded the motion. Motion carried.

### **Financial Report/Treasurer Report:**

David Riley presents the Financial Report for the months of April & May.

Legal fees so far this year have exceeded the budgeted yearly amount. These fees have been charged through to the Owners responsible and so that money will be returned to the Association. Rental fees have also exceeded the budgeted amount. This is due to an increase in post office box fees and the cost to rent the room at the school for the annual meeting.

Delinquencies: A confession of judgment has been signed by the Owner who was over two years delinquent and regular payments are being made. The Association will also receive payment out of the Owner's PFD.

An Owner sent in their payment and instead of including the charged late fees they calculated 18% interest and included that with their payment. A discussion is had as to what should be done regarding this Owner. There is some confusion because some members of the Board interpret a section of the CC&Rs to be stating that there is interest charged on late dues instead of a flat per month charge. Others are of the understanding that this section means that the Association could be charging interest in addition to the late fees. Further research needs to be done and then a discussion will be had at the next Board meeting. Ginger Scoggin motions that the Owner be sent a letter letting them know that the Board will accept the payment they sent for this time but that the issue is under discussion. Cheryl Stewart seconded the motion. Motion did not carry. The issue is tabled until the next meeting. The Owner will be sent a letter asking where they came up with the amount of 18% interest and the response will be considered at the next meeting.

There is a delinquent Owner who still has not responded in any way to the statements and letters they have been sent. David Riley sent out another letter by certified mail at the end of May. A discussion is had as to whether the Owner should now be sent to the attorney. It is decided that another couple weeks will be allowed to pass to allow for a

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response. If nothing is heard in that time then when Deanne returns from vacation she will send the account to the attorney.

Cheryl Stewart presents the Treasurer's Report. It was necessary to include increases to the budget for Accountant fees, tree maintenance in the common areas, and the dumpster rental. Maintenance for the 100<sup>th</sup> Ave fence came in under budget.

Mark Smith motioned to approve the Financial/ Treasurer Report. Ginger Scoggin seconded the motion. Motion carried.

### **Grounds Report:**

Lisa Rogers presents the Grounds Report. Gage Tree Service will be coming out to remove dead trees and do some tree trimming in the common areas.

The split rail fence at 100<sup>th</sup> Ave. & Eshamy Bay is looking bad and needs to be removed or repaired. The fence is on the property of the Owner on that corner and the house is currently in a pending sale. Since it may complicate the sale to bring up the issue of the fence at this time, the matter will be tabled until a future time.

Lisa will be purchasing 15 more tree protectors for the small trees in the common areas. She is still under the budget given for the tree protectors.

Lisa proposes that next year in the fall the planting areas around the signs at Ensign & Admiralty and Ensign & Bayshore be removed and replaced with grass.

A Board Member brings up some complaints they were given regarding the lawn care in the common areas. Can Tract I be treated with weed killer for the dandelions? Can the mower be lowered so that the grass can be cut lower? And the trees have not been trimmed around. The answer to these complaints is that 1) weed killer has been spread, 2) the mower is on the same setting that was used by the previous lawn care company and if the grass is cut any lower when its sunny the grass will burn, 3) the lawn service's trimmer is being repaired and the area around the trees will be trimmed this weekend.

Lisa suggests that another weed killer application be done later in the season since Weed & Feed only works in warmer temperatures and the spring has been cool.

Cheryl Stewart motioned that the Grounds Report be accepted. Randy Bañez seconded the motion. Motion carried.

### **Architectural Committee Report (ACC):**



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Jeanne Phillips has submitted a written report which has been included in the packet for the Board's review. There have been a variety of projects submitted to and approved by the ACC. The Owners have received letters of approval.

Yannick Hodgkin motioned that the ACC Report be accepted. Cheryl Stewart seconded the motion. Motion carried.

### **Manager's Report:**

There is one Owner who has had a boat or trailer in their driveway frequently. Deanne will keep an eye on it to insure that it is out of the neighborhood more often than in.

A question is raised regarding an older vehicle that has been parked on the street recently and what can be done. Deanne explains that she knows it is a vehicle that is being restored by an Owner and is typically kept in the driveway or garage. Deanne further explains that regardless of what a car looks like the CCRs only stipulate that the car needs to be operable. The Association also does not have the ability to enforce issues regarding vehicles parked on the street. The street is Muni property and if there is a problem it has to be reported to them.

Cheryl Stewart motioned to approve the Manager's Report. Yannick Hodgkin seconded the motion. Motion carried.

### **Old Business:**

Dues Decrease: Tabled until a future meeting.

Communication: The Facebook page is up and it has 13 likes so far. Yannick continues to post information relevant to the community. A further update will be provided at the next meeting.

Speed Bumps: Tabled until a future meeting.

Delinquency Letter: The draft letter that will be used as the standard letter to delinquent Owners is still being worked on so this issue will carry forward on the agenda.

### **New Business:**

The issue of again holding Board Meetings in the neighborhood is raised. After some discussion it is decided that the location for each meeting will be decided at the meeting prior to it.

While Deanne is on vacation the drive thru will not be done, if there are any problems they should reported by phone or email to her office and it will be handled from there.

Yannick Hodgkin proposes that the By-Laws, CCRs and House Rules be reviewed for areas that may be updated or simplified since it is felt that some things may not be easily and clearly understood by the average Owner. This issue will be tabled until the next meeting.

Cheryl Stewart would like to discuss the dumpsters used for spring cleaning at the next meeting.

Cheryl is still working to provide a policy regarding late fees and delinquency letters.

David Riley would like to thank the Board for the raise that was recently given to him.

### **Next Meeting:**

The next meeting will be Monday, July, 16 2012 at 6:00 PM at 3154 Bettles Bay Drive.

***Alaskan Bay Owners Association, Inc.***

**Adjournment:**

Randy Bañez motioned to adjourn the meeting. Cheryl Stewart seconded the motion. Motion carried unanimously. Hearing no further business the meeting was adjourned at 7:38 pm.

# ***Alaskan Bay Owners Association, Inc.***

Minutes of 16 July 2012

## **Attendees:**

Randy Bañez (President), Mark Smith (Vice President), Ginger Scoggin (Secretary), Yannick Hodgkin (Member at Large), Lisa Rogers (Grounds Committee) and David Riley (Accountant) were present.

Deanne Tuckerman represented Ben Marsh & Associates, Inc.

## **Quorum:**

The board meeting was called to order at 6:08 P.M. by President Randy Bañez. A quorum was established with four of five board members present.

Ginger Scoggin motioned that the agenda be accepted as written. Yannick Hodgkin seconded the motion. Motion carried.

## **Approval of Minutes:**

The minutes of 11 June 2012 meeting were reviewed. Mark Smith motioned to approve the minutes. Ginger Scoggin seconded the motion. Motion carried.

## **Financial Report/Treasurer Report:**

David Riley presents the Financial Report.

A question is raised as to what the licensing and permit item on the P&L statement is, David explains that it is for the biennial report that is filed every two years with the State of Alaska Corporation Section.

Delinquencies: The Owner who had not previously made contact regarding their delinquent dues has since the last meeting paid in full. They also sent an additional \$40.00 with no explanation. David applied the \$40.00 to their account for next year's dues. The Board agreed that this was the best way to handle the situation and a credit will be applied to their account.

An Owner has for sometime neglected to pay their late fees and fines which total \$100.00. David's office recently received a request for information for a refinancing. David included on the form that there is a balance owed the Association from the property. However the money was never received. Contact was made with the title company they said they never received that information and the person who was handling it was no longer employed there. David will write a letter to the company explaining the situation and insisting on payment.

Yannick Hodgkin motioned to approve the Financial/ Treasurer Report. Mark Smith seconded the motion. Motion carried.

## **Grounds Report:**

Lisa Rogers presented the Grounds Report. The trees have been trimmed and the dead ones were removed. Tree protectors have been purchased and placed on thirty trees.

When the tree service was in the neighborhood they drove their vehicles through a lawn to access the trees they needed to trim. The Homeowner complained but no damage was done to the lawn. Lisa personally inspected the lawn and apologized to the Homeowner on behalf of the Association and the tree service.

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A Homeowner on Eshamy Bay recently contacted Lisa to ask what they should do with the portions of the split rail fence that they removed in order to put in their new fence. Lisa informed them that since they were of no use to the Association and there is no place to store them, they may dispose of them however they see fit.

Randy Bañez motioned to approve the Grounds Report. Yannick Hodgin seconded the motion. Motion carried.

### **Architectural Committee Report (ACC):**

There is nothing outstanding to report.

### **Manager's Report:**

There is a Homeowner who has had a pop up trailer in their driveway for a couple of weeks. They have received a letter notifying them of the House Rules and letting them know they need to remove it.

Yannick Hodgin motioned to approve the Manager's Report. Mark Smith seconded the motion. Motion carried.

### **Old Business:**

Dues Decrease: Tabled until Cheryl is present with her report.

Communication: The Facebook following is continuing to grow. A discussion is had as to how much information it is appropriate to include on the Facebook page. It is agreed that information such as Board meeting times, things that were discussed and reminders about rules can be included as long as the information isn't presented as coming officially from the Board.

Speed Bumps: Tabled until a future meeting.

Delinquency Letter: The draft letter is still being worked on and will be emailed out to the Board.

Late Fee vs Interest Rate: This issue will be tabled until a later time. It is suggested that a separate meeting be scheduled to discuss this issue since it may take time and research.

### **New Business:**

Bylaws/ House Rules: The issue has been raised over the seeming difficulty in understanding the by-laws as they are stated in the Resale Certificate. It is pointed out that the House Rules are a simplified version of the By-laws. Ginger suggests including an item in the Newsletter reminding people to consult their House Rules. Also an item could be included citing common violations and the applicable House Rules.

Dumpsters: After some discussion it is agreed that the dumpsters are needed within the community during spring cleaning and that it is a valuable community service. The dumpsters do not need to be discussed any further until it is time for the 2013 budget to be planned. The cost of the dumpsters will be added to the 2013 budget and Management will schedule the dumpsters when weather permits for spring clean up in 2013.

### **Next Meeting:**

The next meeting will be Monday, August 20, 2012 at 6:00 PM at 3154 Bettles Bay Drive.

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**Adjournment:**

Ginger Scoggin motioned to adjourn the meeting. Yannick Hodgkin seconded the motion. Motion carried unanimously. Hearing no further business the meeting was adjourned at 7:42 pm.

## ***Alaskan Bay Owners Association, Inc.***

Minutes of 27 August 2012

### **Attendees:**

Randy Bañez (President), Mark Smith (Vice President), Ginger Scoggin (Secretary), Mike Bridges (ACC) and David Riley (Accountant) were present.

Deanne Tuckerman represented Ben Marsh & Associates, Inc.

### **Quorum:**

The board meeting was called to order at 6:12 P.M. by President Randy Bañez. A quorum was established with three of five board members present.

### **Approval of Minutes:**

The minutes of 16 July 2012 meeting were reviewed. Ginger Scoggin motioned to approve the minutes. Mark Smith seconded the motion. Motion carried.

### **Financial Report/Treasurer Report:**

David Riley presents the Financial Report.

A question was raised regarding the \$50.00 transfer fee listed as income, what it is for and if it the same as the resale certificate. David explains that the Resale Certificate is purchased prior to the finalizing of the sale and contains documents regarding the Association, while the transfer fee is provided at closing to offset the cost of changes to the Association's records for the new owners. It is asked if transfer fees could be a good way for the welcoming committee to track newcomers to the neighborhood so that they can receive welcome baskets. David replies that yes that would provide a pretty accurate view of who had recently moved into the neighborhood.

Delinquencies: The Owner who signed an agreement with the attorney is making their scheduled payments as agreed.

Randy Bañez motioned to approve the Financial/ Treasurer Report. Ginger Scoggin seconded the motion. Motion carried.

### **Grounds Report:**

Lisa Rogers could not be present but she called Deanne prior to the meeting and informed her that all of the tree protectors have been purchased and installed.

There is an Owner who is installing a privacy fence and will be removing a section of the split rail fence and replacing it. There are sections to the split rail fence in other areas that need repairing. Mike Bridges states that he along with a couple of volunteers would be willing to take the needed pieces from what is being removed and use them to make the necessary repairs. He asks that he be given approval to purchase additional post if these are needed. He is approved to do the work and submit any receipts to Deanne for reimbursements.

The light bulb on one of the signs is out. Mike Bridges also volunteers to purchase and replace the bulb.

Ginger Scoggin motioned to approve the Grounds Report. Mark Smith seconded the motion. Motion carried.

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### **Architectural Committee Report (ACC):**

Mike Bridges presents the ACC report. A couple of roof and tree removal requests have been received and approved. It has been noted that many lawns within the neighborhood are overgrown with weeds. In the next newsletter a notice should be included that lawns need to be maintained and kept weed free, since the weeds do become a nuisance when they spread into neighboring lawns.

Ginger asks if it would be possible to obtain a list of shingle brands that have previously been approved by the ACC. She would like to place a list on the Facebook page to assist those who may be planning roofing projects. Mike informs her that he is not aware of such a list but that Jeanne Phillips may have one.

There are a couple of issues that the ACC would like addressed by letters and Deanne will see to it that the letters are sent out.

Next summer it should be placed on the agenda to discuss the possibility of seeing if the company providing the common area lawn maintenance would be interested in providing regular lawn service to any in the neighborhood who would like to take advantage of it. Owners wanting to use this service would cover their own cost.

Mike Bridges motioned to approve the ACC Report. Ginger Scoggin seconded the motion. Motion carried.

### **Manager's Report:**

Nothing to report.

### **Old Business:**

Dues Decrease: This issue will be removed from the agenda and the issue will be revisited at a future time if needed.

Speed Bumps: Ginger is waiting to hear back from a contact with more information. The first step seems to be to get feedback from the neighborhood. Three speed bumps are being requested. The issue will carry forward on the agenda until there is an update

Ginger Scoggin motioned to approve Old Business. Mark Smith seconded the motion. Motion carried.

### **New Business:**

Daycare: There was a request received from a potential buyer to have an in home daycare. After some discussion and review of letters received from other Owners regarding the matter the Board decides to deny the request for a daycare. It has always been the Association's policy that home businesses are not allowed due to the increased traffic and potential for nuisances they bring.

Treasurer Position: Cheryl Stewart submitted by email her resignation from the Board of Directors and her position as Treasurer. Yannick Hodgkin will move into the position of Treasurer. Mike Bridges volunteers to fill the Member at Large position for the remainder of Cheryl Stewart's term.

Mark Smith motioned to approve New Business. Ginger Scoggin seconded the motion. Motion carried.

### **Next Meeting:**

***Alaskan Bay Owners Association, Inc.***

The next meeting will be Monday, September 17, 2012 at 6:30 PM at 3154 Bettles Bay Drive.

**Adjournment:**

Mark Smith motioned to adjourn the meeting. Ginger Scoggin seconded the motion. Motion carried unanimously. Hearing no further business the meeting was adjourned.



# ***Alaskan Bay Owners Association, Inc.***

Minutes of 17 September 2012

## **Attendees:**

Randy Bañez (President), Ginger Scoggin (Secretary), Yannick Hodgkin (Treasurer) and David Riley (Accountant) were present.

Deanne Tuckerman represented Ben Marsh & Associates, Inc.

## **Quorum:**

The board meeting was called to order at 7:08 P.M. by President Randy Bañez. A quorum was established with three of five board members present.

## **Approval of Minutes:**

The minutes of 27 August 2012 meeting were reviewed.

Yannick asks for clarification on the daycare issue since she was not present at the meeting. It is explained that the potential buyer was wanting the property to serve as a daycare in addition to their residence and that the by-laws forbid businesses being run within the Association.

Yannick Hodgkin motioned to approve the minutes. Ginger Scoggin seconded the motion. Motion carried.

## **Financial Report/Treasurer Report:**

David Riley presents the Financial Report.

David checked and a letter was sent to the Owner who sent 18% interest for their late dues instead of the charged late fees. No reply has been received from them so the remaining charges will appear on their bill for this year's dues.

A question is raised as to whether a change needs to be made in when dues are due, and if there has been an increase in late due payments over the past five years. David will look into the matter and report back to the Board.

## **Grounds Report:**

None

## **Architectural Committee Report (ACC):**

None

## **Manager's Report:**

A boat and trailer still remain at 3125 Bettles Bay. They are currently being fined but no response has been received to either the letter or the fine. The fine is being charged monthly but the House Rules state it can be charged weekly. Before a weekly fine is put in place Ginger will attempt to speak with the Owner in person and explain the rules regarding recreational vehicles and warn that weekly fines will be put in place if the trailer and boat remain. If contact cannot be made Ginger will leave a note at the property for the Owner.

## **Old Business:**

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Welcome Committee: The question is raised as to what gift cards were previously included in welcome baskets and how these are purchased. It is explained that previously gift cards to Home Depot and Great Harvest Bread were given. A Board member can purchase the cards and then provide Deanne with receipts for reimbursement. A list of new Owners can be obtained from David since he keeps track of sales.

### **New Business:**

None

### **Next Meeting:**

The next meeting will be Monday, October 15, 2012 at 6:30 PM at 3154 Bettles Bay Drive.

### **Adjournment:**

Randy Bañez motioned to adjourn the meeting. Yannick Hodgins seconded the motion. Motion carried unanimously. Hearing no further business the meeting was adjourned.

## ***Alaskan Bay Owners Association, Inc.***

Minutes of 15 October 2012

### **Attendees:**

Randy Bañez (President), Mark Smith (Vice-President) Ginger Scoggin (Secretary), Yannick Hodgkin (Treasurer) and David Riley (Accountant) were present. Homeowner Elizabeth Adamson was also present.

Deanne Tuckerman represented Ben Marsh & Associates, Inc.

### **Quorum & Agenda:**

The board meeting was called to order at 6:40 P.M. by President Randy Bañez. A quorum was established with four of five board members present.

Ginger Scoggin motioned that the agenda be approved with the addition of Fall Dumpsters to New Business. Yannick Hodgkin seconded the motion. Motion carried.

### **Approval of Minutes:**

The minutes of 17 September 2012 meeting were reviewed.

Yannick Hodgkin motioned to approve the minutes. Mark Smith seconded the motion. Motion carried.

### **Financial Report/Treasurer Report:**

David Riley presents the Financial Report.

There was an Owner who was being fined \$100.00 per week for violation the House Rules regarding recreational vehicles. The fees have now been stopped since the vehicle has been removed. Current fines for this violation amount to \$400.00 and the Owner has failed to respond to any letters or bills that were sent regarding this issue.

The Owner who was over two years delinquent is keeping to the terms thy agreed upon with the attorney and all delinquent dues have been paid. Payments are now being made on the legal fees that were incurred in this matter.

Mark Smith motioned to approve the Treasures Report. Ginger Scoggin seconded the motion. Motion carried.

### **Grounds Report:**

Deanne Tuckerman presented the Grounds Report.

After the recent windstorms Lisa Rogers arranged to have some trees removed that had been damaged by the wind. A letter of complaint was received from an Owner who was upset by the removal of a tree in Tract I that they felt was removed unnecessarily. Deanne points out that last year letters were sent out regarding the removal of cottonwood trees from Tract I and that no negative feedback was received regarding this project. The tree in question was removed because it was believed to be rotten and thus in danger of falling in a future windstorm. Both Deanne and Lisa spoke with the upset Owner and explained why the tree was removed, that the work was Board approved and that it was never the intention to remove a healthy tree. Randy Banez shares an email that he sent in response to the Owner. In the email he apologizes or the removal of the healthy tree and states that he will present to the Board a proposal for

## ***Alaskan Bay Owners Association, Inc.***

planting a good sized tree in Tract I to replace the healthy tree that was mistakenly removed.

Ginger Scoggin motioned that a tree be planted in the spring. Mark Smith seconded the motion. Motion carried. The purchase and planting of a tree will be included in the budget for next year.

Deanne expresses concern that with the number of cottonwood trees that have recently been removed from Tract I there may be a problem with that area becoming boggy due to excess moisture in the ground. There is no way to tell if this will be an issue so the situation will be monitored and if needed, steps will be taken to address the situation in the spring.

Mark Smith motioned to accept the Grounds Report. Yannick Hodgin seconded the motion. Motion carried.

### **Architectural Committee Report (ACC):**

None

### **Manager's Report:**

None

### **Welcoming Committee:**

The Welcoming Committee is being reestablished. The members of the Welcoming Committee will be Elizabeth Adamson, Ginger Scoggin, and Yannick Hodgin. Information regarding sales and new Owners will be obtained from David Riley. A per basket budget will be provided to the Committee. The Committee will then decide what will go into the baskets and will insure that uniformity is maintained so that all new Owners receive the same gift.

Ginger Scoggin motions that the budget for the baskets be \$50.00 per basket and that baskets be given to all Owners who have moved in since January 2012 forward. Yannick Hodgin seconded the motion. Motion carried.

### **Old Business:**

Speed Bumps: Tabled

Delinquency Letter: Tabled

### **New Business:**

Dumpsters in the fall: Yannick motions that dumpsters be provided in the fall to aid in fall clean up as they are placed in the spring. Dumpsters were placed this fall after the wind storm and positive feedback was received. After some discussion it is decided that Yannick will calculate the cost of adding the dumpsters for a week in the fall next year and add this to the budget. The issue will then be discussed at the next meeting when the budget is presented for approval.

Website: Ginger requests that her contact information on the website be updated to include her new phone number.

Yannick Hodgin motions to approve New Business. Mark Smith seconded the motion. Motion carried.

### **Next Meeting:**

***Alaskan Bay Owners Association, Inc.***

The next meeting will be Monday, November 19, 2012 at 6:30 PM at 3154 Bettles Bay Drive.

**Adjournment:**

Mark Smith motioned to adjourn the meeting. Randy Bañez seconded the motion. Motion carried unanimously. Hearing no further business the meeting was adjourned at 8:15 PM.

# ***Alaskan Bay Owners Association, Inc.***

Minutes of 19 November 2012

## **Attendees:**

Randy Bañez (President), Ginger Scoggin (Secretary), Yannick Hodgkin (Treasurer), Mike Bridges (Member at Large) and Elizabeth Adamson (Welcoming Committee) were present.

Deanne Tuckerman represented Ben Marsh & Associates, Inc.

## **Quorum & Agenda:**

The board meeting was called to order at 6:38 P.M. by President Randy Bañez. A quorum was established with four of five board members present.

Mike Bridges motioned that the agenda be approved. Randy Bañez seconded the motion. Motion carried.

## **Approval of Minutes:**

The minutes of 15 October 2012 meeting were reviewed.

Mike Bridges motioned to approve the minutes. Ginger Scoggin seconded the motion. Motion carried.

## **Financial Report/Treasurer Report:**

Yannick Hodgkin presented the Financial Report.

There are only twenty Homeowners who have not yet paid their dues. Second statements and late fees will be sent out when David Riley returns from out of state.

There are four Homeowners still owing outstanding dues, fees and fines remaining from last year.

Mike Bridges motioned to approve the Treasures Report. Yannick Hodgkin seconded the motion. Motion carried.

## **Grounds Report:**

None

## **Architectural Committee Report (ACC):**

An approval letter has been sent out for the most recent roof request. It was another replacement of natural wood shingles with the Committee approved materials. The new shingles look as well as the original but the cost to Homeowners is lower and they present a lower fire hazard.

Mike Bridges is to be reimbursed for the cost of two light bulbs for the signs.

Ginger Scoggin motioned to approve the ACC Report. Mike Bridges seconded the motion. Motion carried.

## **Manager's Report:**

None

## **Welcoming Committee:**

## ***Alaskan Bay Owners Association, Inc.***

Elizabeth Adamson presented a Report for the Welcoming Committee. Gifts have been delivered to three of the four new Homeowners in the first group. The deliveries went well and the Homeowners were very appreciative.

Randy Bañez motioned to accept the Welcoming Committee's Report. Ginger Scoggin seconded the motion. Motion carried.

### **Old Business:**

Speed Bumps: Ginger Scoggin will be drafting a letter expressing the Association's desire to proceed with obtaining speed bumps to be presented to the Community Council.

Delinquency Letter: Tabled

Randy Bañez motioned to accept Old Business. Mike Bridges seconded the motion. Motion carried.

### **New Business:**

Insurance: The Association's liability insurance is up for renewal. There is no significant change to the cost. The Board instructs Deanne to have the policy renewed.

PO Box: The PO Box is up for renewal. Deanne states that if the Board desires the box can be done away with and mail can be sent directly to her office. The Board feels however that it is best to maintain the PO Box and asks that it be renewed.

Annual Meeting Packages: Deanne presents the Annual Meeting Packages for review and approval. The packages are approved with corrections made in spelling errors.

Annual Meeting Location: Deanne requests the Board's permission to move the location of the meeting from the multi-purpose room at the school to the library where it will be quieter. The Board approves the change and Deanne will proceed with scheduling the meeting.

### **Next Meeting:**

The next meeting will be Monday, January 21, 2013 at 6:30 PM at 3154 Bettles Bay Drive.

### **Adjournment:**

Hearing no further business the meeting was adjourned at 7:16 PM.