

Alaskan Bay Owners Association, Inc.

Minutes of 21 January 2013

Attendees:

Randy Bañez (President), Mark Smith (Vice President), Ginger Scoggin (Secretary), Yannick Hodgin (Treasurer) and David Riley (Accountant) were present.

Deanne Tuckerman represented Ben Marsh & Associates, Inc.

Quorum:

The board meeting was called to order at 6:49 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 as written. Randy Bañez seconded the motion. Motion carried.

Approval of Minutes:

The minutes of 19 November 2012 meeting were reviewed. Mark Smith motioned to approve the minutes. Randy Bañez seconded the motion. Motion carried.

Financial Report:

David Riley presented the financial reports and bank statements for the months of November and December. Randy Bañez motioned to accept the reports and statements. Mark Smith seconded the motion.

David Riley has several issues regarding the finances that he would like to present to the Board.

- Late Fees: There are homeowner requests to excuse late fees due to mailing issues. Two owners sent notes stating they did not receive their initial statements. Another owner's payment arrived the day the late notices were sent out. The Board decided to forgive these late fees and return payment of the late fees one of these owners sent with their note.
- Budget: The 2013 Budget is reviewed and discussed. No significant changes to the budget are necessary in this year. A question is raised regarding whether or not the Grounds Budget is sufficient to take care of some tree trimming that is needed in the common areas. After some discussion it is decided that the budgeted amount is sufficient to take care of the trimming as well as handle any unexpected events such as the 2012 windstorm.

Management is requesting an increase to their monthly rate. Due to the rising cost of gas and cost of living Management requests an increase of \$200.00 per month. Ginger Scoggin motions to approve the increase effective February 1, 2013. Randy Bañez seconded the motion. Motion carried.

Mark Smith motioned to approve the budget with the discussed changes. Ginger Scoggin seconded the motion. Motion carried.

- Credit Card Payments: David had received multiple inquiries regarding credit card payments. He did some research into the issue with Cornerstone Credit Services. After some discussion it is agreed that Cornerstone has higher rates

than many other places offering similar services. Ginger has experience with credit card services and will do some research and report back to the Board.

- Collection of Past Due Fines and Fees: There is an owner who has an outstanding fine for a violation. The fine dates back to 2011. After some discussion it is agreed that a reminder notice should be sent every six months until the fine is paid or the property sells in which case the fine will be paid at closing.

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

Grounds Report:

None

Architectural Committee Report (ACC):

Jeanne Phillips has resigned from the ACC. A new chairperson needs to be chosen by the Committee.

Manager's Report:

An anonymous complaint was received regarding a van parked on the street. There is nothing Ben Marsh & Associates can do about vehicles parked on the street. If a vehicle is parked on the street and it poses a danger or remains for an excessive amount of time the Muni needs to be contacted to have the vehicle reported. The streets are Muni property and the Association cannot take any action against vehicles parked on Muni property.

Jim LeBau has signed the Association up for the Adopt-a-Park program to maintain the KFQD Park once again this year. There is a question regarding the bench in the park, whether it can be sanded by the Adopt-a- Park group. Deanne is unsure so she will speak to Jim and see what can be done.

Old Business:

None

New Business:

Ginger Scoggin has a question regarding the historical documents for the Association. She would be interested in putting together a history of the Association. There are minutes from meetings dating back a while on the website. Ben Marsh & Associates also maintains a storage unit where many other files are stored.

There is a question regarding the website and who can post information on it. Deanne explains that any Board member can post on the website they just need to contact the webmaster for login information.

Next Meeting:

The next meeting will be the Annual Meeting on Wednesday, February, 13 2013 at 7:00 P.M.

Adjournment:

Alaskan Bay Owners Association, Inc.

Mark Smith motioned to adjourn the meeting. Yannick Hodgkin seconded the motion. Motion carried unanimously. Hearing no further business the meeting was adjourned at 8:31 P.M.

Minutes of 18 February 2013

Attendees:

Randy Bañez, Mark Smith, Ginger Scoggin, Yannick Hodgkin and Mike Bridges were present.

Deanne Tuckerman represented Ben Marsh & Associates, Inc.

Quorum:

The board meeting was called to order at 6:48 P.M. A quorum was established with five of five board members present.

Mark Smith motioned that the agenda be accepted as written. Randy Bañez seconded the motion. Motion carried.

Agenda: Ginger Scoggin motioned that the agenda be approved with the addition of a discussion of the research done on credit card acceptance. Yannick Hodgkin seconded the motion. Motion carried.

Appointment of Officers: After some discussion it is decided that the Board members would assume the positions as follows:

President: Randy Bañez

Vice-President: Mark Smith

Secretary: Ginger Scoggin

Treasurer: Yannick Hodgkin

Member-at-Large: Mike Bridges

The Board of Directors appoints the following committees:

Architectural Control Committee: Mike Bridges (Chairman), Randy Bañez, Ginger Scoggin

Grounds Committee: Lisa Rogers

Welcoming Committee: Elizabeth Adamson

Approval of Minutes:

The minutes of 21 January 2013 meeting were reviewed. Mike Bridges motioned to approve the minutes. Ginger Scoggin seconded the motion. Motion carried.

Financial Report:

Yannick Hodgkin presented the financial report as prepared by David Riley.

Alaskan Bay Owners Association, Inc.

The electric bill needs to be put in the name of the Association it is currently in the name of one of the Association's former presidents. Management cannot make the changes a member of the Board needs to do it. Randy Bañez will get the necessary information from Management and go to Chugach Electric to make the change.

Randy Bañez motioned to accept the Financial Report. Ginger Scoggin seconded the motion. Motion carried.

Architectural Committee Report (ACC):

The house at 3017 Bettles Bay Loop has had the roof redone and it was not approved by the ACC. The roof was done in shingles that are not approved for use within the Association. A letter needs to be sent to the Owners letting them know that the roof is not approved and steps need to be taken to correct the error. If the Owners do not respond in a timely matter legal action needs to be taken and a lien needs to be placed on the property. The matter needs to be handled quickly since the house is currently up for sale.

Manager's Report:

None

Old Business:

Letters: Ginger Scoggin would like to put together templates that can be used for the letters that are most frequently used by the Association. Management has several templates that they currently use and they will send these to Ginger for her to review and make changes to for Board approval and Association use.

Credit Cards: Research has been done into the possibility of accepting credit card payments for Association dues. There are several different options:

- Portable systems: These can be connected to a smartphone so that a card can be scanned or the card number can be manually entered. There is a monthly rate for these services and then a per transaction fee.
- Web based services: There are several of these but they all charge about the same amount of \$0.30 and 2.9% per transaction.
- Traditional card readers: These cost an average of \$0.20-\$0.30 and 2.5%-3.0% per transaction, plus a monthly fee.
- Google Pay: Has no monthly fees but charges 2.9% and \$0.30 per transaction. This service has a link that can be placed on the website so that people can click it and enter their own card information.
- PayPal: A PayPal account would allow for Owners to pay using a credit card or transfer from their bank. The money could be placed directly into the Association's account and a monthly report could be sent to the Accountant and to Management. More research needs to be done into the fees for using this service.

If credit card acceptance was set up this would be an additional expense to the Association. Either dues would have to be raised to cover the expense or Owners would have to pay a fee to make a payment by credit card.

Bill Pay is an option that more Owners should be made aware of. It can be set up through their banks and the bank will send a check out for the amount of the dues.

Deanne points out that taking credit card numbers raises liability issues and that Management or whoever was accepting the numbers would have to obtain a large amount of liability insurance as a protection in the event that credit card information was stolen.

At this time to cost of accepting credit card doesn't seem to be acceptable in view of the number of payments that would be received in this way. More research will be done into PayPal to see if this could be a more acceptable option. Also steps will be taken to inform more Owners about the option of Bill Pay.

New Business:

None

Next Meeting:

The next meeting will be the Annual Meeting on Wednesday, March 18, 2013 at 6:00 P.M. in Ginger Scoggin's home.

Adjournment:

Hearing no further business the meeting was adjourned at 7:46 P.M.

Alaskan Bay Owners Association, Inc.

Minutes of 18 March 2013

Attendees:

Randy Bañez (President), Mark Smith (Vice-President), Ginger Scoggin (Secretary), Yannick Hodgins (Treasurer) and David Riley (Accountant) were present.

Deanne Tuckerman represented Ben Marsh & Associates, Inc.

Quorum:

The board meeting was called to order by President Randy Bañez at 6:30 P.M. A quorum was established with four of five board members present.

Agenda: Mark Smith motioned that the agenda be approved. Yannick Hodgins seconded the motion. Motion carried.

Approval of Minutes:

The minutes of 18 February 2013 meeting were reviewed. Yannick Hodgins motioned to approve the minutes with the change in title for Mike Bridges from Member at Large to Member. Mark Smith seconded the motion. Motion carried.

Financial Report:

David Riley presented the financial report.

David mentions that in his conversations with the attorney he has been informed that at some point late fees need to stop being charged because the Association will not be able to collect them if legal action becomes necessary. David suggests that after six months Owners be sent a letter informing them that they will no longer be charged late fees but they will be responsible for any attorney fees related to the collection of their dues.

Yannick Hodgins motioned to accept the Financial Report. Ginger Scoggin seconded the motion. Motion carried.

Grounds Report:

Deanne Tuckerman presents the Grounds Report.

Management has spoken with Jim LaBau regarding the dog waste stations. Jim is currently on vacation but when he returns he will contact the Muni to get a key so that the bags in the stations can be replaced. Jim will also look at the bench in the park and see what repairs can be made after the snow melts.

Mark Smith motioned to accept the Grounds Report. Randy Bañez seconded the motion. Motion carried.

Architectural Committee Report (ACC):

The attorney has been in contact with the Real Estate agent and the Owner of the house at 3017 Bettles Bay Loop. The attorney sent an email conveying the details of that conversation which Randy Bañez reads to the Board. A lien has been filed on the property. The title company, the Owner and the Agent have all been notified and the house will not sell without an agreement on a solution. The attorney has also suggested that David Riley add a page to the Resale Certificate notifying the Buyer that the shingles are not in compliance with ABOA standards. The attorney wrote the wording for the notice and David has included it with the Resale information.

Ginger Scoggin motioned to accept the ACC Report. Yannick Hodgkin seconded the motion. Motion carried.

Manager's Report:

Yannick took a drive around the neighborhood and noted a few violations which she photographed and would like Management to look into. The list is discussed and Deanne mentions that she has taken note of the majority of them, one is currently being fined and the remaining two she will be sure to check on.

Deanne reminds the Board of a discussion at the Annual Meeting regarding action being taken against Owners with inoperable vehicles stored on their property. Management has reviewed the Bylaws and the House Rules several times and there is no clear rule in this regard. Management suggests that the House Rules be examined for any additions or changes that may need to be made since it has been a few years since these were updated. Yannick volunteers to look over the House Rules and email all Board members any suggestions she has for edits or additions.

Yannick Hodgkin motions to approve the Manager's Report. Mark Smith seconded the motion. Motion carried.

Welcoming Committee Report:

Yannick Hodgkin presents the Welcoming Committee's Report. Elizabeth Adamson has been ill so she has not yet delivered welcome gifts to the two newest Home Owners in the Association. She will be making these deliveries within the next week.

There is a question as to whether renters should receive welcome gifts as well when they move into the neighborhood. After some discussion it is decided this will be decided on a case by case basis since in most cases the Board is not aware of a change in renters. Recently a home was sold to a person who is currently living out of state and immediately rented the property. In this case a welcome gift will be sent.

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

Old Business:

Tabled

Alaskan Bay Owners Association, Inc.

New Business:

Website- There are several updates that need to be made to the website. Yannick has made a list of these corrections. Management will pass the corrections onto the Webmaster along with an offer of Yannick's assistance in maintaining the website if it is desired.

Mark Smith motioned to accept New Business. Yannick Hodgkin seconded the motion. Motion carried.

Next Meeting:

The next meeting will be held April 29, 2013 at 6:30 P.M. in Randy Bañez's home at 10130 Eshamy Bay Drive.

Adjournment:

Hearing no further business the meeting was adjourned at 7:59 P.M.

Minutes of 29 April 2013

Attendees:

Randy Bañez (President), Mike Bridges (Member), Yannick Hodgins (Treasurer) and David Riley (Accountant) were present.

Deanne Tuckerman and Candice Rathbone represented Ben Marsh & Associates, Inc.

Quorum:

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

Approval of Minutes:

The minutes of 18 March 2013 meeting were reviewed. Mike Bridges moved to approve the minutes. Yannick Hodgins seconded the motion. Motion carried.

Financial Report:

David Riley presented the financial report.

There was question regarding legal fees and how they are handled. It is explained that when a Homeowner incurs legal fees the fees are charged through to the Homeowner. The Association pays the initial legal fee but the cost is recovered from the Homeowner.

Mike Bridges moved to accept the Financial Report with a correction to the delinquency report. Yannick Hodgins seconded the motion. Motion carried.

Grounds Report:

Deanne Tuckerman presents the Grounds Report.

A call was received by the Management office regarding trash at the corner of Bay shore & Admiralty. When Management did the drive through it appeared to be an accumulation of gravel and debris from the winter which should be removed when the roads are cleaned.

The flower beds around the signs need some maintenance. It is proposed that a committee be formed to do some work in these areas and plant new flowers. An item will be placed in the Spring Newsletter requesting volunteers for the project. Next year repair of the signs should be budgeted for.

Architectural Committee Report (ACC):

A paint request was received and the Homeowner is requesting to use a different color than what is currently on the house. The Homeowner will be asked to provide Mike Bridges with a sample of their chosen color and Mike will determine if the color is acceptable.

A request was received from a Homeowner to make some landscaping changes. Mike went over and walked the property with the Homeowner to see exactly what changes they plan to make. The changes were approved along with a height extension to the fence to cut down on noise from the school. A letter should be sent by Management giving approval for the work.

Alaskan Bay Owners Association, Inc.

A letter needs to be sent regarding the railroad ties lining the driveway at one of the homes. They are in disrepair and should either be removed or replaced. Management should send out a letter reminding the Homeowner that this should be taken care of this summer.

Manager's Report:

There is a Homeowner who received a fine for having his trailer parked in his driveway too often. He is requesting that the fine be removed because his trailer was never parked within the Association for longer than 72 hours at a time. It was explained to him that the intent of the rule is that the vehicles be parked outside the property more often than they are in. Furthermore the exception to the Association's rules regarding recreational vehicles was intended to apply only to RVs and travel trailers not to all forms of recreational vehicles. After some discussion the Board decides that if the Homeowner complies with the intent of the rule from now forward his fine can be reduced by 50%.

Welcoming Committee Report:

Three Homeowners have received welcoming gifts since the last Board Meeting and Elizabeth has received reimbursement for the purchase of supplies.

Old Business:

Speed Bumps: Yannick will be purchasing the "Please Slow Down" signs for placement this spring as discussed at the Annual Meeting.

Delinquent Letters: David provides a packet of previous delinquency letters that have been used by the Association and his recommendations. After some discussion it is decided that Homeowners will have 3 months to reply to letters regarding late fees before they are turned over to the attorney for collections. From the letters provided by David some changes are made to reflect a first, second and third warning regarding the late dues. After the third warning the Homeowner is sent to the attorney and they will be responsible for all late fees and legal fees that accumulate.

House Rules: Mike will review the House Rules for changes that may need to be made since they have not been updated for several years. Mike will also make changes to the wording of the rules regarding recreational vehicles to clear up the confusion as to what is allowed. A rule regarding inoperable vehicles being stored within the Association will be drafted as well.

Mike Bridges moved that all Grounds, ACC, Manager, Welcoming Committee Reports all be approved along with Old Business. Yannick Hodgkin seconded the motion. Motion carried.

New Business:

Newsletter: Randy will work on the Newsletter and it will be sent to the Board by email for review and approval so Management can send it to the printer.

Chugach Electric is going to be doing extensive work involving their underground lines around the neighborhood this summer. All Homeowners should have received a notice with their utility bills. A reminder will be included in the Newsletter and placed on the website and the Facebook page as well.

Next Meeting:

The next meeting will be held May 20, 2013 at 6:30 P.M. in Randy Bañez's home at 10130 Eshamy Bay Drive.

Adjournment:

Hearing no further business the meeting was adjourned at 7:56 P.M. by Randy Bañez.

Alaskan Bay Owners Association, Inc.

Minutes of 20 May 2013

Attendees:

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

Deanne Tuckerman represented Ben Marsh & Associates, Inc.

Quorum:

The meeting was called to order by President Randy Bañez at 6:34 P.M. A quorum was established with four of five board members present.

Owner Concern:

An Owner is present to discuss a fine that he received regarding a trailer with snow machines that was present in his driveway for several drive-through. He explains that the trailer was never parked there for more than 72 hours and that Management just happened to catch it there each Tuesday as he was unloading. This matter had previously been discussed by the Board and a decision had been made to reduce the fine by half and to explain the intent of the 72 hour rule to the Owner. It is expressed that this does not seem fair since the Owner was not in violation of the House Rules as currently stated and if the rules had not allowed for trailers in the Association he would not have bought into the Association. The Owner expresses his desire for the fine to be completely removed and his opinion that the House Rules should not be changed to exclude recreational trailers, snow machines etc. as many Owners bought with the understanding that these were allowed within the allotted time restraints.

After the Owner left the Board further discusses the matter. Ginger Scoggin moved to remove the fine. Yannick Hodgkin seconded. Motion carried.

Approval of Minutes:

The minutes of the 29 April 2013 meeting were reviewed. Yannick Hodgkin moved to approve the minutes. Ginger Scoggin seconded the motion. Motion carried.

Financial Report:

David Riley presented the financial report.

There is a question regarding the two owners who are carrying balances, is it now time for them to be sent to the attorney? David explains that one Owner is now at six months past due on their Association dues and should be sent to the attorney this month. The other Owner is currently owing fines and late fees and these items do not get turned over to the attorney rather they just carry forward until they are paid or until the property sells and the money is collected at closing.

Mark Smith moved to accept the Financial Report with a correction to the delinquency report. Ginger Scoggin seconded the motion. Motion carried.

Grounds Report:

Deanne Tuckerman presented the Grounds Report.

A call was received by Management with an Owner complaining of the number of leaves that are blown into their yard by the trees in the Association's common area. The Owner

felt that the Association should be responsible for the cost of cleaning up the leaves. It was explained to the Owner that the Association has no control of where leaves are blown and that Owners are responsible for maintaining their own yards regardless of where the leaves originate. Management did contact the Grounds Committee Chair Lisa Rogers to investigate the Owner's complaint that a branch from a common area tree had fallen on her fence.

Mark Smith moved that the Grounds Report be accepted. Randy Bañez seconded the motion. Motion carried.

Architectural Committee Report (ACC):

Randy Bañez presented the ACC Report. There have been more roofing, painting and shed requests received. These have been approved after review and Management confirms that letters of approval were sent to these Owners.

Yannick Hodgin moved that the ACC Report be accepted. Mark Smith seconded the motion. Motion carried.

Manager's Report:

None

Welcoming Committee Report:

Yannick Hodgin presented the Welcoming Committee Report.

There is one new Owner that is awaiting a welcome gift. However Elizabeth prefers to wait until there is more than one gift to assemble and deliver at a time when possible, and there are currently sales in process within the Association.

Old Business:

Delinquent Letters: At a previous meeting letters for use in the collection process along with a timeline with a maximum of 90 days before being sent to the attorney were approved. However after further consideration the Board discussed extending the maximum days late back to six months and some changes were made in the wording of the letters. After some discussion Ginger Scoggin moved that the collection timeline be placed at six months and that the delinquency letters be approved with the discussed changes. Yannick Hodgin seconded the motion. Motion carried.

New Business:

The question was raised as to how Owners are informed when they need to paint or do repairs so as not to be fined for not meeting ACC standards. It is explained that usually the ACC makes note of these issues and passes them along to Management. Management then sends out a letter explaining what needs to be done and requesting a timeline on when it will be completed.

The tree that was removed last year that caused concern by an Owner needs to be replaced now that the weather is nice. The Grounds Committee should be contacted and authorized to look and price a replacement tree so that the new tree can be planted this year.

Next Meeting:

The next meeting will be held June 17, 2013 at 6:30 P.M. in Randy Bañez's home at 10130 Eshamy Bay Drive.

Alaskan Bay Owners Association, Inc.

Adjournment:

Hearing no further business the meeting was adjourned at 7:40 P.M. by Randy Bañez.

Minutes of 17 June 2013

Attendees:

Randy Bañez (President), Mark Smith (Vice-President), Mike Bridges (Board Member), Yannick Hodgins (Treasurer) and David Riley (Accountant) were present.

Deanne Tuckerman represented Ben Marsh & Associates, Inc.

Quorum:

The meeting was called to order by President Randy Bañez at 6:36 P.M. A quorum was established with four of five board members present.

Approval of Minutes:

The minutes of the 20 May 2013 meeting were reviewed. Mike Bridges moved to approve the minutes. Yannick Hodgins seconded the motion. Motion carried.

Financial Report:

David Riley presented the financial report.

Grounds Report:

Deanne Tuckerman presented the Grounds Report.

Lisa Rogers has been emailed to proceed with pricing a tree to replace the one that was removed last year.

The large branch that fell onto a fence from the common area has still not been removed. Randy Bañez and Mike Bridges will take care of removing the branch and ensure there is no damage has been done to the fence.

Architectural Committee Report (ACC):

Several requests have been received and approved by the ACC and these projects are moving forward. Approval letters have been sent to the Owners.

Mark Smith moved that the ACC Report be accepted. Yannick Hodgins seconded the motion. Motion carried.

Manager's Report:

None

Welcoming Committee Report:

None

Old Business:

Electric: The electric account with Chugach has still not been transferred into the Association's name. In speaking with the electric company it was made clear that a new business account needs to be established and this will require paying a fee. The Board authorizes Randy Bañez to set up the account and Management will reimburse him for any fees incurred.

Speeding Deterrents: The signs have been distributed and are being used.

Alaskan Bay Owners Association, Inc.

Mike Bridges moved to approve Old Business. Mark Smith seconded the motion. Motion carried.

New Business:

The 100th Ave. fence had some places that need some minor repairs. The Bañez Brothers Landscaping will be contracted to make the repairs.

Next Meeting:

The next meeting will be held August 19, 2013 at 6:30 P.M. in Randy Bañez's home at 10130 Eshamy Bay Drive.

Adjournment:

Hearing no further business the meeting was adjourned at 7:12 P.M. by Randy Bañez.

Minutes of 19 August 2013

Attendees:

Randy Bañez (President), Mike Bridges (Board Member, ACC Chairman), Yannick Hodgins (Treasurer), Lisa Rogers (Grounds Committee), Elizabeth Adamson (Welcoming Committee) and David Riley (Accountant) were present.

Deanne Tuckerman represented Ben Marsh & Associates, Inc.

Quorum:

The board meeting was called to order at 6:35 P.M. by President Randy Bañez. A quorum was established with three of five board members present.

Approval of Minutes:

The minutes of 17 June 2013 meeting were reviewed. Mike Bridges moved to approve the minutes with a date correction to the heading. Yannick Hodgins seconded the motion. Motion carried.

Financial Report:

David Riley presented the financial report for July and August.

Mike Bridges moved to accept the Treasurers Report. Yannick Hodgins seconded the motion. Motion carried.

Grounds Report:

Lisa Roger presented the Grounds Report. In a previous meeting the Board voted to authorize Lisa to purchase a tree to replace a tree that was removed from Tract I last year. Lisa was authorized to spend up to \$1,000.00; however the cost to purchase and plant a good sized tree exceeds the budget. Lisa is requesting the Board's direction in what type tree specifically should be purchased and also an increase in the budget. After some discussion it is decided that a Weeping Birch should be purchased and Lisa is authorized to spend up to \$1,200.00.

Mike Bridges moved that the tree purchase be approved. Yannick Hodgins seconded the motion. Motion carried.

Once the tree has been planted volunteers will be found to place fencing around it to protect it from moose.

Architectural Committee Report (ACC):

Mike Bridges presented the ACC Report. There have been many more projects approved and these are currently in progress around the neighborhood. Management has sent out approval letters for these projects.

A Board member questions how ACC violations are reported and handled. The Associations documents clearly state that homes are to be kept in good repair and that failure to do so is a violation punishable by fine. Does Management monitor and fine houses that need painting or have overgrown yards etc.? In a walk around of the neighborhood many such issues with various degrees of disrepair were discovered. During the following discussion it was explained that Management acts on the direction of the Board and enforces policies to the extent the Board directs them to. The current

Alaskan Bay Owners Association, Inc.

Board thus feels the need to enforce these rules when a property becomes a clear eyesore and nuisance.

Management is directed to send letters regarding several such issues and to provide timelines for the maintenance to be done after which fines will be levied or other actions taken depending on the violation.

There is a section of sidewalk that is in disrepair. Management will contact the Municipality to have the issue repaired.

Manager's Report:

None

Welcoming Committee:

Elizabeth Adamson presented the Welcoming Committee report. Five baskets were recently delivered to new Owners. Randy Bañez reports that one of the new Owners mentioned to him how much he appreciated the welcome gift. Elizabeth Adamson has been reimbursed for the five welcome baskets.

Old Business:

The bulbs in the lights for the signs were replaced but one has burnt out again. Mike Bridges will purchase a replacement and be reimbursed for the cost. Mike also reports that the signs will need to be replaced and that should be included in next year's budget.

New Business:

David Riley reminds the Board that the annual dues statements will be sent in October. A budget needs to be approved before that is done. The Board requests that David put together a budget for the incoming year and present it at the next Board meeting.

Next Meeting:

The next meeting will be Monday, September 16, 2012 at 6:00 PM at 10130 Eshamy Bay Drive.

Adjournment:

Hearing no further business the meeting was adjourned at 7:50 pm.

Minutes of 16 September 2013

Attendees:

Randy Bañez (President), Mark Smith (Vice-President), Mike Bridges (Board Member, ACC Chairman), Yannick Hodgins (Treasurer), Ginger Scoggin (Secretary) were present. Deanne Tuckerman and Candice Rathbone represented Ben Marsh & Associates, Inc.

Quorum:

The board meeting was called to order at 6:34 P.M. by President Randy Bañez. A quorum was established with five of five board members present.

Approval of Minutes:

The minutes of 19 August 2013 meeting were reviewed. Mike Bridges moved to approve the minutes. Mark Smith seconded the motion. Motion carried.

Financial Report:

Deanne Tuckerman presented the financial report and the proposed 2014 Budget. There is no need to raise dues in the incoming year. Statements will be sent out in October.

Mark Smith moved to accept the Financial Report and Budget. Ginger Scoggin seconded the motion. Motion carried.

Grounds Report:

Gage Tree Service has not yet trimmed the trees they gave the bid on, Lisa Rogers will be contacted to see if there has been a delay.

The landscapers will be doing one final mowing this season and then will place the feed for the winter.

Architectural Committee Report (ACC):

Several more projects have been approved and are in progress around the neighborhood.

There are several Homeowners that need to receive letters regarding repairs that need to be made. Management will see that the letters are sent.

Manager's Report:

In email was received from a Homeowner complaining that a neighbor's dog has been roaming their yard. The Homeowner was advised by Management to contact animal control. The Homeowner did later discover the owner of the dog and spoke with them. The dog's owner stated that they will keep the dog under control however if there are further problems the owner can be sent a letter.

Alaskan Bay Owners Association, Inc.

There is a Homeowner that still has holiday lights up despite receiving a letter stating that the lights needed to be removed, we are now entering the winter season when lights can again be placed. The Homeowner will be fined for the months when the lights should have been down and the fines will stop in October which is when winter lights usually start going up.

Welcoming Committee:

None

Old Business:

A light bulb has again gone out on the sign so Mike Bridges will once again replace the bulb.

New Business:

The House Rules need to be reviewed and updated. Ginger Scoggin and Mark Smith will look over them and make some modifications to be reviewed by the Board.

Next Meeting:

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

Adjournment:

Hearing no further business the meeting was adjourned at 7:13 PM.

Minutes of 21 October 2013

Attendees:

Randy Bañez (President), Mark Smith (Vice-President), Mike Bridges (Board Member, ACC Chairman), Yannick Hodgkin (Treasurer), Ginger Scoggin (Secretary), Elizabeth Adamson (Welcoming Committee) and David Riley (Accountant) were present.

Deanne Tuckerman represented Ben Marsh & Associates, Inc.

Quorum:

The board meeting was called to order at 6:34 P.M. by President Randy Bañez. A quorum was established with five of five board members present.

Approval of Agenda:

The agenda is approved with an addition to Old Business.

Approval of Minutes:

The minutes of 16 September 2013 meeting were reviewed. Mike Bridges moved to approve the minutes with corrections. Mark Smith seconded the motion. Motion carried.

Financial Report:

David Riley presented the financial report.

In reviewing the 2013 Budget thus far it is projected that 2013's expenses will be lower than what was budgeted for.

Dues statements have been sent out and payments are being received.

Mark Smith moved to accept the Financial Report and Budget. Ginger Scoggin seconded the motion. Motion carried.

Grounds Report:

At the previous meeting it was stated that Gage Tree Service had not yet trimmed the trees they had been hired to trim. Upon further investigation it was determined that they had in fact completed the work.

Mike Bridges moved to approve the Grounds Report. Mark Smith seconded the motion. Motion carried.

Architectural Committee Report (ACC):

Many of the fences in the neighborhood are in disrepair and need to be replaced or repaired. The Board will be issuing reminders in the newsletters and at the Annual meeting that fences should be maintained in the spring.

A request was received and approved for the replacement of windows by a Homeowner. Due to the lateness of the season the window trim will not be painted to match until the spring.

Manager's Report:

Alaskan Bay Owners Association, Inc.

The Homeowner, who previously responded negatively to a letter from Management regarding their need to paint their home, should be sent another letter requesting an exact time line on the requested painting. The letter will be drafted by Management for review and signed by the President before being sent out.

Welcoming Committee:

None

Old Business:

House Rules- Work is in progress

New Officers- The question is raised as to how new members are recruited to the Board. It is explained that an opportunity to volunteer is provided in the Annual meeting notice as well as at the meeting itself. In addition this year it will also be posted on the Facebook page. All Homeowners are encouraged to volunteer to serve their community as a member of the Board.

New Business:

100th Ave. Fence- The fence lining 100th Ave. will be up for repairs in the next couple of years. Mike Bridges proposes that the Board take into consideration planning repairs to the fence for the 2015 fiscal year. Advance planning is needed since the expense will need to be budgeted for and a special assessment scheduled if needed. Repairs to the split rail fence should be planned at the same time.

Website- The question is raised as to when the website was last updated. Several Board members report not seeing the recent minutes posted. Management has been providing the minutes to the Webmaster within a week of the meeting. Upon review of the website during the meeting it is confirmed that as of this meeting the website is current on minutes but is lacking the most recent newsletter.

Next Meeting:

The next meeting will be Monday, November 18, 2013 at 6:30 PM.

Adjournment:

Hearing no further business the meeting was adjourned at 7:43 PM.

Minutes of 18 November 2013

Attendees:

Randy Bañez (President), Mark Smith (Vice-President), Mike Bridges (Board Member, ACC Chairman), Yannick Hodgins (Treasurer), Ginger Scoggin (Secretary), Elizabeth Adamson (Welcoming Committee) and David Riley (Accountant) were present.

Deanne Tuckerman represented Ben Marsh & Associates, Inc.

Quorum:

The board meeting was called to order at 6:35 P.M. by President Randy Bañez. A quorum was established with five of five board members present.

Approval of Minutes:

The minutes of 21 October 2013 meeting were reviewed. Mike Bridges moved to approve the minutes. Ginger Scoggin seconded the motion. Motion carried.

Financial Report:

David Riley presented the financial report.

As of 15 November 2013, seventeen Owners have not yet paid their dues. Statements reflecting late fees have been sent out.

Mark Smith moved to accept the Financial Report and Budget. Mike Bridges seconded the motion. Motion carried.

Grounds Report:

None

Architectural Committee Report (ACC):

None

Manager's Report:

Management received a letter from an Owner requesting that their fine for violating the RV regulations be removed. The Owner claims the RV was not in violation as it was not in the neighborhood longer than the allowed 72 hours. However, a Board member documented the RV's presence over the course of a week in addition to Management's noting its presence. Mike Bridges moved that the fine be reduced from \$100.00 to \$50.00 and that a letter be sent stating the reduction in the fine while firmly reminding them of the rules regarding RV storage within the Association. Mark Smith seconded the motion. Motion carried.

A question is raised regarding Management's policy on sending out letters on trailer and RV violations. Management explains that in the past they have reported these items to the Board and the Board checks that the vehicle does not move for three days before a letter is sent out.

Welcoming Committee:

None

Old Business:

Alaskan Bay Owners Association, Inc.

House Rules- The committee will have something to present to the Board at the next meeting.

New Business:

Accountant's Rate: After the previous meeting the Board held an Executive Meeting and decided to increase the Accountant's pay by \$200.00 a month. Ginger Scoggin moved that the rate increase go into effect as of November 1, 2013. Mike Bridges seconded the motion. Motion carried. The 2014 annual budget will be changed to reflect the rate increase.

The Accountant will now assume all financial responsibilities. Management will no longer process payments or maintain the checkbook.

Annual Meeting: The packet for the Annual Meeting notice is reviewed and approved with correction. It will be sent out in early January to give the required thirty day notice.

A place needs to be reserved for the meeting. Mark Smith will look into negotiating a different rate with the school. A price will also be obtained for the Bayshore Clubhouse.

Next Meeting:

The next meeting will be Monday, January 20, 2013 at 6:30 PM at 3154 Bettles Bay Loop.

Adjournment:

Hearing no further business the meeting was adjourned at 7:41 PM.