

**BAYSHORE SKI & RACQUET CLUB
HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING-OPEN SESSION
October 20, 2018**

DIRECTORS PRESENT: Ron Zurek (President), Gary Marquez (Vice-President/Secretary), Joe Inzalaco (Vice-President), and Lisa Conticelli (Vice-President)

DIRECTORS ABSENT: Carole Hurst (Vice-President/Treasurer)

HOMEOWNERS PRESENT: Keith Downs, Lisa Moseley

PROPERTY MANAGERS: Mindy & Kevin Vermilion, Email: bayshoreskihoa@gmail.com, Tel: (909) 866-1524, Fax: (909) 866-4074, Mailing address: PO Box 1217, Big Bear Lake, CA 92315.

- I. **Call to Order:** Ron Zurek called the open session meeting of the Bayshore Ski & Racquet Club Homeowners Association to order at 10:10 a.m., Saturday October 20, 2018 at Bayshore Ski & Racquet Club Condo 737-D, Big Bear Lake CA 92315.
- II. **Welcome and Introductions:** All in attendance were self-introduced and welcomed.
- III. **Approval of Minutes of the September 22, 2018 Meeting(s):** Motion to approve the minutes as presented made by Gary Marquez, second by Lisa Conticelli. Vote: 3-0-1, approved. Joe Inzalaco abstains due to his absence at the meeting.
- IV. **Manager's Report:** Report submitted and read by Mindy Vermilion. Copy of the Manager's Report is available to all Homeowners by request. Please contact Mindy Vermilion for a copy. Highlights of the Manager's Report are:

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| 4/28/18 | Roof rafters-All lower rafter beams are complete. Upper story rafter beams are currently being addressed. | |
| | 5/19: Project continues as time allows | |
| | 6/23: Other higher priority projects are underway. Rafters will be addressed again as time allows. | Pending |
| 4/28/18 | Bridge to tennis courts and bridge adjacent to north pool area- Replacement of bridges to begin week of May 14 th by HOA maintenance staff. Project budget \$3,400.00 | |
| | 5/19: Other projects took priority. Bridge projects to be addressed in June. | |
| | 6/23: The bridge adjacent to the north pool area began on 6/11 | |
| | 7/21: The bridge adjacent to the north pool was completed as of 6/23. Bridge to tennis courts start date-pending. | |
| | 10/20: Bridge to tennis courts deferred to 2019. | Deferred to 2019 |
| 9/22/18 | Pools & Spa Seasonal Closures: Winterization for the south pool & spa and the north pool is scheduled to be completed by 9/30/18. The north spa will remain open for use through the fall, winter & spring. | |
| | 10/20: Winterization complete as of 10/15. North spa will remain open for use through spring 2019. | Complete |
| 10/20/18 | HOA Unit Tenant Request: Request reimbursement for water heater blanket expense. Board of Directors is requesting a receipt for the blanket expense. | Pending |
| 10/20/18 | New stop & waste valve was installed on 10/17, as the old valve was difficult to turn on & off. | Complete |

- V. **Landscaping Report:** Verbal report given by Carole Hurst. Highlights of the Landscape Report are:
 (A.) Review of Landscape Improvements Project: Improvements throughout the property are complete, including the buildings facing Cienega-749, 711 and 693, as well as two large trees removed and five new trees planted throughout the property.
 (B.) Maintenance Contract: 2019 maintenance contract and fall cleanup bid provided by Stalcup Landscape; To be discussed during the Executive Session. \$900.00 or less has been allocated for the fall cleanup.
 (C.) Tree Maintenance: List of trees to be addressed & map of the property provided to Bear Valley Tree Care Service. Verbal bid provided to Mindy Vermilion; the property's tree maintenance should be able to be accomplished for \$1,200.00 or less and can be accomplished in the winter months while the trees are dormant. Schedule TBD.
- VI. **Architectural & Property Report:** Verbal report given by Lisa Conticelli. Copy of the Architectural report is available to all Homeowners by request. Please contact Mindy Vermilion for a copy.
 (A.) Violations: From this year's list of 16 violations, as of 10/20, two violations remain unsatisfied. Per Board instruction, Mindy Vermilion will follow up with Homeowners.
 (B.) Requests: No new requests at this time.
- VII. **Treasurer's Report:** Due to Carole Hurst's absence, Treasurer's Report submitted by Ron Zurek.
 (A.) Operating Account: Per Board instruction, Mindy Vermilion will follow up with Haven Management regarding recent overdraft and upcoming payroll expense.
 (B.) Discussion held regarding Reserve projects and upcoming expenditures. Ron Zurek is advising that Bayshore's operating account is running in a deficit and must stop borrowing from the Reserves to cover Operating expenses. Further discussion to be held during the budget review.
- VIII. **Old Business:**
 (A.) 2018 Projects & Expenses:

1. Reserve Projects:

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| 4/28/18 | Landscape Improvements | Due to Carole Hurst's absence, project update deferred to May | |
| | 5/19 | Per verbal report from Carole Hurst, further bids & information needs to be collected-Deferred to June. | |
| | 6/23 | Further revisions to be made to the project with further suggestions & revised bids to be presented at the July meeting. | |
| | 7/21 | Carole Hurst will continue to research and provide additional bids at the August meeting. | |
| | 8/18 | Bids to be further analyzed in September; See Landscape Report. | |
| | 9/22 | Final bids reviewed & discussed; see Landscape Report. | |
| | 10/20 | All landscape improvements complete for 2018. | Complete |
| 5/19/18 | Building Maintenance | Building 699: Cost breakdown provided for Board review. | |
| | 5/19 | Motion to approve funds in the amount of \$2898.00 for building 699 maintenance made by Lisa Conticelli, second by Gary Marquez. Vote: 4-0, approved. | |

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| | 5/19 | Mindy Vermilion to bring cost breakdowns for buildings 681, 737 & 767 in June | |
| | 6/23 | Cost estimates for buildings 681, 699, 737 & 767 reviewed & discussed. Motion to approve building maintenance, beginning with building 737 first made by Carole Hurst, second by Joe Inzalaco. Vote: 3-0, approved. | |
| | 7/21 | Discussion held regarding the status of the project; Mindy Vermilion to bring bids for this project to the August meeting. | |
| | 8/18 | Bids for building maintenance and improvements to be reviewed and discussed in the Executive Session. | |
| | 9/22 | Bayshore maintenance staff will complete the siding & flashing to the front of building 737 with Gary Marquez as advisor. Major siding to be deferred to 2019. | |
| | 10/20 | Wood maintenance & painting by Bayshore maintenance staff is underway. | Pending |
| 4/28/18 | Seamless Gutters | Buildings to be addressed this year: 681, 699, 737, 767 | |
| | 10/20 | Bid provided for discussion during the Executive Session | Pending |
| 4/28/18 | Bridges | Projects to begin week of May 14 th ; see also Manager's Report. | |
| | 5/19 | Project rescheduled to June due to other higher priority projects. | |
| | 6/23 | Bridge adjacent to north pool began 6/11 | Complete |
| | 7/21, 8/18, 10/22 | Bridge adjacent to tennis courts-see also Manager's Report. | Deferred to 2019 |
| 4/28/18 | Roof Rafters | Project underway; see also Manager's Report. | Ongoing |

2. Parking Lot Project: Carole Hurst will be the Committee Chairperson for the parking lot project. Homeowners wishing to join this committee, please contact Mindy Vermilion.

5/19: Carole Hurst to meet with contractors and collect information to present to the Board. Further update in June.

6/23: Update given by Chairperson Carole Hurst; New bid by IPS provided. Bids by IPS, Roman's Construction and Mile High review and discussed in addition to drainage issues. Project discussion table to July with further information to be collected & presented by Carole Hurst.

7/21: Carole Hurst gave a summary of bids and recommendations. Discussion held; Motion NOT to slurry seal the parking lot made by Joe Inzalaco, second by Gary Marquez. Vote: 3-2, Slurry seal bid denied. Carole Hurst to bring more information in August.

8/18: Carole Hurst reviewed the information provided by IPS, Inc and answered questions from other Directors from the July meeting. The parking lot project will continue to be funded and reviewed. No further action taken at this time.

IX. New Business:

(A.) 2019 Budget-Budget Committee Recommendations for Review: 2019 draft budget and committee recommendations reviewed. Long discussion held regarding properly funding the Reserve, where to cut Operating expenses and possibly raising the monthly dues.

(B.) 2019 Budget Discussion and Approval: Ron Zurek recommends raising the monthly dues to fund the Reserves for parking lot, roofs and other upcoming projects. Lisa Conticelli would like to wait and is not in favor of raising the monthly dues. Joe Inzalaco would like to put off upcoming projects to save money and is not in favor of raising the dues. Gary Marquez recognizes needing to raise the dues to save for major projects such as the parking lot and roof replacements. Further

discussion held; Motion to raise the monthly dues to \$465.00/month with \$179.79 allocated monthly to funding the Reserves and \$285.20 allocated monthly to Operating expenses made by Lisa Conticelli, second by Gary Marquez. Vote: 3-1, approved.

(C.) 2019 Board of Directors Election, Candidate Statements and Ballots: Candidate statements will be mailed out November 1st with a due date of December 1st. Ballots will be mailed to the community on December 15, 2018 due back January 11, 2019. The Annual meeting and election is scheduled for January 19, 2019, weather permitting.

X. Emergency Items Not on the Agenda: None

XI. Homeowner's Presentations and Comments: *(Agenda Policy SB 528 - Open Meeting Act - The Board is no longer able to discuss or take action on any item that is not on the scheduled Agenda. The Board requests that any owner that would like a matter placed on the Agenda for review that you provide your request in writing to the management company at least ten (10) days prior to the meeting.)*

No comments

XII. Property and Association Issues Not On Agenda (In Executive Session Book):

(A.) Correspondence: None

(B.) Legislation: None

XIII. Next Meeting of Board of Directors: 10 a.m., Saturday December 8, 2018-Weather permitting.
Location: Bayshore Ski & Racquet Club condo 749-A. **Homeowners are encouraged to attend.**

For the most up-to-date meeting and Association information, please refer to the community bulletin board (located next to the center trash enclosure) or the Association website: www.bayshorehoa.org

XIV. Motion to Adjourn: Motion made to adjourn the Open Session at 1:28 p.m. by Lisa Conticelli, second by Gary Marquez. Vote: 4-0, approved.

Respectfully submitted by:

Mindy Vermilion, Recording Secretary