

**BAYSHORE SKI & RACQUET CLUB  
HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING-OPEN SESSION  
August 17, 2019**

**DIRECTORS PRESENT:** Ron Zurek (President), Carole Hurst (Vice-President/Treasurer), Keith Downs (Vice-President/Secretary), Lisa Conticelli (Vice-President) and Joe Inzalaco (Vice-President)

**DIRECTORS ABSENT:** None

**HOMEOWNERS PRESENT:** Lisa Mosley, Gary Marquez, Mark McLaughlin, Lynn & Michael Ginesi

**PROPERTY MANAGERS:** Mindy Vermilion, Email: [bayshoreskihoa@gmail.com](mailto:bayshoreskihoa@gmail.com), Tel: (818) 489-4511, Fax: (909) 866-4074, Mailing address: PO Box 1224, 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 10:07 a.m., Saturday August 17, 2019 at Bayshore Ski & Racquet Club South Pool Area, Big Bear Lake CA 92315.
- II. **Welcome and Introductions:** All in attendance were self-introduced and welcomed.
- III. **Approval of Minutes of the July 20, 2019 Meeting:** Motion to approve the minutes as submitted made by Keith Downs, second by Carole Hurst. Vote: 3-0-2, approved. Lisa Conticelli and Joe Inzalaco abstain due to their 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:

4/28/18	Roof rafters-All lower rafter beams are complete. Upper story rafter beams are currently being addressed.	
	6/23/18: Other higher priority projects are underway. Rafters will be addressed again as time allows.	Pending
7/20	Paint bids: Mindy Vermilion to bring bids from painting contractors to the August meeting for discussion.	
	8/17: Three paint bids provided for Board review and discussion in the Executive Session.	Pending

- V. **Landscaping Report:** Verbal report given by Carole Hurst.
  1. – Regarding request from Homeowner 737-C in July: Request to plant lilac bush reconsidered and discussed. Motion to approve request made by Joe Inzalaco, second by Keith Downs. Vote: 5-0, approved. Regarding request to trim the willows down to improve the lake view, Carole Hurst, Mindy Vermilion & Kirk Stalcup met to discuss the project and bid. At the time of the meeting, the bid has not yet been received. Therefore, the request and bid are deferred to September for discussion.
- VI. **Architectural & Property Report:** Report submitted and read by Lisa Conticelli. Copy of the Architectural Report is available to all Homeowners upon request.
  - (A.) Requests: No new requests.
  - (B.) Violations: 26 Notices were sent on June 7<sup>th</sup> with a deadline of August 31<sup>st</sup>. At the time of the meeting, 12 notices have been satisfied. Lisa Conticelli is recommending letters to be sent to the remaining notices not yet satisfied with a deadline reminder and offer to extend to the end of September with schedule for completion from the Homeowner. Mindy Vermilion to follow up.

**VII. Treasurer's Report:** Operational and Reserve expenditures report submitted by Carole Hurst. Discussion held; reports are on file with Manager Mindy Vermilion & available to Homeowners upon request.

**VIII. Old Business:**

(A.) 2019 Projects and Expenses-Project Updates:

2/23/19	<b>Roofs</b>	Bid obtained from Mike Jordan Roofing for Board review. At this time there is one building with an active roof leak (669) with four other buildings identified as needing roof replacement as soon as possible. Discussion held; further investigation into the status of all the roofs by professional contractors to be obtained, with material bids to include asphalt shingles as well as a metal alternative.	
	4/20	Proposals by MJ Roofing and Beckett Roofing provided, reviewed & discussed. Further information to be collected and discussed in May.	
	5/25	Revised bids for repair and replacement provided by Beckett Roofing to be discussed and approved in the Executive Session. CertainTeed Landmark Solaris, Heather Blend (ID #0668-0123) and non-vented method selected by Board members present. Mindy Vermilion will schedule with Beckett Roofing ASAP. Notice to Homeowners will be issued accordingly.	
	6/22	Re-roofing of building 669 began on 6/18, Homeowners were notified. Projected timeframe to complete is 10 working days. David Beckett strongly recommended adding venting to prevent rotten substructure problems in the future and offered to do the venting to building 669 at no extra charge. Motion to approve venting at no extra charge made by Carole Hurst, second by Keith Downs. Vote: 3-1, approved. Building 749 will be addressed next; schedule and notification pending.	
	7/20	Building 669 completed 7/17, building 711 repair completed 7/17. Due to predicted thunderstorms, building 749 to begin 7/29, homeowners will again be notified.	
	8/17	Building 749 completed on 8/2. Building 675 is scheduled to begin 9/3; Homeowners will be notified.	Pending Completion
4/20/19	<b>Parking Lot</b>	Revised contract provided, reviewed & discussed. Carole Hurst will follow up with IPS Paving for revisions to the contract and scheduling. To be further discussed in May.	
	5/25	Contract finalized and sent to IPS on 4/30/19. Required paperwork and insurance provided by IPS and on file. Project scheduled for June 10-12, notification to Homeowners, tenants and rental agencies will be provided by Managers ASAP.	
	6/22	Due to low overnight temps in the high 30' / low 40's, IPS delayed the project to July 22-24. Homeowners, tenants and rental agencies have been notified.	
	7/20	Project confirmed for 7/22-7/24, notices posted on all doors on 7/19, parking lot will be cautioned off the evening of 7/21. Mindy Vermilion will address any remaining vehicles early morning 7/22. Irrigation has been turned off through the course of the project, all utility companies have marked their lines, and the grass / sprinklers have been marked.	

	8/17	Project completed as scheduled on July 24 <sup>th</sup> , check mailed to IPS on July 26 <sup>th</sup> , receipt for payment in full received on 7/29, and Unconditional Waiver & Release on Progress Payment received on 8/15. Slurry seal recommended to defer to spring 2020. Three areas in the parking lot with standing water is being addressed with IPS project manager Mitch Callaway. Further update to be given in September.	Partial Completion
8/17	<b>Painting</b>	Three bids provided for Board review and discussion in the Executive Session	Pending
8/17	<b>Pool &amp; Spa Covers</b>	Former bid for safety covers and SB County pool cover guidelines reviewed and discussed. Deferred to September for further discussion.	Pending
8/17	<b>Seamless Rain Gutters</b>	Proposal from Big Bear Rain Gutters provided for Board review & discussion in the Executive Session	Pending

**IX. New Business:**

(A.) Budget Committee – Committee Chairperson, volunteer members & dates for discussion & approval: Carole Hurst will chair the budget committee. Volunteer members include Lisa Mosley and Keith Downs. Recommendations will be made by the Committee at the September 28<sup>th</sup> meeting for final approval at the October 19<sup>th</sup> meeting. Mailing to the membership is due by the end of November.

**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.)* None.

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

**(A.) Correspondence:**

1. – Final audit and reconciliation received from Berkshire Hathaway Guard – attached for Board review.
2. – Farmer's Umbrella Policy – Notice of Cancellation received. Wheeler Steffen Management to pay prior to date due 9/10/19.

**(B.) Legislation:** None

**XIII. Next Meeting of Board of Directors:** 10 a.m., Saturday September 28, 2019. Location: Bayshore Ski & Racquet Club South Pool Area, weather permitting. An alternate location TBD if inclement weather occurs. **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](http://www.bayshorehoa.org)

**XIV. Motion to Adjourn:** Motion to adjourn the Open Session at 11:50 a.m. made by Carole Hurst, second by Keith Downs. Vote: 3-0, adjourned.

Respectfully submitted by:

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Mindy Vermilion, Recording Secretary