

**BAYSHORE SKI & RACQUET CLUB  
HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING-OPEN SESSION  
September 22, 2018**

**DIRECTORS PRESENT:** Ron Zurek (President), Gary Marquez (Vice-President/Secretary), Carole Hurst (Vice-President/Treasurer) and Lisa Conticelli (Vice-President)

**DIRECTORS ABSENT:** Joe Inzalaco (Vice-President)

**HOMEOWNERS PRESENT:** Keith & Linda Downs, Lisa Moseley

**PROPERTY MANAGERS:** Mindy & Kevin Vermilion, Email: [bayshoreskihoa@gmail.com](mailto: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 10:13 a.m., Saturday September 22, 2018 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 August 18, 2018 Meeting(s):** Motion to approve the minutes as presented made by Lisa Conticelli, second by Carole Hurst. Vote: 3-0-1, approved. Gary Marquez 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:

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 <sup>th</sup> 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.	Partially Completed
4/28/18	Irrigation system & valve repairs	
	8/18: Three valves sent to Mindy Vermilion from Director Joe Inzalaco for a total of \$469.92. Two more valves will be ordered to complete the valve repairs and have one extra when needed.	
	9/22: All valves have been located & repaired. The irrigation map has been updated to show all valve locations for the future.	Complete
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.	Pending
9/22/18	HOA Unit Tenant Request: Request to have water line connected to refrigerator at the tenant's expense. Board	Complete

	approves the request. Tenants must complete an ARC form to be kept on file.	
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- V. **Landscaping Report:** Verbal report given by Carole Hurst. Highlights of the Landscape Report are:  
 (A.) Review of Landscape Improvements Project: A final review of all landscaping bids was discussed. Motion to approve bid by Stalcup Landscape totaling \$18,600 for improvements in front of buildings 749, 711, 693 made by Lisa Conticelli, second by Gary Marquez. Vote: 4-0, approved.  
 (B.) 681-B Request: Request made by Homeowners 681-B to add a tree behind their unit to block the north pool equipment room and heater exhaust pipes at the August meeting. A new tree was agreed upon between Homeowners & Carole Hurst. Tree was purchased & planted on 9/10.  
 (C.) Maintenance Contract: Per a meeting with Kirk Stalcup, Carole Hurst & Mindy Vermilion, every other week in September the weeds maintenance is being addressed. Weekly service contract ends at the end of September. Mindy Vermilion to follow up with Stalcup Landscape with a fall cleanup bid.  
 (D.) Tree Replacements: Three aspen trees were selected by Carole Hurst & planted by Stalcup behind buildings 723/755/711 to replace the large cottonwood trees that were removed earlier in the season. A new maple tree was purchased through & planted by Stalcup Landscape in front of building 711, per request from Homeowners of that building & as part of the landscape improvements in that area.  
 (E.) Tree Maintenance: Carole Hurst & Mindy Vermilion to meet with Bear Valley Tree Care Service for recommendations & cost for tree maintenance throughout the property. Bid & discussion to be reviewed in October.  
 (F.) Homeowner Request 799-C: Request from Homeowner 799-C for improvements to the front of their building; Per Carole Hurst, pending review of the 2019 budget & bids, this area will be a priority for 2019.
- VI. **Architectural & Property Report:** Report submitted & read 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 9/19, four 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:** Report submitted by Ron Zurek with a review given by Carole Hurst.  
 (A.) Operating Account balance is too low, a minimum balance of \$5,000.00 must be kept at all times. Mindy Vermilion will follow up with Haven Management, Ron Zurek & Carole Hurst with current account balance and any action that needs to be taken.  
 (B.) Discussion held regarding Reserve projects and upcoming expenditures.  
 (C.) Carole Hurst will continue to report a cash basis report, Ron Zurek will provide a cash modified report, as the CPA's use and advise to use.
- VIII. **Old Business:**  
 (A.) 2018 Projects & Expenses:

1. Reserve Projects:

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.	Pending
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.	
	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.	Pending
	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.	Pending
4/28/18	Seamless Gutters	Buildings to be addressed this year: 681, 699, 737, 767	Pending
4/28/18	Bridges	Projects to begin week of May 14 <sup>th</sup> ; 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	Bridge adjacent to tennis courts-Schedule TBD	Pending
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.) Date for Annual Meeting & Election: Meeting date for the annual meeting and election of the

Board of Directors set for January 19, 2019 at Nottingham's Tavern, weather permitting. A hosted continental breakfast will be served. All Homeowners are invited to join.

(B.) Budget Committee for 2019 Budget: As HOA Treasurer, Carole Hurst will serve as committee Chairperson. Homeowner volunteers that will be part of the committee are: Victor Valenzuela, Lisa Moseley and Keith Downs. Mindy Vermilion will also assist in facilitating needed past budgets & reports. The Budget Committee will make their recommendations at the October 20<sup>th</sup> meeting. Mail out to the community is required by November 1, 2018.

**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 October 20, 2018. 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](http://www.bayshorehoa.org)

**XIV. Motion to Adjourn:** Motion made to adjourn the Open Session at 11:40 a.m. by Gary Marquez, second by Lisa Conticelli. Vote: 4-0, approved.

Respectfully submitted by:

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Mindy Vermilion, Recording Secretary