

Board Meeting Agenda
Thursday January 11th, 2024 – 5:30 p.m. by Zoom

Meeting Called to Order: The meeting was called to order by Barbara Frank at 5:32 PM.

- 1. Board Members Roll Call:** Members present were Barbara Frank, Fred Yates, Ed Boyd, Joan Wilkerson and Judy Crondahl.
- 2. Approval of Minutes of November 9th, 2023:** Minutes from the November 9th meeting were approved without edits.
- 3. Approval of 2024 Budget:** The 2024 budget for the Parkshore Homeowners' Association was unanimously approved.
- 4. Financial Reports:** Christopher Burton of JPR Management Services referenced the distributed balance sheet (through December 29, 2023) and explained there was no financial report to review since JPR had not yet processed any financial transactions for the Association during the month of January, i.e., January 1 – January 11, 2024.
- 5. Manager's Report:**
 - a. Garden Windows:** Christopher Burton explained failing garden windows have been inspected in two units. (A third unit has been reported, but not yet inspected.) Considerable damage was found and structural damage, i.e., rot is suspected. The Board has some preliminary information on this topic via section 3.6 of the Building Inspection Report. The opinions of a couple of solicited contractors suggest that JPR should schedule some drywall removal to further inspect potential structural damage. Ultimately, an architect or engineer may need to be hired to remove/repair/redesign these windows. Christopher believes it's in the Association's best interest to pursue mitigation of this problem. Barbara Frank reminded the Board that not all owners are affected by this issue, that some of the damage may be an owner's responsibility, some may be the Board's responsibility, and that the Board does not currently have funds budgeted to address this issue. Barbara requested that JPR conduct a complete inventory to assess the condition of all garden windows, including a record of which windows have already been repaired. Barbara encouraged Board members to research AHFC loan options to help the Board finance the solution/s for this challenge.
 - b. Recommended tasks list per inspection:** This specific, not comprehensive, list is related to the Building Inspection Report and represents excerpts from the report which are related to safety issue items. Several items will be easy to resolve and will be scheduled for completion within the parameters of existing funds. Other items will be larger in scope and will require more investigative work. JPR will provide a summary of projects with recommendations as to what must be addressed versus what could be tabled.

There was considerable conversation regarding the F Street retaining wall. Christopher Burton explained there is still some interest in the possibility of City & Borough of Juneau obtaining ownership of the wall, but Barbara Frank reminded Board members that the wall is currently the Association's property and financial responsibility.

- 6. Owner Comments:** A meeting participant asked if the budget line item for Utilities includes the cost of water usage in an attempt to understand the increased costs for this budget line item. She also brought up the topic of manual snow shoveling around, and on top of the Alaska Waste dumpsters. Barbara Frank requested that Christopher Burton follow up with Gus Bass.

Another meeting participant questioned the seemingly recent change in delivery of mail packages. Barbara Frank explained that the United States Post Office is not responsible for bringing packages to the doorstep. Barbara noted a recent change in mail carrier and suggested a neighborly, community approach to help with mail when people are out of town.

Another meeting participant asked for clarification regarding notice to JPR on maintenance/repair items which are the responsibility of the unit owner. Though not required, Barbara Frank suggested that contacting JPR may result in the unit owner securing a contractor and getting the maintenance/repair item addressed more quickly.

7. **Volunteer Recognition:** Barbara Frank acknowledged the efforts of Joan Wilkerson and Kayla Wyatt for orchestrating the 2023 holiday party. Barbara also thanked Adam Bauer and Judy Crondahl for setting up a guest wi-fi password for use in the Club House.

8. **Upcoming Meeting Dates:**

- a. There are 3 open Board seats. Statements of intent for those seats should be emailed to the Board by January 31st, 2024.
- b. The voting period for Board seats will be conducted via DocuSign Ballot and will run February 5th to February 29th. JPR will be sending electronic ballots to all.
- c. Annual Meeting March 14th, 2024.

9. **Adjournment:** The meeting was adjourned at approximately 6:36 PM.