

**Bay Rim Park Condominium Association
Board Meeting Minutes**

Friday, January 27, 2023, at 10:00 am [Integra Conference Room]

Board President CJ Bradford called the meeting to order at 10:06 am.

Board Members in attendance: CJ Bradford, Rhonda Willet, Laura Tulett, Chelsea Hull. Ernie Tjoelker joined via ZOOM and Devyn Briscoe joined in a few minutes late to the meeting via ZOOM.

Board Members absent: Margaret Sackrider

INTEGRA Management: Cindyrae Mehler & Kayla Hardenbrook
Integra was requested to take the Minutes of the meeting.

Approve Agenda: Motion by Laura Tulett to approve the Agenda as presented; 2nd by Rhonda Willet; and, approved.

Approval of Minutes: **Regular Meeting Minutes of 10-14-22**
Motion to approve the 10-14-22 Minutes by Rhonda Willet; 2nd by Chelsea Hull; and, approved.

Management Report: Financials thru 12-31-22

Operating Account	\$	41,080.83
Reserves	\$	<u>255,607.19</u>
Total Bank.....	\$	296,688.02

Cindyrae reports we finished through 12-31-22 over budget in expenses by \$1,447.48, attributed to increased garbage lot pickups and disposal, and attorney fees for negotiation with Uniquet to settle the boundary line and Quiet Title to parking entrance area.

Maintenance items completed:

F-6 shattered window replaced. Removal, cap, disposal of 3-failed/leaning chimney stacks S-2, S-3, & S-7. Look at the fence of M-3 pulling away from building/owner responsibility to correct privacy fence/screen. B-1 chimney stack – cap & caulk. Winterization completed. M-6 chimney cap inspect for leak/all good. Roof leak in F-7 by bedroom area – patch & caulk. O-8 thaw frozen pipes under kitchen sink – minimal heat in unit. Roof & Gutter full cleaning completed by TB Lawns.

Association Reserves:

Board President – CJ Bradford reports \$60,000 CD is maturing soon. She has met with the financial advisor with recommendation to move this to a used CD to obtain a better rate of 4.65%. This term will be until April 2023. The Board will be moving forward with this.

General Business:

1. Status update re: attorney status on negotiation with Uniquist.

CJ continues to work with Association counsel – Matt Paxton. Owner letter has been drafted by the association attorney for unit owners in Oak & Walnut building enclosing document for their notarized signature & return to finalize the Settlement Agreement and Quiet Title to this piece of property. Board discussion on completing this final task. CJ, Laura, and Cindyræ of Integra will be meeting with attorney Matt Paxton to make final changes to the letter that will be sent out to all 16-unit owners in the Walnut and Oak buildings.

2. Garbage Enclosure: Bid Status. [cinderblock enclosure with fencing on top/gated]

Devyn continues to meet with contractors. The Board will select a vendor to do this project following review of bids.

3. Website.

The Association's website is up and running with no hick ups. Information as received from the Board is added to the website. Laura and Chelsea are putting together supplemental notices and information Memo's to be loaded to the website.

4. Annual Pruning/Tree Trimming:

Board Review of photo's - Board selection of areas to schedule. Instruction to Integra to contract Linderman Tree Works to provide Estimate and move forward with project schedule.

5. Hemlock 1 – Request to re-locate exterior dryer vent [at owner expense]: Board Decision

Board unanimously denied the request for exterior modification to the unit. Homeowners are not allowed to make modifications to the exterior of the Building.

6. Spruce 1 – Request to re-install landscape bricks in common flowerbed located next to Spruce 1.

Board unanimously approves the request. Owner is to inform Integra when they are back in town so the Board can meet with the unit owner to reinstall placement of the bricks and complete location as requested.

7. Spruce 8 – Sloping step to front entry.

The Board discussed this entry area. The Board is obtaining two more estimates from contractors who are also providing estimates for the garbage enclosure. One estimate has been received from M&M Construction. The Board will review the three estimates obtained at the next scheduled Board meeting.

8. Landscape liaison – Chelsea reports:

Presentation by Lisa Kaufman with Northwest Straits Foundation [partners in marine conservation] was cancelled by Lisa Kaufman due to an emergency with one of her animals. Landscape Liaison - Chelsea will be rescheduling this presentation by Lisa Kaufman to address hindering of beach erosion by planting of native grasses, seeds, encouraging root system to hold onto the beach sand for greater stability. It is anticipated this will be done on Friday, April 21, 2023.

Next Board Meeting Date is scheduled for: Friday, March 24, 2023, at 10:00 am at Integra conference room.

Board/Management Walk About is scheduled for: Friday, April 21, 2023, at 10:00 am

Adjournment:

There being no further business, meeting was adjourned at 11:55 am.

Minutes respectfully submitted,

Kayla Hardenbrook

INTEGRA Management