Bay Rim Park Condominium Association
Meeting Minutes

Board ZOOM Meeting: Friday, February 4, 2022 at 1:30 pm

Roll call

Board Members: Rhonda Willet, Laura Tulett, CJ Bradford, Toni Harvey, Rob Proctor and Ernie Tjoelker. Devyn Briscoe was not present for the entire meeting due to connection issues.

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

Approve Agenda: Motion by Rob Proctor to approve the Agenda as presented; 2nd by Toni Harvey; and, approved.

Approval of Minutes: **Regular Meeting Minutes of 07-27-21**
Motion to approve the 07-27-21 Minutes by Laura Tulett; 2nd by CJ Bradford; and, approved.

Budget Working Meeting of 08-17-21
Motion to approve the 08-17-21 Minutes by Toni Harvey; 2nd by Rob Proctor; and, approved.

Organizational Meeting Minutes 09-25-21
Motion to approve the 09-25-21 Organizational Meeting Minutes by CJ Bradford; 2nd by Rob Proctor; and, approved.

Management Report: Financials thru 12-31-2021

Operating Account	$	61,504.80
Reserves	$	239,901.67
Total Bank……………………..	**$**	**301,406.47**

Cindyrae Mehler reports the association closed out the year under Budget. On 09-30-21 a $60,000 deposit was made to the Reserve Account with Edward Jones from the Operating Account. Since the date of the AGM these items have been completed: Gutter/downspouts cleaning by TB Lawns, Washington Fire & Safety completed the required annual fire extinguisher inspections, Beach/Pool codes changed, B-1 exterior lighting corrected, W-8 exterior outlet issue/replace GFI [Lightning Electric], S-5 exterior outlet issue corrected, A-3 roof leak [locate, by pipe & seal], W-1 exterior outlet issue, W-3 caulk/seal windows above sliding door, W-4 electrical issue [GFI], O-8 cold water freezing/meet with Bobby Brown, thaw & replace crawl space cover again [all working], Garbage enclosure fencing leaning – minimal repair to correct & stabilize, Glass replacement completed by ToddHunters on O-8, O-7 & M-4. Fire Hydrant posts purchased and installed. W-8 major water intrusion issue reported. Minimal repairs to stabilize area and assist unit owner. Proposal for remediation submitted to Board.

General Business:

1. Status update from Board President re: attorney status on negotiations with developer?

Rhonda Willet reports the neighboring property owner/developer would like an extension until the end of the year (December 2022) when all permits have been approved by the County to finalize an agreement.

Rob Proctor suggested we propose to the neighboring property to have a deadline of March 31, 2022 to pay all legal fees incurred to date by Bay Rim Park regarding negotiation of the easement; and, the neighboring property must make their final decision / drawing plans by July 31, 2022. If the neighboring property does not agree with this proposal or fulfill their end of this proposal by July 31, 2022, Bay Rim Park will move forward with their own plans which may include pursuing a Quiet Title Action.

Following discussion, the Board agrees 100% with Rob Proctor's suggestion. The Board President will convey the Board's decision to the attorney.

2. **Pool Maintenance/Daily Checks for 2022:** Integra advises Marshall has retired. We need to select a pool vendor for 2022 pool maintenance, and to complete the required daily checks to remain in compliance with the Health Department's guidelines.
Following discussion, the Board requested Integra to seek Bids for pool maintenance for 2022 to include the required daily pool checks. CJ would like to find a company that would continue with a salt solution product versus using a chlorine product.

3. Beach signage [drawing/graph suggestion received of John Kern]

Following review of the diagram submitted by John Kern, the Board agrees with his idea and placement of the beach sign and garbage receptacles.
Rhonda & Laura will measure the existing old sign dimensions and verbiage, and will work with INTEGRA to order a new sign. The plan is to have the new signage completed and installed by June 2022.

4. Capital Project for 2022 - Trash enclosure rebuild.

Following discussion, the Board has decided to keep this project on hold until the easement with the neighboring property is resolved so placement of the new garbage enclosure area is not in dispute.

5. **New Bike Rack(s):**

Following discussion, the Board feels it would be positive to provide two (2) additional bike rack locations in the complex. Location and placement of the bike racks has not been determined yet. The Board members plan to select locations for placement in the near future, and when the locations have been determined – two (2) new bike racks will be installed.

6. Exterior lighting concerns:

Rhonda advises the exterior lights for the complex are staying on continuously. Integra will send a work order to M&M Construction to address this. Also, if there are additional lights that have failed, to replace same. As a reminder – if there is an issue or malfunction with exterior lighting, please contact Integra so the issue may be addressed and corrected.

7. Irrigation for complex / underground sprinkler system:

CJ Bradford advises she would like to see an underground irrigation system be installed in front of Walnut Building. She also obtained a proposal for irrigation to be installed in front of Oak Building. She submitted the following estimates received from Premier Landscaping:

Option #1: Install an underground irrigation system to the front of Walnut Building - $9,200 + Tax

Option #2: Install an underground irrigation system to the front of Walnut Building **AND** to the patio side of Oak Building - $10,200 + Tax **[This price includes option #1]**

Following discussion, one of the questions was where was a proposal for the Courtyard area [Spruce Building] as this is a community area used by many residents.
Integra advised the Board that an expense of this nature and in this amount should be a Capital Project included in a future Budget for ratification by the unit owners. [This expense would exceed $10,000 which is a threshold number under Board discretion.]

CJ advises she will request an additional bid to install underground irrigation in the courtyard and provide it to the Board. Following heated discussion, the Board determined to table this until the next meeting.

8. Discussion on children playing in commons areas: [specifically in front of Walnut Bldg]

CJ Bradford withdrew this item from the Agenda following heated discussion.

9. Beach Spring Cleanup:

Discussion on erosion occurring on the beach. Laura said in the future the association might want to look into installing a retaining wall. At this time there are numerous large logs that have rolled in, and the Board is considering placing these strategically on the beach as a type of natural wall. Rhonda says the King Tides [high water tides] have been impacting and contributing to the erosion. The Board plans to set up a Spring Work Party date with residents for beach cleanup and work.

10. Discussion on Kayak's and Boat Storage on the beach:

CJ advises she is unhappy with the beach being utilized as a storage source for items, and with how the kayaks and boats are being left on the beach in disrepair, without proper tagging or description, and the beach looks junky. Following lengthy discussion, Rhonda assured CJ she will personally haul out and dispose of the boat left behind by former unit owner Derril Wiebe. Rhonda will have her boat removed as soon as she can find trailer arrangements. Rhonda also advises the tenants in Alder #2 are moving out soon so their boat will be removed shortly as well.
CJ Bradford exited the meeting during the boat discussion.

Toni inquired about verbiage in **Rules & Regulations**. Section 4.14 of the R&R's reads as follows -

> 4.14 Small water craft such as kayaks, canoes, paddle boards and boats may only be stored in the designated areas at the owners risk. Storage of such craft is not permitted in the front of units or in undesignated common areas.

No further discussion was held on this topic.

The next Board Meeting date is scheduled for: Friday, April 08, 2022 at 10:00 am. We are hoping to have the meeting as an in-person meeting, but this will depend on covid meeting restrictions at the time, border travel restrictions, and may be a ZOOM meeting.

There being no further business, the meeting was adjourned at 3:52 pm.

Minutes respectfully submitted,

Kayla Hardenbrook
INTEGRA Management