

Bay Rim Park Condominium Association

Board Meeting Minutes

Friday, February 7, 2025 at 10:00 am [hybrid/ZOOM & in-person]

Board President Laura Tulett called the meeting to order at 10:10 am.

Board Members in attendance: Laura Tulett - President, Kerry Emerson – Vice President, Ernie Tjoelker - Treasurer, Chel Hull – Secretary, Devyn Briscoe & John Kern.

Board Members not in attendance: Guy Linderman.

INTEGRA Management: Cindyrae Mehler & Kayla Hardenbrook

Spruce 1 Request to Board: By Zoom attendance, the owners of Spruce 1 asked the Board to once again reconsider the downspout and what they feel is excessive noise from water when it rains; and, to reconsider placement of the exterior safety lighting on the corner of Oak Building as it is their opinion excessive light shines into their unit. The Board advised they would revisit the issues expressed and respond to them with their decision. The Board thanked them for their attendance.

Following discussion, by unanimous decision of the Board, they will look at the location of the current light fixture and will reposition the light fixture downward. If this does not resolve the issue, the light fixture will be removed and a new downward more directional fixture will be placed. The Board will select the fixture and the location for placement of same. The new fixture may be placed in the same location or it may be moved to a new location taking into consideration light shining into Spruce 1 and maintaining adequate lighting for the sidewalk/path area for safety. The Board plans to utilize the old fixture for placement in the garbage enclosure area to provide additional safety lighting. With respect to the noisy downspout complaint, nothing further will be done. The Board has previously arranged for two independent vendors to review this area of complaint including Board Members looking at this area. It rains in the northwest, gutters and downspouts will make noise. If the owners wish to pursue the install of a new quiet gutter/downspout system for Spruce 1, they may put together a proposal from a vendor, submit same to the Board for review and seeking approval, with all expense for a new system to be the financial responsibility of Spruce 1. A letter of decision of the Board will be sent to the owner of Spruce 1.

Approve Agenda: Motion to approve the Agenda by John Kern; 2nd by Kerry Emerson and, passed.

Approval of Minutes: **Board Meeting Minutes of 11-02-24.**
Motion to approve the 11-02-24 Board Meeting Minutes by Devyn Briscoe; 2nd by John Kern and, passed.

Financial Report: Financials through 01-31-25 [not reconciled yet/waiting for bank stmts]
Operating Account \$ 65,153.31
Reserves \$ 280,867.19
Total Bank..... **\$ 346,020.50**

Association Reserves: John Kern is working with Edward D. Jones in submission of all paperwork required to complete establishment of the Reserve Account signors: Laura Tulett, Ernie Tjoelker and John Kern. INTEGRA will contact Edward D. Jones to find out what additional information they need to complete this task.

Old Business:

1. Crawl space areas: [vapor barriers/insulation by PSE approved vendor C&C Insulation LLC]. Issues with the vendor being able to acquire the approved insulation product had this project delayed. The high water table in the area has also contributed to further delays. C&C Insulation advised all building insulation work should be completed in the next 60-days. Kayla Hardenbrook and John Kern continue to monitor the vendor for completion of this PSE backed project.
2. Roofing update for completion in Summer of 2025: Ernie Tjoelker, John Kern and Devyn Briscoe have been working with Joostens Roofing in product selection, color choices, scheduling and final determination of buildings to be done in the Summer of 2025.

Following discussion, John Kern motions to select Joostens Roofing as the vendor for this Phased [3-year] roof project for the nine (9) buildings; 2nd by Devyn Briscoe; and, passed.

Following discussion on what order the buildings will be selected for new roofs taking into consideration the recommendation received from Joosten Roofing, Motion was made by John Kern the phased roof project over the next three (3) years will be scheduled as:

Phase 1: Spruce, Walnut, Birch

Phase 2: Oak, Alder, Fir

Phase 3: Cedar, Hemlock, Maple

All phases will be completed with IKO Dynasty LLT Amourzone Algae Resistant Architectural Shingles (130 mph wind), and SafeGuard 30 Hybrid Synthetic Underlayment.

Roof Color for all Phases: Driftshake;

Motion 2nd by Ernie Tjoelker; and, passed.

NOTE: This will be a 3-year phased project [2025, 2026 and ending in 2027]. INTEGRA will contact Joostens Roofing to set up the scheduling of Phase 1. This is a capital project and Devyn Briscoe has agreed to serve as the primary liaison with Joostens Roofing.

New Business:

1. Exterior Painting Buildings: Following discussion, the Board requested management to have M&M Construction & Painting look at the 9-buildings for evaluation of paint/rot repair work and determine a suggested phased order for re-painting/siding as needed for the buildings; and, if this is a project that could be held over to begin in 2026. INTEGRA will request an evaluation from M&M.
2. Yard Waste garbage bin: [Laura] Laura wonders if any more input or discussion was received with respect to a yard waste bin area [location for placement/size of bin]? Following discussion, the Board unanimously agreed to further discuss this on the walkabout scheduled for April. New disposal signage was ordered and is ready for install in location(s) as determined by the Board.
3. Newsletter: John Kern plans to have a new Newsletter put together for Spring. Thank you John for continuing as the Newsletter Editor.

4. Parking lot lighting/Garbage enclosure security cameras: Following discussion on improved parking lot lighting and the addition of security cameras, the Board requested management to contact Guardian Security to set up a walkthrough of the area and seek a proposal for both parking lot lighting, garbage enclosure lighting and cameras. On the April Board walkabout, the proposal will be reviewed including specific location of new lights. Integra will let the Board know the date Guardian Security has available for an onsite review of these areas.
5. **Date of Next Board Meeting:** Onsite walkabout - Saturday, April 19, 2025 at 9:30 am.

There being no further items for discussion, the meeting was adjourned at 11:49 am.

Minutes respectfully submitted,

Kayla Hardenbrook
INTEGRA Management