

Bay Rim Park Condominium Association
Board Meeting Minutes
Friday, March 20, 2026, at 9:30 am - Integra Conference Room

Board Meeting was opened for owner Q&A/none.

Board President Laura Tulett called the meeting to order at 9:37 am.

Board Members in attendance: Laura Tulett - President, John Kern – Vice President, Ernie Tjoelker - Treasurer, Chel Hull – Secretary, Devyn Briscoe, Guy Linderman and Mark Albert.

INTEGRA Management: Cindyrae Mehler & Kayla Hardenbrook.

Approval of Agenda: Motion to approve the Agenda by John Kern; 2nd by Mark Albert and, passed.

Approval of Minutes: **Board Meeting Minutes of 12-05-25.**
Motion to approve the 12-05-25 Meeting Minutes by John Kern;
2nd by Guy Linderman and, passed.

<u>Financial Report:</u>	Financials through 02-28-28
	Operating Account \$ 45,385.45
	Reserves \$ <u>239,836.35</u>
	Total Bank..... \$ 285,221.80

Through 02-28-26 we are running \$4,309.93 under budget in expenses. Maintenance items since 12-05-25 - Annual full property landscape trimming/pruning by TB Lawns; Annual Fire Sprinkler inspection by Washington Fire & Sprinkler [17]; exterior light repair/ and parts correction by Ernie Tjoelker; Lift Station service & inspection – all good by Lynden Sheet Metal and M&M; parts & reinstall bollard post that was struck; clean out of garbage enclosure area, fencing repairs from rot- winds [fix & brace] by M&M; full gutter cleaning by All American Seamless Gutters Dec 2025 and 2nd clean out of Maple/Fir/Birch & Alder Feb 2026, and Maple Building gutter repair & temporary drain extension; M&M Construction lot pickup & disposal of large BBQ left in enclosure area, Remaining crawl space covers all replaced [21], F-2 attic sweating inadequate ventilation, clean up/treat – New roof scheduled; Precision Pro Construction – Maple Building crawl space inspection; M-4 structural rot remediation.

The pool will be open Friday, May 22nd, 2026, to be open for Memorial Day weekend. Integra will coordinate with Koala-T Pools to have the pool ready to open on May 22nd. A work order will be sent to M&M Construction to complete minor repairs to the pool deck wood spacers and pressure wash.

Association Reserves: Ernie Tjoelker reports the CD’s are being reinvested as they mature.

Old Business:

- 1. Maple #4:** Precision Pro Construction completed their investigation under the Maple #4 and is working with Bradley Engineering to sign off on the work completed to be turned into the Whatcom County Planning Department.
- 2. Maple Building Inspection:** Precision Pro Construction completed their investigation under the Maple Building. Motion made by Ernie Tjoelker to accept the estimate provided by Precision Pro Construction to install (26) foundation vents; 2nd by Devyn Briscoe; and, passed. The inspection report reflects the next unit that needs crawlspace work to be completed is Maple #5. Precision Pro Construction will speak with Bradley Engineering regarding the pictures he has taken in the crawlspace of Maple #5 to sign off on the proposed work to be completed in 2027.

New Business:

1. **Roofing for 2026:** Phase two of the roofing project is the Alder and Fir Buildings. The roofing replacement is scheduled to begin Monday, April 6, 2026, and is anticipated to take two weeks per building to complete. This work is weather contingent. Integra will send notice to all owners informing them of the Phase 2 roofing project. Parking spaces will be utilized in front of the Fir Building for roofing material. The memo being sent to all owners will specify which vehicles need to be moved during the duration of the roofing project/list the parking spaces that will be utilized.
2. **Birch #8 leak:** Joostens Roofing is working directly with Birch #8 for repair/reimbursement of the PlayStation due to the chimney collar roof leak. The chimney collar has been caulked and sealed.
3. **Newsletter:** John Kern will be putting together a Spring newsletter to inform residents of the upcoming roofing project. John will also put important maintenance reminders in the newsletter such as, annual cleaning of electrical heaters, replacement of old plumbing fixtures such as new seals and gaskets for toilets, and reminder to replace hot water tanks every 10-years.
4. **Tree Trimming:** Devyn Briscoe completed a walk through with the lead crew member of TB Lawns and showed all areas the Board would like limbs to be trimmed away from the buildings.
5. **Maple Building Downspouts:** The downspouts and curtain drain for the Maple Building will be further discussed during the onsite walk about.
6. **Beach Update:** Devyn Briscoe walked the beach with the lead crew member of TB Lawns and went over the areas the beach is supposed to be mowed and the areas that are meant to be left natural. The crew should now be aware of the areas to mow going forward. Laura Tulett also updated the beach map which was sent to TB Lawns.
7. **Rentals in Walnut Building:** The Board asked Integra to verify which units are rentals in the Walnut building. The Board had some questions with owners keeping leases current and rental statues current.
8. **Common area by Maple #1:** A large wooden structure has been built in the common area of the Maple building near Maple #1 with no Board approval. Motion made to keep the structure in place until September 30th, 2026, by Mark Albert; 2nd by Chel Hull. Discussion. Motion failed. Mark Albert will take the wood structure down and will inform the owner who wanted a vegetable garden they may utilize raised bed garden area in front of the chain link fence located behind the Maple building. This area may be utilized until September 30th, 2026. The Board will then revisit this topic for removal of the back flowerbed.

Next Board Meeting Date:

Onsite Walkabout: Friday, June 12th, 2026, at 9:30 am.

Save the Date: Owner's Annual General Meeting is scheduled for Saturday, September 19, 2026, at 9:00 am at the Birch Bay Bible Community Church -with registration/sign up beginning at 8:30 am.

There being no further items for discussion, the meeting was adjourned at 11:32 am.

Minutes respectfully submitted,

Kayla Hardenbrook
INTEGRA Management