

**BAY RIM CONDOMINIUM ASSOCIATION
BOARD MEETING MINUTES**

June 24, 2022 *** INTEGRA Conference Room

CJ Bradford, Board President, called the meeting to order at 9:34 am.

Board Members in Attendance: CJ Bradford, Laura Tulett, Devyn Briscoe, Ernie Tjoelker and Rob Proctor.

Absent: Toni Harvey.

INTEGRA Management in Attendance: Cindyrae Mehler and Tess Allison.

Approve Agenda: Motion by Ernie to approve the Agenda as presented; 2nd by Rob; and, passed.

Approval of Minutes: Motion by Rob to approve Board Minutes from 04-08-22; 2nd by Ernie; and, passed.

Motion by Rob to approve Executive Minutes from 06-10-22; 2nd by Laura; and, passed.

The Board walk-about notes taken by Laura Tulett were read and discussed. Motion by Rob to approve the notes from 06-17-22; 2nd by Laura; and, passed.

Board Vacancy: With the accepted resignation of past President Rhonda Willet, a vacancy was left on the Board. Following discussion, Motion was made by Laura to appoint Margaret Sackrider [Alder 1] to fill the vacancy; 2nd by Rob; and, passed. Upon further discussion, with the agreement of Margaret Sackrider, and by unanimous approval and thanks from the Board Members, she will serve in the position as Board Secretary through the date of the 2022 AGM.

<u>Financial Report:</u>	Financials through 05/31/22	
	Operating Account	\$ 69,582.08
	Reserves	\$ 237,748.34
	Total Bank.....	\$ 306,830.42

INTEGRA advises we are currently running UNDER budget in expenses by \$3,871.19. With scheduled opening of the pool and increased expenses associated with the pool [supplies, water, propane, labor] we will see an increase in expenses over the next 60 days. The Board Members have stepped up and are completing the daily pool checks as required by the Health Department and monitoring the water level in the pool together with the temperature. This will result in a significant costs savings to the association. The association Rental Unit remains consistently rented with long-time tenants in residency. INTEGRA is working with the web designer on the association website.

4th of July: Following discussion, the Board determined a Flyer would be circulated among the residents and posted in the Bulletin Board indicating private security personnel was not being retained this year for parking and gate access to the beach. The Board will utilize wrist bands as was done last year for gate access to the beach. The Parking Lot will be closed at approximately 3 pm, with occupants being notified that if they leave the parking lot prior to 3 pm - they risk not being able to return until after the 4th of July fireworks display. Devyn, Ernie and Laura will spearhead the event including the potluck and arrange for limited security among park residents.

General Business:

1. Status update re: neighboring property/ settlement with Uniquet. The Board is waiting for the Uniquet legal counsel to prepare the final settlement document.
2. Website. INTEGRA reports we anticipate the site should be up within 60-days. The site will be password protected for Bay Rim Park unit owners, and will be utilized to convey Board Notifications of maintenance, as well as avenue for COA information including Rules & Regulations, Minutes, Board Meeting Dates, Architectural Improvement Forms, etc.
3. Garbage Enclosure Renovation: The 2022 Budget included allocated funds for improvement/ rebuild of the enclosure area. Devyn and Ernie will be meeting with a representative of Sanitary Service Company [SSC] shortly to review their recommendations, and determine a footprint for the project, including vendor selection for the rebuild and gate(s).
4. Back Path/Trail behind Maple Building: The placement of yard waste was discussed. Ernie indicated he had worked on the path and cleared it recently. INTEGRA was requested to order two (2) signs to place at the head of the trail: one to indicate where to place yard clippings; and, one to indicate that yard debris should be placed at the far end of the trail first.
5. Oak 1 – Request for permission to install heat pump: Following review and discussion including specifications, proposed location being on the West side of the unit hidden behind the large tree, vendor = Barron's Heating, and whether this location encroached on upon a limited common area, Motion was made by Laura to approve the installation as submitted; 2nd by Margaret; and, passed with a vote of 4 YES and 2 NO.
6. Walnut 1 – Request to install heat pump under the same specifications as submitted by Oak 1. Owner John Kern indicated he had first become interested in heat pumps when he lived in Alaska, and that it will not necessitate any electrical upgrades. Barron Heating would be the vendor completing the install, with the unit being placed on concrete at the NE corner of the building. Following review and discussion, Motion was made by Laura to approve the installation as submitted; 2nd by Margaret; and, passed with a vote of 4 YES and 2 NO.

**** NOTE TO MINUTES ****

The Board reviews each Architectural Improvement/Change form as submitted. With respect to installation of heat pumps, the Board is reviewing proposed location of the mechanism and ensuring the work is contracted with a licensed/insured vendor together with a quality heat pump including noise reduction.

7. Maple 4 – Submitted concern with cement entry steps to unit sinking/water pooling. INTEGRA has arranged for NW Policy Services to meet with Ernie on-site this afternoon to view this area and submit their recommendation for repair/remediation of this area.
8. Dog signage/Pathway Safety signage – The Board has received numerous reports and complaints of residents failing to pick up after their dogs/pets and failure to keep their pets leashed in the common areas. The Board has also received many concerns of residents being almost knocked over on the sidewalks by skateboards, bicycles, roller skates and children's toy cars being ridden on the sidewalk areas. This has become a significant safety hazard for the community. At the Board's instruction, signage was ordered. Placement of the signage will be completed by Laura, Devyn and Ernie.
9. Owner's Annual General Meeting. CJ has secured a venue for the AGM. The AGM will once again be held at: The Birch Bay Bible Community Church. The date of the AGM is: Saturday, September 17, 2022 beginning at 9:00 am. Providing covid restrictions on meetings do not become imposed upon us, this will be a sit-down/in-person meeting.
10. Alder 8 – Request submitted for removal of a large tree located at the front/south area of the unit. Owner wishes to plant another tree in this location. Following discussion, the Board determined this tree would be placed on the list for consideration of removal in January 2023 – when tree removal/pruning is routinely scheduled. Planting of the proposed Dogwood tree was denied due to the projected size, upkeep and maintenance issues.
11. Storm Water Pond Survey. Following review and discussion of correspondence received including seeking a site check by Whatcom County personnel, it was determined the Board President, CJ Bradford, would contact the Whatcom County representative. Rob Proctor will work on this with CJ and Whatcom County on this bringing a long-time residency in the Park and historian of development of the Bay Rim community. Issues with the trailer park and blocked drainage capacity by the Maple Building will also be a point of discussion with the county.

12. Survey Form. A random survey form had been passed about a few selective residences in the Bay Rim community and was then placed on the door of the past Board President Rhonda Willet. Following discussion, it was determined this was not a proper survey and did not include the entire Bay Rim community. The Board will solicit any survey completed within the Bay Rim community.
13. Tree removal/ branch removal/ lowering of trees: The next tree removal project will be scheduled for the 1st part of the 2023 calendar year. Ernie will look at the large shrub/ tree branches overhanging by the corner of Maple building by Unit 8 and address these items.
14. Board Budget Meeting: The Board will next meet on **Friday, August 12, 2022** at **10:00 am** in the Conference Room of INTEGRA Management to finalize the 2023 Budget, and complete preparation for the Owner's Annual General Meeting.

There being no further business, the regular Board Meeting was adjourned by the Board President at 11:39 am.

The Board will hold a brief Q&A period for unit owners in attendance following adjournment.

Minutes respectfully submitted,

Margaret Sackrider
Secretary