

**Bay Rim Park Condominium Association**  
Board Meeting Minutes  
Friday, December 5, 2025, at 9:30 am [Integra Office & Zoom option]

Board Meeting was opened for Q&A from attending unit owners via zoom – No questions.

Board President Laura Tulett called the meeting to order at 9:30am.

**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 Minutes:**

**Budget Meeting Minutes of 09-05-25.**

Motion to approve the 09-05-25 Budget Meeting Minutes by John Kern; 2<sup>nd</sup> by Guy Linderman; and, passed.

**Board Organizational Meeting Minutes of 10-11-25.**

Motion to approve the 10-11-25 Organizational Meeting Minutes by John Kern; 2<sup>nd</sup> by Guy Linderman; and, passed.

**Financial Report:**

Financials through 11-30-25 [unreconciled – bank statements not received yet]	
Operating Account	\$ 54, 769.33
Reserves	<u>\$ 238, 236.74</u>
<b>Total Bank.....</b>	<b>\$ 293, 006.07</b>

Through 11-30-25 we are running \$3,441.98 under budget in expenses with Fall gutter cleaning scheduled with Merrill of All American Seamless Gutters in December. The Gate Beach Code was changed following the AGM with notification to all owners & residents. The pool has been winterized and closed for the season. Winterization of the buildings completed with foundation blocks and faucet covers in place by M&M Construction.

**Association Reserves:** Report by Ernie Tjoelker on CD investments noting CD investments are staggered, achieving optimum interest, and being reinvested as they renew.

**Old Business:**

- 1. Maple #4:** After the close of sale, the owner of Maple #4 had a structural inspection completed on their unit. The owner had requested remediation. Following discussion, motion made by John Kern to approve the Precision Pro Construction estimate provided; 2<sup>nd</sup> by Guy Linderman and, passed.  
While Precision Pro Construction is onsite completing the work for Maple #4, they will complete an inspection under all other units of the Maple building. Board Member - Mark Albert, will serve as the point person.

**New Business:**

**1. 2026 Board Meeting Dates:**

Following discussion, the Board has set the following meeting dates:

- Friday, March 20<sup>th</sup>, 2026, at 9:30 am – INTEGRA
- Friday, June 12<sup>th</sup>, 2026, at 9:30 am – Onsite Walkabout
- Friday, August 14<sup>th</sup>, 2026, at 9:30 am – Budget Meeting at INTEGRA
- Saturday, September 19<sup>th</sup>, 2026, at 9:00 am [registration begins at 8:30 am] – Birch Bay Bible Community Church. Integra was requested to reserve the room at the Church for the AGM.

2. **Security Camera Installation/Secure Lighting:** Following Discussion, it was unanimously decided by the Board to have security camera work placed on hold as Maple building repairs take priority.
3. **2026 Landscape Contract – TB Lawns:** Integra Management requested a Landscape Contract that reflects a static monthly contract amount to diminish overage expenses from occurring. Following review and discussion of the 1-year Contract received from TB Lawns, the Board agreed and President Laura Tulett signed the 1-year contract.
4. **Hemlock #1:** Owner is working to comply with recent heat pump installation having the installer place a diverter cover, so the cold air is not jetting toward Spruce Building.
5. **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.
6. Board President, Laura Tulett reports there have been some owner-to-owner personal conflicts that have recently been escalating. The Board reminds all residents to be kind and courteous to each other and try to work together on resolving conflicting issues.

There being no further items for discussion, the meeting was adjourned at 11:17 am.

Minutes respectfully submitted,

*Kayla Hardenbrook*  
INTEGRA Management

Open Owner Q&A was held from the audience – No questions.  
[Units in attendance by Zoom: Maple #4 and Hemlock #3.