

**MINUTES**  
**North Bay Park**  
**\*\* Annual General Membership Meeting \*\***  
**Saturday, February 21, 2026 @ 10:00 am**  
**North Bay Park Clubhouse**

**I.** Call to order by Board President, Henry Somers, at 10:00 am. THANK YOU to all for attending!  
Henry introduced the Board members and management team in attendance.

**II.** Quorum present - Confirmation of quorum with 48 park memberships represented in Person or by Proxy.  
Board Members in attendance: Henry Somers [President], Steve Menzies [Vice President], Trevor Henderson [Secretary], Carla Lawson [Treasurer], and Darrell Campfield [Member At Large].  
INTEGRA Condominium Association Property Managers in attendance: Cindyrae Mehler, Tess Allison and Kayla Hardenbrook. INTEGRA was requested to take the Minutes of the meeting.

**III.** Motion to approve the Annual General Meeting Minutes from 02-22-25 by Gordan Abercrombie[CS-53];  
2<sup>nd</sup> by Kely Donegan [Cabin-5]; and, passed.

**IV. President's Report:** Henry Somers referred to his President's Letter included in the Membership Annual General Meeting packet. Henry highlighted the fact that we are under budget, and a great deal of that is due to volunteer participation throughout the Park which drove costs down significantly. Henry shared his gratitude for the Social Committee and the work they do to put together events for the Park, also a big thank you to the Social Committee for their donation of the new Clubhouse furniture.

**V. Treasurer's Report & 2026 proposed Budget:** Tess Allison reviewed the year-end financials, and next reviewed the proposed 2026 Budget which reflects no dues increase for 2026.

Cabin #7 - Questions why the Park has to pay for taxes when campsite/cabin owners pay for taxes?  
-Management responds, the Park pays for the real property taxes. Owners pay for personal property taxes.

Campsite #33 - Asked how long a survey bid obtained is good for?  
-Management informed estimates are usually honored for 60-days.

Campsite #50 - Wonders what the property survey is for?  
-Trevor Henderson informed there are some campsites that are encroaching onto adjacent property, this property survey will provide specific boundary lines of the Park's property.

Campsite #28 - Asked if golf carts are allowed in the park?  
-Trevor Henderson advised golf carts are allowed in the Park, as long as you drive 5 mph in the park and park the golf cart on your cabin/campsite driveway.

Following discussion, Motion was made to approve the proposed 2026 Budget as presented reflecting no dues increase for year 2026; by Janice Wycherley [CS #25]; 2<sup>nd</sup> by Dave Ware [CS #28]; and, passed.

Management reminds all Members in attendance the new payment coupons will be mailed next week, and if you are currently enrolled in the ACH program everything will continue as normal with no change as there is no dues increase.

## **VI. OLD BUSINESS:**

Henry Somers reminds all once again that if you have changed your email address, your phone number or, your mailing address – to please let Integra Management know so that all records and information are kept up to date.

Henry reminded all Members in attendance to please be mindful of how many vehicles are being brought into the park when having visitors. Please try to make arrangements with your neighbors to utilize parking on their sites if they will not be at the Park. Additionally, please do not park on the common area grass unless previously arranged by the Board as designated overflow parking for certain events. Please watch your speed through the park, this includes children on motorized bikes, as a safety precaution. The last item Henry reminded all members is to please pick up after your dogs immediately, and be mindful of where they are using the bathroom / try to not let your dogs use the bathroom on common area grass and other areas where children play.

## **VII. NEW BUSINESS: [open Q&A]**

**Park Cleanup Day:** Henry Somers announces that Park Cleanup Day is scheduled for: Saturday, April 25<sup>th</sup>, 2026, beginning at 9:00 am.

**Bylaws updated as proposed with effective date of February 21, 2026:** Management notes the Board made one (1) change to the Bylaws which reflects any adult 21-years of age, must be interviewed by the Board prior to being accepted as a Member of North Bay Park. The Membership Application Fee is: \$150. A Fee of \$75 will be charged for any requested changes to be made on current Membership Certificates [ex: addition of family members].

Campsite #29 - Wonders if an applicant is denied after the interview, is the application fee refunded?

- The Board responds, if an applicant is denied, the application fee will be refunded. Membership Certificate changes will NOT be refunded.

Campsite #15 – Wonders if the application fee must be paid per person applying for the Membership?

-The Board responds - No, there is a one-time charge per Membership Application. The Board recommends that when applying for a Membership, ensure to place all the people you want named on the Membership Certificate. Additionally, if you would like a change made on your original Membership Certificate - please submit all changes desired, so you only have to pay the fee once.

Cabin #5 – Wonders why his daughters are required to be interviewed when the Board Members have known them for years?

- Trevor Henderson informed the interview process is done for everyone the exact same way, so the process is kept the same and is fair for current Members and new Members.

Following discussion, motion was made by Kelly Donegan [Cabin #6] to accept the amended Bylaws as presented; 2<sup>nd</sup> by Ann Henderson [CS #41]; and, passed.

**Rules and Regulations Update [Effective March 1, 2026]:** Board President, Henry Somers notes the updated Rules and Regulations with an effective date of March 1, 2026, were included in the AGM Mailing. All changes have been highlighted in yellow.

Campsite #25 - Asked the Board why they put a restriction on the length of trailer allowed in the rental campsite space.  
-Trevor Henderson advises the Board has measured the campsite rental space which was the determination of trailer length allowed which will ensure no trailers will be sticking out into the street and not interfere with traffic throughout the Park.

Campsite #50 - Wonders why tents alone are not allowed in the rental campsite space?  
-The Board responds, this is due to safety concerns. This Rule has been in place since the beginning of the Park.

Campsite #3 - Asked if the Board changes the Rules and Regulations or if owners have any say in these changes?  
- Henry Somers responds, Yes - the Board has the discretion to amend the Rules & Regulations as necessary.

Campsite #16 – Wonders how do Members bring up ideas for Rules and Regulation changes?  
-Henry Somers responds, the Board ideally will only make changes to the Rules and Regulations when an issue arises that would necessitate a change / addition of a new rule. Cindyrae reminds all Members they are allowed to attend any and all Board Meetings.

Campsite #41 – Does not like the Rule regarding people going cutting through campsites.  
-Henry Somers advises the Board chose this language because if the rule states no one can access neighboring campsites at all, then the Board would not be able to do their job.

Cabin #7 - Inquired about the tree trimming rule and asked if it's okay for them to trim their hedges.  
-Trevor Henderson advises it is okay to maintain landscaping such as hedges on your campsite. Trimming/limbing of Park trees is not allowed.

Cabin #5 – Asks if they can send the Campsite Reservation Form by itself to Integra.  
-Henry Somers responds: No, payment for the Campsite Rental must be turned in with the Campsite Reservation Form for the reservation to be confirmed.

Campsite #4 – Asks if the Board makes the decision on when the pool is open/closed each season and why the pool isn't open sooner?  
- Trevor Henderson responds, the Board does make this decision, and the reason for the selected pool open dates is due to keeping costs down and what weather conditions we are experiencing each year. The past Boards have noted there are not very many people utilizing the pool in the Spring of each year.

Board President, Henry Somers reminds everyone to please ensure you are completing and turning in Guest Registration Forms to Integra when having a guest, so the Board is aware of guests/non-members in the Park.

Ann Henderson [CS-41] Reminds all members the Activities committee would like to put on more events for the children in the Park, however, parent involvement and supervision is required at these events.

**VIII. Election of Board of Directors:** Henry Somers announces there are three (3) positions open to be filled on the Board this year. Emails were sent to the membership requesting candidates to submit their names if interested in serving on the Board. Three (3) members submitted their names for service on the Board: Henry Somers [CS-43]; Steve Menzies [CS-20]; and Della Janzen [CS-29].

Henry Somers asked the membership if there were any other nominations from the floor for service on the Board. No nominations were received from the floor.

Board Candidate Della Janzen spoke on how much she cares for North Bay Park and would love to be a helping hand to other Members. She expressed her willingness to be on the Board.

Motion made by Gordan Abercrombie [CS-53] to accept the Board candidates as presented: Henry Somers [CS-43]; Steve Menzies [CS-20]; and Della Janzen [CS-29]; 2<sup>nd</sup> by Brian Penny [CS-27], and, passed.

Henry Somers announced the three (3) successful candidates elected to 2-year terms on the Board are:

- Henry Somers [CS-43]
- Steve Menzies [CS-20]
- Della Janzen [CS-29]

Thank you to Carla Lawson for her service to the Board; and, thank you to all candidates for submitting your names for service to the Park!

**SAVE THE DATE:** 2027 Annual General Meeting Date is scheduled for Saturday, February 20, 2027.

A reminder to check out the Bake Sale and all of the goodies on the table as a Park Fundraiser by the Social Committee.

Immediately following the Annual General Meeting, the Board Members will briefly meet for an organizational meeting to establish Officer Positions for this year, to determine Reserve Account signers, and to select a date for their next Board Meeting.

There being no further ordinary business, Motion was made to adjourn the meeting at 11:40 am by Marie Menzies [CS-20]; 2<sup>nd</sup> by Mark Jackson [CS-40]; and, the meeting was unanimously adjourned by all present.

Respectfully submitted,

***Kayla Hardenbrook***  
INTEGRA Management