

**Condominium Plan 9612304
Riverside RV Village
Board of Directors Meeting
April 20, 2013**

In attendance:

Wil McCallum
Gary James

Patty Kohl
John Poirier

Valerie Summers

Regrets:

Brenda Mahoney Bob Thompson

1. Meeting Called to Order

Wil called the meeting to order at 1020 hours.

2. Approval of October 13, 2012 Minutes and Redacted Minutes

Minutes reviewed and approved. Motion initiated by Gary James. Seconded by John Poirier. Motion carried.

3. Correspondence

a. Letter to X (wood shed and drainage)

Gary said that the drainage on the lot is not a problem, the weeping tile is fine. However, there are three lots in a row where wood sheds are on the property line. They (X, X and X) were advised that by the end of May, the owners must meet with rules and regulations on the board to identify their property pins and the Board will help identify where the wood sheds can be.

b. Letter to X (deck and need for development permit)

X built a new raised deck and did not obtain a building/development permit. She wrote an email to the Board asking for the spring to get the permit to get into compliance.

c. Letter to X (May deadline for upkeep of property)

X have been advised in writing and verbally by John that they have until the end of May to make sure the property is painted or the fine will stand.

d. Letter to X (using ATV in park)

Wil received another letter from X with respect to allegations of park staff not doing their jobs. He also was caught using his ATV in the park and was advised of the rules. Letter was sent advising that he will be fined if he is found using his ATV again.

The Board has continued to receive vexatious complaints from X, and he has continued to harass park employees. A letter will be drafted under Wil's signature advising X that the harassing behavior must stop.

e. Letter to X (wood shed over property line)

See "a".

f. Letter from X (new trailer)

Gary handled this verbally and there is the need to make sure that the addition is not longer than the new trailer.

g. Letter from X

Correspondence received from X complaining about X walking his dog off leash in the park. X was reminded by the Board to keep his dog on leash in the park, in accordance with Riverside RV rules and regulations. With regard to X, another lot owner advised the Board that he caught X in the men's washroom while smoking.

4. Reports

a. Treasurer

Valerie presented the updated bank balance. Money has been paid for the hand dryers, town of Sundre payment (for getting bylaws done) and a consult for bathroom renovations. The Board was charged \$147.00 for extra garbage removal because someone put drywall in the garbage bin. Lot residents have been advised in the last newsletter to not put construction materials in the bin. This will be addressed in the next newsletter (again).

Gary moved to accept the financial statement as presented. Seconded by John. Motion carried.

b. Rules and Regulations

Gary advised the Board of the following:

Lot X – Approved Feb. 18, 2013 for placement of new trailer

Lot X – Approval for new deck. Approved April 16, 2013

Lot X – Gary spoke with lot owner about the need to have all approved inspection permits presented to the Board by the end of May. He was reminded of the hitch remaining on the property and that wheels on the park model must remain on the park model.

Lot X– had a new trailer and deck – approved April 9, 2013.

c. Maintenance

Bob is speaking with Wilds to get a quote for bathroom renovations and to investigate cost of a new dryer.

Wil is obtaining a quote for bathroom renovations from a contractor in Olds.

4. Old Business

a. Meeting with Collier for Reserve Fund Study (John)

John met with Nelson Collier, who completed an extensive survey of the park. Measurements were taken, etc.

-Gary moved that the reserve fund study be placed on the website. Due to the high page count of the study, if anyone wants a hard copy from the Board, they can request it at a cost of \$40.00 per copy. Seconded by Patty. Motion carried.

b. Flood Insurance (John)

Our flood and sewer back up coverage has been removed from our insurance. Still awaiting risk management report.

-Valerie stated that the insurance company has agreed to reinstate the coverage for sewer backup. \$360 for sewer backup. Flood \$628 for \$10000 deductible. \$449 for \$25000 deductible. Does not cover trailers.

Gary moved that the Board does not buy flood insurance. Seconded by Valerie. Motion carried.

c. Board Transitions/Responsibilities (Wil)

Now that John has resumed his duties on the board, he will resume the Vice-President position.

Bob Thompson will take over the Infrastructure role.

d. Skylight Repair (Patty)

Patty asked what the status of the skylight is. We are awaiting word from Neil Hogg (insurance) to see if there was any insurance claim paid for a skylight and whether we received a new skylight. Once we have that information, we'll be checking with Wilds to investigate the skylight.

-John spoke with X about when he was in infrastructure. X said that the park paid by cheque for fascia, skylight, flashing – but it was for the park residence, not the clubhouse. X was sure that it was all ordered/arranged to have the skylight replaced over a year ago, and it appears that Wilds did not complete the work. There is information that the insurance company never paid for the skylight and therefore the insurance claim might still be open. It will be investigated through insurance.

Therefore, the skylight still needs to be changed in the clubhouse.

e. Washer/Dryer Maintenance (Patty)

Patty asked whether we will move a dryer to the main washroom area so that for the winter we have fully functioning washer and dryers. All washers are functional. Bob, Gary and John will move a dryer from the clubhouse.

-Bob is looking into replacing a part in the dryer.

f. 2012 Review Engagement Quotes (Valerie)

Valerie got quotes for financial statements as a result of a query from Huber in lot 61 Our current contract is \$1300/yr (H. Leong). The other two quotes are \$3500 (Quon & Associates) and \$5000 (Myers, Norris, Penney), respectively. Two requests for quotes were declined and one other request was not responded to. Thanks to Valerie for getting the quotes.

John moved to keep using H. Leong, seconded by Brenda. Motion carried.

g. Electronic Funds Processing/Payment Options for 2013 Condo Fees (Valerie)

Valerie gets asked frequently from lot owners to get electronic fund transfers instead of asking for cheques from lot owners every year. For a nominal fee to the park, Valerie recommends using EFT as it is more efficient for lot owners and effective as well for the treasurer. Valerie recommends allowing owners to break down the EFT in two

instalments or still retain the option to write a check for the entire amount.

The Board members all agree that this is a benefit to interested lot owners.

h. New Board Member (Wil)

In accordance with Paragraph 10 in rules and regulations, John moved to appoint Bob Thompson become a member of the board to replace Charlie Burgess to the end of the regular term. Seconded by Brenda. Motion carried.

6. New Business

a. Rules and Regulations

John indicates that there are a significant amount of small changes, mostly administrative.

It's noted that Lot X has had someone occupying the lot full time since January, 2013. The Board will monitor the occupancy.

The Board has also expressed concern with renting of lots, and the extra cost of longer usage incurs for the park (more garbage removal, water, etc.). This may be raised at the AGM.

Copy of rules and regulations as revised will be placed on the website for review. If anyone wants a hard copy, it will be sent to the owner, at a cost to them of \$10 per copy.

John has made a motion that the updated rules and regulations be adopted for Condominium Corporation 9612304 as reviewed and amended at the Board of Director's Meeting on April 20, 2013. Seconded by Gary. Motion carried.

b. Special Resolution

John showed a special resolution document with regard to Riverside RV bylaws. This document will be sent out to every lot owner with the AGM package.

c. Refund of Amendment Fee

John said that we will be refunded \$750 of the \$1500 fee charged by the town of Sundre to pass the bylaws.

d. Washroom Renovations

Addressed in old business. Quotes are forthcoming.

e. Clubhouse Skylight

Addressed in old business. Bob will talk to Wilds and the insurance company.

f. Approval of Funds Spent on Email Approved Items

Gary put forward a motion to approve to have the second set of hand dryers installed in the clubhouse and \$850.65 be spent to facilitate the installation. Seconded by Patty. Motion carried.

Gary put forward a motion to approve funding for emergency removal of dead trees identified in Phase Five, at a cost of \$861.00. Seconded by Valerie. Motion carried.

g. Preparations for AGM

Items to send out:

- Proxy designation form
- Nomination forms
- Last Year's AGM minutes
- Special resolution form.
- Agenda items**

*******Look at item 30 (order of business for AGMs) in Riverside bylaws.**

Skip e, h, f,

President also includes a summary of the year's operations.

-Cover letter indicating that motions are preferred to be given to the board in advance of the AGM. Motions from the floor are accepted also. Letter also indicates that there will be positions on the board that will be vacant for election/re-election.

-Letter that financials and new rules/regulations will be on website with indication that if owner can't access website/internet that they can obtain a copy for \$40 for reserve fund study and \$10 for rules/regulations.

-Valerie will investigate and purchase a laser multi function printer for the office to do park printing. It will be more cost effective than sending out projects for printing.

h. Bylaw Violations

John noted that there are two bylaw violations with regard to roof structure. Despite the Board's efforts to have the town amend their bylaw with regard to this, they were unsuccessful.

Letters will be written to the owners advising them that the roof over their RV is in violation of both park rules and regulations and town bylaws. The Board hopes to keep enforcement within the park, but if there's non-compliance, the town will become involved.

Lots involved: X and X. Deadline for remediation of each roof is June 30, 2013. Failure to complete remediation by deadline will result in a \$500 fine, and an additional \$500 fine will be levied for each successive month that the roof is not remediated.

i. Dryer for Clubhouse

The Board is looking at fixing the element on the dryer. If it's cost-prohibitive to repair, the Board will replace the clothing dryer.

j. Damage to Bridge by Clubhouse

Patty noticed that some of the boards on the bridge by the clubhouse have buckled. John believes that the boards have swelled and have gotten too tight. The Board will monitor the boards on the bridge and wait for the weather to dry out to see if the boards will dry and go back.

k. Reserve Fund Investments

Valerie has been looking for best investment funds for the reserve fund. She suggests leaving the current reserve fund investments in ATB for now and forwarding new investment funds (\$25000) with Edward Jones investments.

The Board agrees that this is reasonable, if they can review the investment and see that it protects the capital.

l. Long Distance Phone Calls on Office Phone

Valerie has noted on the phone bill that there was a \$38 long distance charge for a 69-minute call to a number. The Board will investigate the call.

Conclusion of meeting

Wil moved to call the meeting to a close at 1500 hours. Seconded by Patty.
Motion carried.