

**Condominium Plan 9612304
Riverside RV Village
Board of Directors Meeting
June 15, 2013**

In attendance:

Wil McCallum

Dave Howe

Brenda Mahoney

Patty Kohl

John Poirier

Valerie Summers

Don Feist

1. Meeting Called to Order

Wil called the meeting to order at 1600 hours.

2. Approval of April, 2013 Minutes and Redacted Minutes

Minutes reviewed and approved. Motion initiated by Valerie. Seconded by Don.
Motion carried.

3. Correspondence

a. Letter to XX (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 (XX, XX and XX) 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.

Update: XX has moved his shed from the property line by one foot. The drainage pipe has been redirected. Table for next meeting to allow rules and regulations to view the other lots.

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

XX 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.

Update: lot plans were stamped as approved. Permit is not on property.

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

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

Update: They are currently working on the renovations, and they are significant. There are some trees that were planted that look very close to being over the property line. Unfortunately there are no pins visible. The Board has still not given final approval for all the work, so the pins are crucial.

Action: send letter to XX directing him to find and clearly mark his property line pins to ensure that all of the renovations including the trees are within the rules and regulations. Deadline: July 31, 2013.

d. Letter from XX (new trailer)

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

Update: Trailer moved off lot.

g. Letter to XX

Correspondence completed and sent to XX, lot XX granting Board permission to have a second satellite dish on property.

h. Letter to XX

Correspondence completed and sent to XX, lot XX about not allowing children to operate his golf cart in the park. Rules and regulations have already been amended to restrict age of operation to 16 years of age.

i. Letters to XX

Correspondence completed and sent to XX, lot XX about the requirement to remediate his roof structure to bring his lot into compliance with Town Bylaws and Riverside RV rules and regulations.

4. Reports

a. Treasurer (Valerie)

Valerie handed out the financial report. We are already \$1700 over budget for road maintenance due to some emergent repairs and the distribution of calcium and more gravel and the grading of the roads. The Board struggled with finding a grader this year in town.

There are four condo fees still outstanding. She is monitoring the situation, and will send letters as required.

Valerie expressed concern about the costs that were incurred during the sewer repair and water break. In addition, the cost of repairing the skylight (approx. \$2000) was also a significant hit.

b. Rules and Regulations (Brenda and Don)

Rules and regulations amendment has been completed and placed on the website.

No other concerns raised at this time.

c. Maintenance (Dave)

Dave stated that the teardown is now completed and the plumbing is roughed in. Everything is now ready for installing the tiles, drywall, etc. Rough target of completion is mid-July. Roof leak will be repaired by Wilds.

Ladies toilet seat in clubhouse was replaced. Lock/handle in ladies' handicapped washroom in clubhouse was also repaired.

Skylight is replaced in clubhouse.

The laundry room will be painted.

Two washers are out for repair. If it is too expensive to repair, they will be replaced.

5. Old Business

a. Rules and Regulations

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

It's noted that Lot XX 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.

June 15, 2013 Update: The Board recognizes that we need to decide whether to have the 240-day limitation rule. It is in the Riverside RV rules and

regulations, but not in the town Bylaws. The Board will continue discussions on this going forward.

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 (previous Board member). 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. Clubhouse Skylight

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

e. 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 dead trees identified in Phase Five, at a cost of \$861.00. Seconded by Valerie. Motion carried.

f. 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: XX in lot XX/XX and XX in lot XX. 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.

g. 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.

6. New Business

a. Flood Insurance – Neil Hogg

Neil Hogg met with the Board to speak to the fact that we do not have flood and sewer backup insurance. Neil stated that it is important to have the proper insurance as there are usually exclusions to coverage if the Board does not have sufficient coverage. If something happens in the park and we don't have the proper coverage, the Board may be personally liable if anyone sues.

Cost for flood insurance:

Sewer backup: \$2500 deductible is \$360

Flood coverage: \$10000 deductible is \$628
\$25000 deductible is \$449

The Board has decided to take both insurances again, and has selected the flood coverage with the \$25000 deductible. It offers a measure of protection to both the park and the Board.

John motioned that the Board purchases the sewer and flood insurance as proposed above. Seconded by Don. Motion carried. Insurance will be made effective as of this date.

b. Special Resolution

John reported that the Board has 104 special resolutions received, and 52 more are needed. Board members will be walking the park to speak to owners to sign the special resolution with regard to the 14 ft. park models.

c. Renovations

Dave outlined the renovations in the Board updates.

d. Clubhouse Washrooms

Wil wants to have the tiles and counter tops in the clubhouse washrooms and in the kitchen replaced. They are worn and need replacing.

Baseboards have been cleaned with a bit more elbow grease, and look better.

e. Playground

XX has contacted the Government of Alberta to see if there will be any funding available for new playground equipment. Apparently there isn't, but there may be some replacement equipment available in the Town. They are still working on exploring options.

He has spoken to XX and XX, who are interested in helping.

f. XX Sewer Dig

The Board had to dig up the XX sewer line on the main road as there was a rock in the sewer line and it was blocking the flow of sewer. Cost of repair will be assumed by the board. Incidentally, a water line and an unauthorized telephone line was also cut.

Conclusion of meeting

Brenda moved to call the meeting to a close at 1730.