

**Condominium Plan 9612304
Riverside RV Village
Board of Directors Meeting
October 5, 2013**

In attendance:

Wil McCallum
Dave Howe
Don Feist

Patty Kohl
John Poirier

Valerie Summers

Regrets: Brenda Mahoney

1. Meeting Called to Order

Wil called the meeting to order at 3:05 p.m.

2. Approval of August, 2013 Minutes and Redacted Minutes

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

3. Correspondence

a. Letter to XX

Letter was sent to the XX as lot has once again come into disrepair due to construction material left on his lot and weeds resurfacing.

Letter also included requirement that woodshed must be moved 10 ft. from road. Also, all construction material and excessive weeds must be removed. Also he must fix his skirting. There are lots of holes currently in the skirting.

4. Reports

a. Treasurer (Valerie)

Valerie stated that there are two condo fees still outstanding, and Valerie sent letters to the owners, advising them that interest will be charged after the end of October, 2013 if the fees are not received.

Valerie stated that we will need to draw some funds from the reserve fund, approximately \$15,500 to cover the balance of the bathroom renovations. That will occur close to the end of October, 2013.

Costs so far for flood relief is approximately \$8200, but is expected to rise.

She received an invoice from Otto's Electric with regard to dryer parts, which will be paid.

Valerie will go into further budget issues during the budget meeting.

b. Rules and Regulations (Brenda and Don)

Don said that there were 18 permits reviewed this summer, so a busy season for rules and regulations.

Three new park models coming within the next few weeks.

Letter to XX needs to be sent again, wood shed has not been moved and the skirting has not been fixed, despite numerous extensions, etc. for over a year. Fine of \$500 will be levied, with no further extensions, with a deadline of November 15.

XX in lot XX has both his quad and golf cart back on his lot, despite an easy solution is to put the quad or golf cart in the compound. Another letter will be sent. Remind him that off-season does not mean that he can keep both on site.

c. Maintenance (Dave)

Bathroom renovation is almost entirely complete, but he is still awaiting some materials to complete the job.

There are two trees near phase I and behind lot XX that need to be inspected for risk of falling. Don identified more in phase III. Either Matterhorn or L7 will be contracted to inspect them and if needed, remove them.

Blow down is completed for the winter. Sewer lines will be done in November.

Corner caddies will be siliconed in the showers to hold shampoo, etc.

5. Old Business

a. Washroom cleanliness/Park Staff

Discussion ensued among the Board that the standard of cleanliness of the washrooms has at times not been to the overall satisfaction of the Board and

some lot owners. There were instances given with observations of washrooms at some times of day and some days. The Board agreed to further mentor and coach the park staff to optimize the level of cleanliness that we expect of the washrooms and the expectations that the Board has of them.

Wil will speak with them.

b. Front washroom renovations

Dave has advised that the washroom renovations are going well, albeit a bit more slowly than anticipated. The washroom is anticipated to be completed after the first week of September.

c. Result from XX appeal

The result of the appeal is that XX will be permitted to keep the roof structure as is for now. The Board will wait to receive the written decision from the appeal committee, so that we are aware of the scope of the decision – is the structure a variance? Does the structure still need to be remediated upon sale of the property? Once clarification is received, the Board will move on from there.

The position of the Board going forward is that compliance timelines will be followed more strictly and that lot plans will be required to be much more detailed before any approval will be considered. The Board will enforce infractions immediately upon receipt of complaint of infraction, instead of waiting to see if the town will pass an amendment.

This issue will be discussed with lot owners once clarification is received by the town.

d. Berm at back of park

Discussion about construction of a berm to help mitigate future damage to park from future flooding events. Town advised us to not do anything without involving Alberta Environment.

There was discussion to instead raise and ditch the road in behind Phase IV. This can be a clay-based road and cover it with pit-run gravel. This will create a legal and natural barrier for future flooding. It does not necessarily guarantee the road will not wash out, but it is a much better solution than what we currently have.

Although we have applied for disaster relief funding, the consensus is that it is unlikely that Riverside will get any help due to the fact that we are a recreational park. This may result in a special assessment to lot owners to obtain the funds necessary to complete the preventative work.

e. Height of Buildings

Due to the need of lot owners to protect their properties from flood damage, the Board had discussed the rules with regard to height limits of structures. Currently the rule is that building height is 10 feet from peak to grade. The Board would prefer to see this changed to “guest cabins and storage sheds 10 feet from peak to floor, but that the floor can be no more than 18 inches above grade. This does not include wood sheds and gazebos.”

John motioned to change Riverside RV Rule 11 (b) and (c) to reflect this change and wording. Seconded by Brenda. Motion passed.

This issue will be discussed with lot owners in the next newsletter.

f. Alberta disaster relief

Wil and John have submitted an application for relief funding from the Province due to the flood. We are awaiting a decision and processing.

- g. XX, Lot XX** – The Board has been made aware that these lot owners are getting close to the 240 day occupancy limit. Once the lot owners exceed the limit, a letter was proposed to be sent and as per previous discussions, sanctions would be imposed.

After a general discussion by the Board, it was determined that the 240 day occupancy limit is not likely enforceable, but also that more review is required.

- h. Tree in front of Lot XX:** There is an old tree that has been weakened by ants...lots of “sawdust” present at the tree. There is a perceived danger to have the tree weaken to the point of having it fall on property.

Alfred will be contacted to evaluate the health of the tree, and another tree behind lot XX (contact will be made by Dave).

- i. XX – lot XX:** has excessive building materials at the front of the lot, and has now become an eyesore.

Letter will be sent to XX asking her to remove the materials.

j. XX's trailer

XX was advised that she could not keep her trailer on her lot as the addition is longer than the trailer. She then pulled the trailer off the lot, blocking the road in the process. When a Board member went to the site early in the morning (at XX's request) to open the back gate, XX was not present. The result was that the trailer and truck continued to block the road, preventing visitors from parking their trailers on lots. This resulted in complaints from some owners in Phase V.

Also compounding the problem was that the key to open the back gate lock could not be located. A copy of the key will be placed in the office.

k. Park Manager

Wil introduced the idea of hiring a park manager for the park. The manager assesses and hires out/arranges maintenance/cleaning, they deal with lot owners, who then report issues to the Board of Directors. The manager is essentially the point person for the park, and takes care of the day to day routines.

The park manager is proposed to live on site.

The Board suggests obtaining park manager job descriptions from other parks to see what their managers do, and re-evaluate the situation then. Deferred for a future meeting after obtaining the information.

J. BFI Garbage Lids and Enclosures

Dave brought forward a concern from a lot owner about the condition of the garbage lids and the fences. The lids tend to get damaged from the garbage trucks when they do regular dumping.

Inquire with BFI to see if they can replace the lids. Will also look at fences enclosing the garbage bins to see what work is required.

6. New Business

a. XX Lot

Letter will be sent to XX about the outstanding maintenance items.

b. Flood Documents

Wil has provided the form of required documents to send in to the province to Valerie, who will gather the documents and send them in.

c. Bathroom Renovation Discussion

Valerie stated that now that the bathrooms have been renovated, a cleaning contractor will come in and give a presentation to park maintenance staff to provide tutorial on industrial janitorial standards, and what materials will work best with the floors, countertops, etc.

d. Blow Down

Completed for the season. The sewers will be done by the end of November.

e. Club House Floors and Shower Taps

Will be discussed during the budget meeting.

f. Rules and Regulations Amendment

John stated that Riverside should not be forced to enforce town of Sundre bylaws. When we receive plans, we should stamp them as approved as per Riverside bylaws/rules and regulations **only**, not that they're approved in accordance with the town bylaws and rules. Then we allow the town to make the final decision.

John also said that we should only enforce what is in our bylaws/rules, and remove references to town bylaws/rules, and let the town make the final decision. He believes that Riverside should draft a letter to the town to tell them that we will not be responsible for enforcing the town's rules.

John made a motion to amend Riverside rules and regulations that Riverside removes any items from the rules and regulations that reference the town of Sundre's bylaws and require us to enforce them.

The special resolution has now received the required number of signatures and the letter to Alberta Land Titles has been sent in that regard (re: the size of park models on lots).

Seconded by Dave. Motion carried. John will send a letter to the town in this regard.

g. Clubhouse Fees

Cheque for clubhouse rental was returned to XX as it was a park get-together.

Conclusion of meeting

Don moved to call the meeting to a close at 3:55 p.m.