

**Condominium Plan 9612304
Riverside RV Village
Board of Directors Meeting
September 1, 2014**

In Attendance: Don Feist, Gary Coombe, Val Summers, Dave Howe, Mark MacKenzie. Pat Coupland, Linda Mugleston

1. Meeting Called to Order: Don Feist called the meeting to order at 3:05 p.m.

2. Guest Speakers:

a. XX – A report was made by XX on his investigations into our internet issues. Thank you to XX for all his work on this.

b. XX– A list of eight recommendations was presented from the revision committee, which was formed to review our Rules and Regulations and the Town of Sundre Bylaws and bring the two documents into line with each other. Each board member was given a binder of documents to review. The suggested revisions will be addressed at the next board meeting. Thank you to XX for the many hours of work put into this project.

3. Additions to the Agenda: none

4. Approval of the Previous Minutes: Moved by Pat, seconded by Dave to approve the minutes of the previous meeting as posted. Motion Carried. Minutes will be redacted for the website.

5. Old Business:

a. Review of Action Items

1. Clubhouse Maintenance– Deck painting will be postponed to spring 2015. Testing Deck Over product to see how it holds up over the winter for possible use. Other items will be addressed this fall.

2. Electrical Boxes – The one by lot 026 will be repaired this fall. The one by lot 191 will be addressed in the spring as Fortis will have to be involved to allow the repair.

3. Mobile Home – Deck, garden ties and back yard will be addressed next spring. Inside repairs will be completed this fall.

4. All Other Items - Refer to the Action Items checklist sent on email for the timeframe of all maintenance items and party overseeing the action.

b. Lot XX has hired a contractor at his expense to move shed and clean up taros and construction materials as requested by the board.

6. New Business:

a. Staff Hours of Work – There is a need to establish a weekly day off for staff to comply with Alberta Labour Standards and also to set and post office hours. Note that staff actually work a split shift. **ACTION** - approach an alternate to clean washrooms and maintain park security for one day per week during the summer season. **ACTION** – meet with staff next week. Post daily office hours and referral to alternate on day off.

b. Water Shutdown – This will occur September 29/30, 2014. **ACTION** – organize a work committee to work with staff and over the winter create an electronic document outlining blowdown procedures for future reference. **ACTION** – newsletter notice

c. Front Gate No Trespassing Sign – The one sign posted is not very visible. **ACTION** – Have staff remove small temporary No Trespassing sign. **ACTION**- Have one more sign made for the other side of the gate.

d. Push Button Door Locks – The price to install would be \$1200.00. Several times this season, parties staying at the Greenwood Campground next door have been sighted using our facilities. **ACTION** – Budget to install locks on the front washrooms for next year.

e. New Owner's Package – **ACTION** – Work on a format over the winter to be in place for next year.

f. Lot Signage – It is each lot owner's responsibility to clearly mark their lot number at the front of their lot. Many lot signs are not visible due to growth of vegetation. **ACTION** – Reminder of this to residents in the newsletter. Provide contact information on an optional sign residents could purchase.

g. Clubhouse Bookings – Several times residents who have booked the clubhouse for a private function have not used the facility nor have they cancelled the booking allowing an option for others to book for that date. Social club should confirm their bookings by May 1. **ACTION** – Revise the booking agreement to reflect that cancellations will need to be made 14 days in advance and a fine may be charged for not doing so. Notify the Social Club re: May 1st deadline for their lineup.

7. Committee Reports:

a. Treasurer – Condo fees still outstanding for one lot. **ACTION** – contact party regarding outstanding fees. The budget will need to be set at the next meeting.

b. Rules and Regulations – Playground equipment still being looked into.

c. Secretary – Please send any info. to be included in the Fall Newsletter.

8. Adjournment: Moved by Don the meeting was adjourned at 5:33 p.m. **Next Meeting:**
Budget September 28, 2014