

**Condominium Plan 9612304**  
**Riverside RV Village**  
**Board of Directors Meeting Minutes**  
**April 17, 2016**

**In Attendance:** Mark Mackenzie, Gary Coombe, Bev McAllister, Ford Mallett, Pat Coupland, Val Summers, Linda Mugleston

1. **Meeting Called to Order:** Mark Mackenzie called the meeting to order at 9:03 am.
2. **Guest Speaker:** XX was invited to clarify the board meeting for the purpose of an estoppel vs. a compliance certificate. An estoppel is issued, in the case of Riverside RV Village, as a statement by the Board of Directors of the status of condo or any other fees due. This could be issued by our Treasurer as requested. A compliance certificate is issued by an authority to certify that a property is in compliance with a jurisdiction's land use laws and bylaws. This is often referred to as a Real Property Report. In the case of Riverside RV Village those members of the Board of Directors representing Rules and Regulations can issue a statement to be issued along with the estoppel, indicating that in their opinion a property conforms to our Bylaws and Rules and Regulations. The Board of Directors thanks XX for his clarification of these two documents.
3. **Approval of Minutes:** Moved by Val Summers, seconded by Ford Mallet to accept the minutes of September 19, 2015 as distributed. Motion carried. The redacted minutes will be placed on the website.
4. **Additions to the Agenda:** 6a: approval of Water start-up and Shut down document, 5b: cardboard recycling.
5. **Old Business:**
  - a. **Snow Removal:** It was agreed that Condominium 9612304 Riverside RV Village will cover the cost of annual maintenance service on XX'S snow removal machine and any required repairs needed as a direct result of the park snow clearing. The Board thanked XX for the beautiful job of keeping the park's roads clear in the winter months.
  - b. **Pop Machine:** Coca-Cola removed their coke machine from the clubhouse. Replacing a new machine will not be pursued as it was not being utilized by park residents.
  - c. **Security Cameras:** Five cameras have been installed at the front entrance and front washroom locations. More cameras will be purchased and installed this year at the clubhouse location. The cameras record video when movement is detected and storage on the video is 4 to 5 months.
  - d. **WiFi Update:** Some technical problems are being dealt with. In the long term upgrading the system may need to be addressed as well as training back up personnel to manage the system. Defining what the internet is capable of at the AGM will be done to clarify

capabilities of this system to Owner users. **ACTION:** Statement of what are internet can be used for, look into cost with an alternate provider or negotiate costs with Telus.

- e. **Projects:**
- f.
  - i. **Laundry Machines:** Two quotes were presented for review. It was agreed to proceed with purchasing 3 new washing machines and 3 new dryers for the front laundry facility through Atlantic Repair and Maintenance, our current maintenance provider. New machines will cost \$2.00 per load. The old machines will be kept as back-up for the laundry facility at the clubhouse. The machines at the clubhouse location will remain at \$1.25 per load until they are eventually replaced.
  - ii. **Playground:** Options for equipment will be sent to Board members. We will try to add one piece of equipment. A plan should be ready for presentation at the AGM.
  - iii. **Deck Expansion:** An uncovered ground deck will be added at the back of the clubhouse as planned last year.
  - iv. **Shop Space:** A covered shed is planned to be built behind the front washroom facility. This will be used to house the club car, riding mower etc. and offer a space for servicing and maintenance of the machines. A development permit from the town will be needed before proceeding.
  - v. **Vehicles:** **ACTION:** look into a small truck coming up for sale to determine if it would be an option to replacing the van and truck we currently are using. The van will need some repair should this not be an option.
- g. **Street Parking Issue:** Two complaints have been received regarding vehicles from Lot XX parking in the fire lane. A letter will be sent if this problem persists. The Owner has already been issued verbal warnings.
- h. **Compound Committee Update:** There are still items that have not been labelled as to the lot #. The park manager requires relocation of two units to be able to store gravel for our roads. **ACTION:** ask the committee for a report for the AGM.
- i. **Cardboard Recycling:** Progressive will be unable to provide this service. There are no other alternatives. **ACTION:** Make note in the newsletter and advise Owners of the location of the recycling centre for Sundre, by the Legion. A report garbage disposal costs will be given at the AGM.

## 6. New Business:

- a. **Water start-up and shut down:** **ACTION:** edit document outlining procedures, edit Rules and Regulations as required. The Board has approved the document and procedures as outlined. XXt will proceed as outlined in the document to turn the water on for April 18, 2016..
- b. **Number of Days in Park:** **ACTION:** Revise Rules and Regulations regarding this rule.
- c. **Clubhouse Bookings:** Hand this responsibility over to the Park Managers. **ACTION:** Advise Park Managers of this responsibility.
- d. **Scott Trussler Letter:** **ACTION:** Send letter to Scott. He can advertise on our website at the cost of \$250.00 and is welcome to put a notice or pamphlet on our front notice board free of charge.
- e. **Riverside Garage Sale:** The Owner requesting can organize an inside the park sale if she wishes; however, it will only be open to park residents. Anything open to Sundre residents as well, will need to be located outside of the park gate. **ACTION:** advise Owner
- f. **Gas Leaf Blower:** XX will donate a gas leaf blower to Riverside RV Village.

- g. **Signs:** More signage is required. **ACTION:** Request as follows: 8 Private Property, 3 Video Surveillance, 3 Fire Lane, 2 Bathroom signs as discussed, 2 No Overnight Camping.
  - h. **Door Closers:** It has been approved to purchase two door closers for the clubhouse washrooms.
  - i. **AGM: ACTION:** Get documents ready and mail out. Next meeting will be a planning meeting for the AGM.
7. **Director Reports:**
- a. **Treasurer:** All in line. Telus billing questioned. **ACTION:** Look into options.
  - b. **Rules and Regulations:** 2 sales so far this year.
  - c. **Maintenance:** Floor waxing for clubhouse arranged for when the water is on. Clubhouse washrooms will be opened after the floor cleaning and waxing is finished. Once the clubhouse washrooms are operational the front washrooms will be shut for a day or two for maintenance.
8. **Correspondence:** none
9. **Adjournment:** Bev moved the meeting be adjourned at 11:50 am.

**Next meeting:** Sunday May 15 at 9:00 am.