

**Condominium Corporation 9612304**  
**Commonly known as “Riverside RV Village”**  
**Sundre, AB**  
**Minutes of Annual General Meeting**  
**Saturday June 4, 2016**

**1. Call Meeting to Order – President**

The meeting was held at the Riverside RV Village Clubhouse, located at 200 4<sup>th</sup> Ave., Sundre, AB. Mark Mackenzie, President, called the meeting to order at 1:04 pm.

**2. Introduction of Board Members**

Board members were introduced with the aid of a power point presentation.

Mark Mackenzie – President

Gary Coombe – Vice President

Valerie Summers – Treasurer

Linda Mogleston – Secretary

Pat Coupland – Maintenance

Bev McAllister – Rules and Regulations

Ford Mallett – Rules and Regulations

**3. Appointment of Chair**

Motion by Lot 180, seconded by Lot 121 that Mark Mackenzie be appointed as Chair for the meeting. Motion Carried

**4. Call of Roll and Certifying of Proxies**

A quorum was established with 85 units represented in person and 16 units represented by proxy.

**5. Proof of Notice of Meeting**

M/S/C that sufficient Proof of Notice of the Meeting was received by mail. Motion by Lot 8, seconded by Lot 2. Motion Carried.

## 6. Approval of Minutes of the AGM June 6, 2015

M/S/C to accept the minutes of the 2015 AGM as circulated. Motion by Lot 179, seconded by Lot 26. Motion Carried.

## 7. Year in Review

a. **Board** – There was stability in the board last year. Don Feist retired during his term and Ford Mallet was appointed on an interim basis.

b. **Coke Machine** – Coca-Cola removed their machine from the clubhouse as it was not being utilized. Most of the products were stale dated.

c. New documentation of our **Water Turn on and Shut Down Procedures** will be posted online.

d. **Storage Compound Update** – A committee was struck to investigate the use of the compound. They met several times and each time they met there seemed to be space available. The committee determined that there are rules in place that dictate the use of the compound that seem to be working for now.

e. **New Website** – (riversiderrvillage.com) Gary Coombe gave an overview of the website. Information included: how to locate the website, breaking news, information button to change contact information, icons and their use, clubhouse bookings, sales and rentals, downloads to locate minutes, AGM documents etc., social committee events.

Lot 8 inquired as to whether the documents are available to the public and privacy issues. Documents posted are redacted to protect the confidentiality of owners and lots.

Lot 8 inquired as to the fee to use the clubhouse. There is no fee for Lot Owners and their immediate families. There is a fee of \$150.00 if an Owner books for a person other than immediate family or himself.

Lot 137 inquired if a damage deposit was required. There is no damage deposit required to book the clubhouse. There is a penalty fee charged if the clubhouse is booked and then not used on that date excluding others from having said date available to them. This was instituted to prevent an Owner from booking the clubhouse in case of inclement weather and not using it because the weather was nice thereby preventing other Owners from being able to book the clubhouse for that date.

f. **Social Committee** - The Social Committee is still in place. Their first meeting is tomorrow. The first planned event is a Pancake Breakfast next weekend and it is free.

**g. Burn Pile** – The park once again has a burn pile located up by Loop 4. Please use it for burnable materials such as branches, pine cones and grass clippings rather than the waste receptacles. However also do not place treated or painted lumber or plastic bags and non- burnable materials there. The burn pile will be lit on New Year’s Eve afternoon and Owners are invited to come out and socialize and enjoy the bonfire.

## **h. Projects**

### **i Completed Projects**

- Mobile Home renos have all been completed.
- Landscaping the backyard of the mobile home has been completed as planned.
- The front deck of the mobile home was renovated and painted. Rope lighting and fans add to the new more appealing look of the renovated deck.
- A park wide tree removal project was undertaken and many Owners took advantage of the opportunity to top or remove problem trees. This year the Board has no plans to undertake that project again; however, Lot 7 will be open to those who may wish to remove or top trees and share in the cost of the Genie lift.
- Bookshelves were placed in the laundry facilities.
- New laundry equipment was placed in the front laundry facility.
- The Clubhouse was completely washed down and repainted inside by the Project Managers over the winter months.
- The Clubhouse deck and outside trim was repainted.
- Security cameras were placed at the front gate and washroom facilities.
- Additional speed bumps were purchased and placed.
- Additional signage has been placed in various areas of the park and at the front facility.
- The WiFi pilot project was worked on.
- A van was purchased for the Park Managers to use for security rounds and for park business.
- The floor of the Clubhouse was professionally cleaned and restored and the Park Managers have been instructed as to proper care going forward.

- The shop, mobile storage shed and the sea can have been completely reorganized.

## **ii Upcoming Projects**

- Build a machine shed behind the front laundry facility.
- Complete a deck expansion behind and at the side of the Clubhouse.
- Install security cameras at the clubhouse.
- Begin renovation of the Playground. A plan is in place to purchase three pieces of equipment from a company in Medicine Hat. All pieces are CSA approved. One piece is an Arch Swing which will accommodate a handicapped child, another is a Tire Swing and the other piece is a Digger. A tetherball is also to be incorporated into the new design and will be placed in a grassy area. A climber has been donated to us by one of our Owners and the final addition is a half sport court which can accommodate basketball, volleyball and various other sports. To prepare for the base for the half court quotes were obtained from a paving company and a cement company. The cement is about half the price of the asphalt and seems to be the way to go.

Lot 186 –inquired if disabled children would be able to use the handicapped swing? The board believes so.

Lot 186 – wondered if it would be a good idea if each of us donated \$5.00 toward the sports court? At this point there may be enough funds to cover the complete costs of the playground upgrade.

Lot 186 – asked that the Board purchase more of the black rubber speed bumps so we do not have to use the yellow plastic ones? The board has already purchased 6 more of the black rubber and has a couple of extras on hand for spares.

**i. WiFi Project** – The WiFi project has been a pilot project. Many hours have been put into this project, mainly by Gary Coombe, at very little expense to the Board. (approximately \$4800.00 realized from not having full time

Park Managers) The capacity of the network that the park currently has will allow Owners to check emails, do a bit of web browsing and possibly do some music streaming. It will not allow people to use Netflix and the more users on at any given time will determine the speed of the network. This coming year the Board hopes to do some research into the costs of a costs are confirmed Owners will be asked if they wish to continue with the current network or invest in a better network. Having a more reliable Internet network will have marketing implications for all of those wishing to sell since it will make properties more marketable.

Lot 8 – wondered if the Board could get quotes for what it would cost for basic service – checking email etc. and what it would cost if, for example, half the park could use Netflix. There are two things to consider in a network upgrade: one is the speed with which the feed comes into the park and the second is the cost of the quantity of feeds being brought in. These are items that will be being looked into this coming year.

**j. Thank You** – Thank you to Rob Berlando for supplying paper products which results in a cost saving to the park of about \$3000.00 a year, to Paul and Helene Cartwright for donating the climbing structure to the playground and to Al Friesen for the donation of many tools and building materials.

## **8. Treasurer's Report**

This year all condo fees were paid, the budget was adhered to and the park was short only \$900.00 due to unexpected costs of repair to the Club Car. Volunteer work has kept many of the operating costs of the park down. It was a great year. The Reserve Fund is about \$7000.00 over what is required by law. A new Reserve Fund Study will be required in 2017.

Lot 208 – inquired if the park is considering selling the Club Car? The club car has now been serviced and is suitable for some, but not all jobs the Park Managers undertake. This is the reason the Board also purchased a van for use in completing security rounds and completing other park business. The future of the club car is a situation which will be monitored by the Board as to the cost of maintenance and its usefulness. Alternatives will continue to be investigated.

Lot 89 - inquired as to the age of the club car. It is 8 years old.

Lot 10 – inquired about the cost of a new reserve fund study. That 2012 cost was \$5000.00. The new cost will go into the 2017 budget.

Lot 41 – inquired if the improvements made to the park last year resulted in an increase in condo fees? There was no increase in fees last year. Lot 41 commented on the remarkable efforts of the many volunteers who helped to make this a reality.

Lot 179 – offered to provide the Board with the name of the company that could conduct the Reserve Fund study on a yearly basis distributing the cost over a period of years while keeping the study current.

M/S/C to accept the Treasurer’s report. A motion was made by Lot 199, seconded by Lot 22 to accept the Treasurer’s report. Motion Carried.

## **9. Notice of Motions**

One motion has been brought forward by Brad Lindeburgh - Lot 10

The motion reads:

Because Riverside RV Village is intended to be “natural,” and;  
Because Riverside RV Village is adjacent to a river, includes flowing streams, and has a high water table, and;  
Because the safety of its residents is important;

Be it resolved that:

- 1) Residents of Riverside RV Village are *encouraged* to avoid the application of pesticides and herbicides where ever possible and, if required, should use them only in moderation (spot spraying and not broadcast);

- 2) The application of pesticides and herbicides in all common property areas shall be done only by the direct instruction of the Board, and:
  - a. Done only in extreme instances, where other techniques will not work;
  - b. If required, done only in moderation (spot spraying and not broadcast);
  - c. Applied only by licensed contractors should the product be required to be applied by same; and,
  - d. All areas treated by pesticides and herbicides and fertilizers be signed as such for a minimum 72 hours after application.

The motion was seconded by Lot 121.

**Discussion:**

Lot 137 – inquired if the park is already following provincial statutes. Brad indicated the rules are being followed; however, he is asking that on common property use of pesticides and herbicides be used only if absolutely necessary and to be signed if they are applied.

Lot 180 – inquired who makes the determination of necessity. Brad indicated the Board makes that determination.

Lot 57 – indicated that most chemicals applied to the ground will last about 12 hours and that fertilizers can be there even a week or two after being applied depending on weather conditions rendering signage not that accurate. If no spraying is undertaken we will have “gold” Riverside.

Lot 122 – The Board looked into various products available for use and determined that a product used by many golf courses called Par 3 was an effective and safe product and it is what is being used. It does not burn or kill grass, only the broadleaf weeds. Killex is only used if necessary in small areas.

Lot 179 – inquired how much of what is currently being done differs from the motion being made. The Board feels that what Brad is asking is that no Killex, no Par 3 or any use of herbicides be used and that the park revert to

a purely natural state. Bringing in a licensed contractor to apply herbicides will be more costly. The Par 3 used is about \$300.00 and that cost covers about 3 years of application. Park Managers have been informed as to the importance of signage after application.

Lot 57 – inquired as to the use of pesticides. The Board has no experience with and has not applied pesticides.

Lot 20 – pointed out that Brad’s intent in the motion was to hire a licensed company to apply only products that warrant such an operator.

Lot 16 – speaking in favour of the motion noted that the language of the motion is not restrictive and that as owners we come here to enjoy nature and have a responsibility to the environment.

Lot 191 – noted that in her lot in loop 5 dandelions and thistles are nearly impossible to control and that the grassy area by the playground would be quickly overrun without intervention.

Lot 121 – suggested the motion might be modified to allow the Board to keep the common areas as weed free as possible.

Lot 180 – asked to end discussion and call for the motion.

Lot 155 – spoke against the motion noting that the consensus from this discussion is that spraying is currently being handled responsibly and that future weed spraying should be left to the discretion of the Board.

The vote on the motion: For the motion: 16, Against the motion: not counted, (obvious majority). Motion denied.

The Board will take this on advisement and conduct weed spraying as carefully and responsibly as possible.

Lot 77 – inquired if the Board could find a way to use creek water to keep common area lawn watered. The answer is no since we need to stay away

from the creek due to concerns that might be raised from Alberta Fish and Wildlife.

## **10. New Business**

- a. **Rentals** – Please be sure to fill out a rental form if you are renting out your lot and submit contact information for your renters to the Board. There is a form available on the website.
- b. **Tick Issues** – Please be aware that there have been tick sightings in the park this year due to the mild winter and be observant and cautious.
- c. **Garbage** – Riverside spends \$18,000 annually on waste removal. Place burnable brush, grass clippings and pinecones in the burn pile. The Board tried but was unable to supply a cardboard recycling receptacle; therefore, please recycle items that can be recycled at the town's recycling center. There have been barbecues, bicycles, building materials and even hide-a-beds and mattresses filling waste bins. These items should be taken to the County transfer station. Please be respectful of the items placed in the park's waste receptacles.
- d. **Water Claim** – Last year there was a significant loss to one of the properties in the park. An insurance claim was paid out and that insurance company served the park's insurance company, Intact, with a subrogation claim. After investigation Intact determined that the Park had no liability, has denied the subrogation claim and closed the file. The other insurance company has up to two years to appeal that decision. Lot 199 asked for clarification on the issue. The president re-explained the process of the claim.

Lot 103 – asked Owners to take the initiative to clean and tidy up their own lots citing that many properties are looking neglected and unkempt.

Lot 7 – will be willing to operate a Genie lift and organize tree topping and trimming if there are Owners who need that service and are willing to share in the work and rental cost. Contact them if interested.

Lot 25 – inquired if water start up and shut down procedures are on the website. They are not, but information will be added shortly which will help to clarify for Owners what their responsibility is in the process. The Board has documented the procedures used to start up and shut down the

water system for future volunteer crews so that steps will not be missed. There are sites where volunteers have to go under a trailer to blow out the water line and add antifreeze. The President explained that in the fall a crew of volunteers enters each property, opens valves and blows air through the water lines until no water is coming through. The valves are then marked and closed, after which antifreeze is poured into each stand up valve so that they do not freeze. It is the responsibility of each Owner to make sure the stand- up valve is accessible and not under a trailer.

Lot 14 – voiced concerns about Owners adding clippings, rocks etc. to the creeks. Nothing is allowed to be added to the creeks. It is illegal.

Lot 179 – asked that Owners not put plastic bags of clippings or pinecones in the burn pile. They should be emptied.

Lot 25 – has a concern about the age and shape of units being brought into the park. This is an item which will be discussed by the new board.

Lot 205 – has asked that Owners be respectful about parking vehicles on their properties. Many vehicles are left protruding into the roadway making it difficult for others to pass by.

Lot 25 – would like to remind Owners that tarps and extra storage of trailers need to be removed from their sites after the May long weekend.

## **11. Board of Directors - Completed Terms**

Bev McAllister has one more year to complete his term. Gary Coombe, Val Summers and Linda Muggleston have agreed to let their names stand. Mark Mackenzie and Pat Coupland are stepping down. One interim member position is also open. Nominations are open for three Board positions.

## **12. Election of Board of Directors**

Rob Berlando was nominated by Ford Mallett.

Ford Mallett was nominated by Rob Berlando.

Tanya Boudreault was nominated by Sharyn Dickson.

All three agreed to let their names stand. There were no further nominations. Moved by Lot 199, seconded by Lot 126 that nominations cease. Motion carried.

By acclamation the Board of Directors for 2016-2017 is: Gary Coombe, Valerie Summers, Linda Mugleston, Bev McAllister, Ford Mallett, Rob Berlando and Tanya Boudreault.

The previous president vacated his position by reminding Owners that Board members are volunteers. These are not paid positions. The Board has a mandate to manage the Park and interpret the Rules and Regulations. Each Board member welcomes ideas and input and in fact needs them to be able to make effective decisions, but he also reminded Owners to be respectful when voicing or writing their concerns since negative emotional and disrespectful confrontations discourage people from volunteering their time and talents.

### **13. Adjournment**

Lot 137 moved that the meeting be adjourned.

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