

Condominium Plan 9612304
Riverside RV Village
Board Meeting Minutes
June 11, 2016

In Attendance: Gary Coombe, Rob Berlando, Valerie Summers, Linda Mugleston, Ford Mallett, Tanya Boudreault, Bev McAllister

1. **Call Meeting to Order:** Gary called the meeting to order at 11:07 am.

2. **Approval of Previous Minutes:** Moved by Rob, seconded by Ford to approve the minutes of the May 15, 2016 meeting. Motion Carried.

3. **Additions to the Agenda:** to 4b Lot XX , to 7 Year end Social , to 7 Emails in general and specific .

4. **Director Reports:**

a. **Treasurer** - XX explained the financial report format. She also explained the contingency item regarding covering payment of the laundry machines which will be finalized in September.

b. **Rules and Regulations/ Maintenance**

- **Calcium** - XX inquired about placing calcium on two areas of the main road, which seem to be dusty. The complete main road does not seem to require the application at this time. XX reported that there is budgeted money for roads. **Action:** A decision was made to go ahead with that placement. XX commented on the good condition of the roads at the present time due to the diligence of the Park Managers for their continued maintenance.
- **Rubber Mat** - A rubber mat is needed for the back step area of the mobile home so that items stored under the step are protected from the weather. **Action:** XX may have one which would work and he would donate it.
- **Power at the Mobile Home Office** - Power issues at the mobile home office are causing outages. The addition of an old donated refrigerator may be part of the cause and it may have to be relocated or scrapped in favour of a bar fridge. **Action:** Have the electricity investigated and find out a cost to wire correctly. (Three resources for electrical information are Lot XX, Lot XX and a lot in Loop XX)
- **Lot XX** - has asked a question regarding building a deck wider than 12 feet citing that the park rules are ambiguous. The answer to that

question is that the Town of Sundre bylaw states that accessory structures may not be wider than 12 feet excluding eave projections and though our Rules and Regulations also state that a deck may be a maximum area of 1144 square feet when attached to a park model, it also states that the maximum width excluding eave projections is 12 feet.

Action: respond to Lot XX.

- **Speed bumps** - Lot XX has requested a speed bump be placed in front of her lot or Lot XX. There are no extra speed bumps available at this time unless there is one still on the side of the road which could be used.

Action: check into it and notify Lot XX and come up with some guidelines regarding placement of speed bumps.

5. Correspondence:

- Lot XX** - has voiced concerns regarding having to cover the costs of WiFi and the laundry machines and also has expressed concern regarding the noise from installing a sport court. **Action:** respond to Lot XX.
- Lot XX** - has suggested an off leash area for pets since a neighbor has pets which are often not on a leash. The park has no off leash area available. **Action:** respond to Lot XX and speak with Lot XX regarding off leash rules.
- Lot XX** - has also reminded the Board about the No Smoking signage and a smoking area for the clubhouse. **Action:** check regarding signage, **Action:** check with XX regarding some kind of a covered structure for a smoking area. **Action:** respond to Lot XX
- Lot XX** - has expressed concerns regarding trailers stored on Lots XX and XX not having been removed after the 14 day period. **Action:** respond to Lot XX. Wait on XX as renovation of that lot is in progress.
- Lot XX** - has a request to use a quad in the park in the off season. This would need to be brought up as a motion at an AGM. **Action:** respond to Lot XX
Action: newsletter reminder about vehicle use rules in the park and encourage those using golf carts to add light kits.
- Sales** - Do we wish to ask the Park Managers to escort potential buyers around the park if they wish to have a quick park tour? Yes as long as the Park Managers can set the timing of the tour. It is in all of our best interests to get some of our neglected lots sold. Most potential buyers will be contacting Owners or realtors for this service and therefore there are only a few who may wish to request this service.

6. Old Business:

- Roles and Duties Document** - **Action:** Review document for the next meeting as to updating roles and changing titles of directors.
- Water Document** - **Action:** Notify the few lot Owners that need to move their stand pipe out from underneath their trailers before blow down this fall.
Action: Fall newsletter remind Owners that everything must be disconnected

from the stand up pipe before blow down or they must be available to disconnect on that date. If the blow down team has to disconnect anything a fee may be imposed. At the current time it has been agreed that the Park Managers and blow down team will continue to pump antifreeze down the stand up pipes after blowing out the lines. The document will be used and reviewed as the procedure is followed this fall.

- c. **Pond Fountain Agreement** - **Action:** Review the agreement for hours of operation of the pond fountain with Lot Xx as Lot XX has requested an increase of hours of operation to 9:00 am to 9:00 pm.

7. New Business:

- a. **AGM Review** - Reviews were mainly favourable regarding the Clubhouse location. The location will be tried one more time. Next year the Board can sit in the kitchen area and a few more rows of chairs can be accommodated. A mobile mic needs to be used for comments from the floor and Owners need to identify themselves by name and lot number. Speakers need to be set up for the deck area. An alternative location to note for the future is: is Sundre West County Centre. XX provided the information that their charge is \$50.00 for the first 4 hours.
- b. **Social Club Liaison** - XX has volunteered to be the liaison.
- c. **Lot XX Donation of Sod and Loam** - Lot XX is renovating their yard and has donated existing sod and loam which will be used in front of the mobile home.
- d. **Tools Loan Out** - There does not need to be a formal process. The consensus of the Board was that certain park tools should not be loaned out due to repair costs and liability to the Park. Some smaller tools might be loaned at the Park Managers discretion and he can keep track of who has borrowed tools. In an emergency the Park Manager may help out an Owner as required.
- e. **Age of Units Coming into Park** - The 10 year rule has already been voted down at a previous AGM. Currently units entering the Park must be roadworthy. This issue will need to be addressed by a motion and discussion with Owners at an AGM.
- f. **Ace Hardware** - **Action:** set up an account with Ace. Home Hardware has discontinued the discount to the Park. It seems the management there has changed.
- g. **Computer and Office Use** - there are items available in the office for Board use.
- h. **Bank Signatures** - **Action: XX:** will arrange among themselves.
- i. **Cheques** - **Action: XX:** sign
- j. **Reserve Fund Information** - XX passed information to XX.
- k. **Social** - XX has volunteered to be the year end Board Social liaison.
- l. **Emails** - The use of less email was appreciated. XX wanted to clarify that she does not approve expenses. That is the responsibility of the Board.

- m. Thank You** - It was suggested that we recognize outgoing members with a small token of appreciation for their services. **Action:** purchase 2 gift cards for \$50.00 each from Original T's to recognize previous board members for their service.
- n. Informal Meetings:** The Board will try to meet on an occasional basis in between formal Board meetings for quick checks on any issues.

8. Adjournment: Bev moved the meeting be adjourned at 1:17 pm.

Next Meeting - July 10 at 11:00 am