

**Condominium Corporation 9612304**  
**Riverside RV Village**  
**Board of Directors Meeting**  
**August 28, 2016**

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

Regrets: Linda Muggleston

**1. Meeting Called to Order:** Gary called the meeting to order at 11:08 am.

**2. Approval of Previous Minutes:** Moved by Rob, seconded by Ford to accept the minutes of the July 10, 2016 meeting. Motion Carried. Minutes will be redacted and published on the website.

**3. XX address to board:** Was regrettably unable to attend. Provided the Board with the following comments...Board response noted in green.

- concerned that not all discussion of board meetings are captured in the minutes...all conversation cannot be fully documented. Minutes capture general discussion and action items.
- the board is making decisions without documentation of previous complaints...board members receive feedback from owners that is not always presented in writing, we attempt to ensure all of this information is brought to the board as a whole and given the appropriate amount of attention
- information stated in the storage compound communication referenced committee report but did not document...no formal report was provided to the board.
- why is a gate required if the area will be monitored?...The board has taken this under consideration and will determine the necessity going forward.

**4. Additions to the Agenda**

- New Business: Dan's requests to board
- New Business: Social club update to all future agendas
- New Business: Action List
- New Business: Trees

**5. Director Reports:**

**a. Treasurer:**

- a. Deck has been completed at a cost overage of \$694.53, this due to the budgeting and quotation being completed 3 years prior.
- b. \$10,500 for new washer/dryer...cost allocation carried forward
- c. No surprises in current statements

**b. President/Vice President**

- a. **Storage compound** - feedback from owners showed 87% of response was positive. Discussion regarding fee, based on owner feedback resulted in a decision to lower previous indicated price to \$240/yr. Application form for storage space was reviewed, updated and approved. **Action:** Implement changes and forward communication and application to all owners. Funds for the development of the storage area will be allocated to Roads. **Action:** diagram/map of new proposed area. **Action:** add line item for revenue to financial statement. XX will investigate if there is an opportunity to have local company provide material as a donation.

**6. Old Business:**

- a. **Roles and Duties Document:** **Action:** carried forward
- b. **Playground:** XX is following up with Blue Imp and BDI regarding the deposit they require. Board approves a 50% deposit but will need to review if 100% is required. **Action:** follow up with XX
- c. **Electricity at Mobile Office:** XX inspected the electrical issues in the office and determined that it would be at least a full day of work. He will provide a quote.
- d. Old washer and dryer were disposed of at a cost of \$20.

**7. New Business:**

- a. **Internet Upgrade:** XX has requested Telus to visit and provide quote of additional requirements to ensure more reliable service. Telus has been delaying a walk thru therefore alternate suppliers will be contacted for quotes. The board is hesitant to designate any additional funds to this project and alternately will investigate a supplier that will provide a group rate directly to owners. **Action:** contact RNS and Airenet.
- b. **Roof and skylight leaks:** recently brought to the boards attention. **Action:** contact contractor for quote.
- c. **Park Manager's winter absence:** **Action:** Determine dates they will be away and determine if a replacement is required during this time. For the winter months the Park Managers will clear trees in compound as a non-billable task in lieu of accommodations.
- d. **Shuffle Board/Clubhouse:** The board was asked if this was of any use. Discussion determined that having the clubhouse open for all residents throughout the day will be introduced in the spring of 2017. Residents will be able to use for games, exercise, visiting, etc. A calendar will be posted at the clubhouse weekly to indicate if the clubhouse has been booked for a private event.
- e. **Message board:** Restrictions will be placed on the size of postings. **Action:** post a notice detailing restrictions. **Action:** Request Park Managers to reseal message boxes, leakage has occurred.
- f. **Water shut off/problem lots:** As determined at an AGM shut down will be the last Monday in September, this year being the 26th. 4 lots have been noted as having

water in hard to access locations. These lots will be notified after this shut down that these will need to be relocated in 2017. **Action:** send out shutdown notice and checklist to all owners. **Action:** Locate blowdown instruction document. **Action:** Order antifreeze (consider drums), and equipment.

- g. Bench donations for clubhouse:** XX has a list of owners who would donate the necessary funds for additional tables at the clubhouse. **Action:** provide additional information at next meeting.
- h. Board contact info for resident managers:** Park Managers have requested and have been provided contact info for board members. Personal board member info is not to be provided to owners.
- i. Board year end meeting and dinner:** Meeting will be held Sept 24th at 1 pm. Dinner will be at 6 in the clubhouse, open for socializing at 5.
- j. Social committee update:** XX will provide update or bring forward request from social club at each board meeting. Confirmed 2017 AGM is June 3rd. A shed has been donated from Lot 121 and will be located near the front bottle collection area for additional bottle collection. New AV equipment has been purchased for the clubhouse.
- k. Trees:** Given the recent wind destruction discussion was had regarding old growth trees. It was determined that owners can be advised to have an evaluation of their property completed to determine if they have trees that may be at risk. **Action:** contact Matterhorn in regards to group evaluation fee as well as common area quote for board. **Action:** Contact alternate tree cutting company for comparison.
- l. Action List:** XX has developed an action list for the Board and Resident Managers. This list will be available for all relevant individuals to update duties/status/etc. This will help to ensure all jobs are completed. **Action:** Provide link to XX
- m. Park Manager's Requests:** Bulletin board concerns...addressed above. Resident Managers would like to have contact information for individuals who are renters within the park. **Action:** available owners will be contacted to provide this information. Roof repairs...addressed above. Ride mower request...carried forward, will determine as required.

## 8. Correspondence:

- a. Noise concerns:** complaints have been submitted against a lot owner. **Action:** Contact individual and provide incident report.
- b. Recycling:** A suggestion was made by an owner to have a recycling company provide service within the park. Discussion determined that although we appreciate the idea, recycling is available within the community and we do not wish to incur the cost or have the space to install the necessary additional bins, etc.

## 9. Meeting Adjourned:

Rob moved the meeting be adjourned at 2:09 pm.

Next Meeting September 24, 2016