

Condominium Corporation 9612304
Riverside RV Village
Annual General Meeting
May 27, 2017 1:00 pm

1. Call Meeting to Order: Rob Berlando called the meeting to order at 1:04 pm.

2. Introduction of the Board: Rob Berlando - Vice President, Valerie Summers- Treasurer, Linda Mugleston - Secretary, Tanya Boudreault - Park Operations, Ford Mallett - Park Operations, Bev McAllister - Park Operations

3. Appointment of Chair: Nominated by Tanya Boudreault, seconded by Gary James Lot 208 to accept Rob Berlando as Chair of the meeting. Motion Carried.

4. Call Of Roll and Certifying of Proxies: A quorum was met with a representation of 66 Owners present and 22 Proxies submitted.

5. Proof of Notice: Moved by Mark Mackenzie, seconded by Pete Threlfall Lot 155 that sufficient notice of the meeting was received by Owners. Motion Carried.

6. Approval of Minutes: Moved by Wendy Willard Lot 180, seconded by Bonita Jones Lot 121 to accept the minutes from the 2016 AGM as posted. Motion Carried.

7. Year in Review:

a. Property Managers: Our staffing coverage has been divided into two separate contracts, one for summer and another for winter. The summer contract for our Property Managers, Dan and Lila Wagner, has been negotiated and extended to October, 2019. A winter contract, ending in October, 2019 and providing coverage from October to March and relief for the Wagners during the summer has been negotiated with Charlie Burgess and Maureen Murphy of Lot 108. A question was asked by Ann Marie Williams Lot 165 as to how the winter contract staff can be contacted? Their contact information will be posted on the white board at the mobile office and also on the website. The Board of Directors also acknowledged the dedication of Helen Bryan Lot 11, who has made a decision to retire from the position of the winter contract duties which she had been fulfilling the past several years.

b. Social Committee: Merna Rasmussen made a presentation from the Social Committee. She began by thanking the Board for the time to make the presentation. Next she introduced the current members of the committee: Merna Rasmussen Lot 101, Daphne Werenka Lot 84, Marion Rasmussen Lot 101 and Donna Gundersen Lot 57. The committee is currently looking for new members and Merna encouraged Owners to come out to the meeting May 28, 2017 at 1:00 pm at the clubhouse and volunteer to either join the committee or to help out with event planning. As a bit of history Merna mentioned that the first Social Committee began in 1999 with 14 members, six of whom are still in the park. The minute book of the committee transfers from person to person. Minutes are missing from the years 2003 and 2004 so previous members were asked to share those if available. In 2011 the committee passed a motion to clarify their mandate.

The mandate of the Social Committee is as follows:

1. Planning, organizing or hosting events for the benefit of Riverside RV residents, families and guests.
2. If any of our social committee funds permit, we would designate funds towards projects, park improvements or equipment upon approval of the Social Committee.

A five year summary of the financial operations of the committee was reviewed and is also posted on the website. The two fundraisers for the Social Committee are pop can revenue and the 50/50 draws held at events. As well as funding events during the summer season and the wind-up event the Social committee uses funds to enhance the park. In 2012 the Social Committee provided speakers for the clubhouse. In 2013 the committee purchased the two barbeques sitting outside of the clubhouse, floor mats for the kitchen and barbeque tools. In 2014 one desk and two shelving units were provided for the park's two laundry facilities. In 2015 \$2000 was contributed to the Board of Directors to use at their discretion.

Events planned for this year are:

Pancake Breakfast - June 10

Talent Contest and Karaoke - July 22

Mini golf, Duck and Horse Races, Food Event - Aug. 12

Wind-Up - Aug. 26

Merna also thanked past volunteers and those helping out with planning events.

c. Water/Sewer Issue: Water and sewer repair was completed in Loop 1.

d. Laundry Machines: Installation of new machines at the front laundry facility was completed.

e. Playground: Equipment is currently being installed. More detail below.

f. Deck Expansion: The clubhouse deck was expanded. Painting and finishing will be done this year.

g. Purchased some more sound equipment to complement what we already have.

h. Renegotiated contracts with TELUS, park staff and Progressive Waste.

I Burn Pile: The burn pile was removed. No more brush is to be taken to that area.

j. Storage Compound: In the fall all storage was moved out and the compound was cleared and enlarged. GDK Gravel and Sand donated 6 loads of gravel and Mark Crouch supplied bobcat work to level it. Spaces were marked and tagged. 26 spots are rented. Revenue from the compound for this year is \$3300 and next year it is anticipated to be \$5800.

Lot 48 - Do you have to reapply for your space each year? The Board will send you an invoice with your condo fee notice. You do not have to reapply. The cost is \$240 a year.

k. Waste: Ford Mallett reported a few facts concerning the cost of waste in the park. In 2013 waste removal costs for 30 bins was \$13,339.66. In 2016 costs for 64 bins was \$21,028.14. For this reason the Board is trying to encourage the use of every facility available to bring these costs down. The town of Sundre has a recycling location. Yard waste can be taken to the Town of Sundre yard behind Wild's Hardware. It is also the reason for locking the bins in Loop 3 and by the clubhouse during the week as

they are dumped on an on call basis. The front bins are dumped weekly as a part of our regular contract which Ford was able to renegotiate.

Suggestions and discussion from the floor:

Lot 42: What about compost? Please take compostable material to the town of Sundre yard.

Lot 121: Can we place a chain on the lids to restrict the items being disposed of. It is appalling some of the inappropriate items being placed into our bins.

Lot 8: Take your recycling home.

Lot 8: What about having a trailer parked that Owners could put their burnable yard waste on and it could be emptied weekly?

Lot 180: The trailer is a good idea, but people will likely abuse it as they did by dumping non burnable items in the burn pile.

Lot 7: Could we ask the town for several recycling bins that could be picked up outside of the front gate?

Lot 105: Is the burn pile not now being used? There is no more burn pile.

Lot 137: Suggested we have a motion to ask the town for recycling bins. We will not have a motion, but will approach the town regarding bins.

Lot 202: For those who mow grass, use a mulching mower.

All good ideas and the Board will keep them in mind, but would like to try the system announced for now.

8. Project Plans for 2017:

a. Playground: Phase two of playground upgrading is nearly complete. The base of the sport court is in as is a basketball hoop donated by Mark and Lee Mackenzie. Pat Coupland has asked for volunteers for a work party for Friday, June 2 at 10:00. Wheelbarrows and operators are needed to cement in the equipment. Monday, June 5 Mark Crouch will arrive to level the gravel and sand. Going forward fund raising is underway for Phase 3 which is to purchase the top surface of the sport court. Lot 105 Sharon Berling gave a history of the sign naming the playground and indicated that Chad Berling has completed a new sign which will be installed to replace the current weather worn one.

b. Machine Shed: Plans are to build a shed behind the front washroom facility to house park machinery, mowers etc.

c. Deck Expansion: Complete painting of clubhouse deck expansion and look at table options.

d. Clubhouse: Repair of skylight which is leaking.

e. WiFi: Thank you to Gary Coombe for the endless hours he dedicated to try to make this pilot project work. It has not been successful in providing stable internet and so the project is now over. Eventually the current tower system will be taken down. The cost of the project was approximately \$22 per lot. If you try our current network and get a connection use it. If not please do not contact Gary or the Board as we can no longer support trying to make it work with current equipment and conditions. In the future there may be some options connected to the fibre optic system the Town of Sundre is investigating. For now internet is still available at the front laundry and washroom facility as it was in the past and the current password is still in use. Several Owners shared other options for purchasing your own internet which ranged from a hub at TELUS for \$60 monthly and up, to plans for cell phones such as TELUS or Koodoo which would also supply data.

9. Recognitions:

First the Board would like to acknowledge and thank all of those Owners who come out to support the park at various work parties.

Some special mentions are:

Rob Berlando and Tracy Blair for all the paper products and paper dispensers in our washrooms and laundry and clubhouse facilities.

Mark and Lee Mackenzie for the basketball hoop at the playground.

Bev McAllister for snow removal in the winter.

Pat Coupland for his efforts as project manager for the completion of phase 2 of our playground upgrading.

Laurel Friesen for her continued help with the bookkeeping and work with our Treasurer.

Bonnie and Al Jones, Pete Threlfall and Shelley Jarmin and Bill and Judy Woods for donations of sheds.

10. Treasurer's Report:

The financial report is available for review on the website.

We set our budget every year and come in under budget every year. The fact that we have a high level of volunteers in our park saves us many dollars in labor costs and allows extra funds to put towards projects like the playground and deck expansion. This past year we did purchase the new laundry machines for the front facility, continued work on the playground and budgeted for phase 3 of the playground. This year we are having a new Reserve Fund study done and are now using a company who will review yearly. Our opening balance in the Reserve Fund was \$167,000. We put \$26,000 in, made \$4200 in interest and took out \$10,000 for the laundry equipment which leaves us sitting at about \$900 more than we need to be.

Moved by Wendy Willard Lot 180, seconded by Anne Marie Williams Lot 165, to accept the Treasurer's Report as posted. Motion Carried.

11. Notice of Motions:

There was one question from Patty and Andy McLeish Lot 54 as to whether correspondence from Riverside could be sent electronically rather than by post. The Condominium Act of Alberta indicates notifications must be sent by post, but this is currently under review. Once the act is changed our bylaws can be changed to allow notifications of fees and AGM's to be sent electronically for those who wish to receive them that way.

12. New Business:

a. Opening the Clubhouse: To allow Owners more access to the clubhouse, the Board is considering opening the clubhouse during week days for a trial period. There are some concerns regarding whether the building will be left clean after use and about how monitoring of who is using it will be done.

Discussion:

Lot 25 - In the past there were problems with kids coming in and doing damage and a key lock was suggested.

Lot 208 - suggested we use a coded construction lock to allow access.

Lot 8 - liked the concept of signing the key out from the Park Managers and suggested collecting a damage deposit.

Park Managers suggested that Owners should come and sign out the key anytime and return it after they were finished using the building. This way they could better monitor what groups were there. The majority of Owners seemed to think this was a good idea.

The Board will take these suggestions and concerns into consideration and a decision on usage will be communicated once it is finalized.

b. Current Lot Plans: The Board would like to update files. Going through them it seems some files do not seem to have current plans on file. This poses a problem when an Owner wishes to sell and their lawyer requests current information and an estoppel. If you do not know if your site plan is current please contact the Board through the riverrv@telus.net email and we will be glad to check for you.

c. Lot 142 Tanya Boudreault - What is the current process to change an address? Please email your new information to riverrv@telus.net.

d. Lot 186 June Cote - has requested that Owners do not send unsupervised children to the pond by Loop 5. She was wondering if the park should have a flotation device available on a pole beside the pond. The Board will check into this suggestion.

e. Lot 23 Kevin Chaloner - has brought attention to the fact that he has no power to his lot. Fortis was called in and indicates a break in the line at an unknown location between the green box and the lot. This cannot be answered at this moment. Investigation will need to be done to determine the cause. Please connect with Rob after the meeting to proceed.

f. Lot 164 Bill Woods- enlightened Owners that they may be overpaying on their property insurance. Encouraged people to check on the fire portion of the insurance policy as Sundre does have a Fire Department within 15 km of our park and a hydrant outside of the park. He saved around \$100.

g. Lot 25 Mike Halket -enquired as to whether the Board has any short or long term plans to fixing the sewer problems in Loop 1 and if they don't will they start one. This has been an ongoing problem regarding our park infrastructure that never seems to be addressed. The solution could be carried out in phases.

Some history of the issue was offered by various Owners.

Lot 33/34 suggested repositioning the main water line at the same time as repairing the sewer system.

Lot 7 indicated that the Town of Sundre has no plans of the sewer, water and electrical lines within the park.

Lot 25 indicated that the original main road was at the back of lots 33/34, 35 and 31 that the original developer moved the road and also abandoned water lines on those properties. There should have been caveats on those properties that no building should have been allowed to occur over those abandoned lines.

Lot 36 indicated the Board should have plans for the utility lines.

Lot 25 enquired as to why money has not been put away to repair our roads and has requested that a budget be made for repair of our roads.

Lot 33/34 wants to be a part of the research into solutions.

Lot 121 would like utility line and road repair built into our current Reserve Fund. We will address that with the company doing the study.

Lot 22 wants reassurance that this Board will look into these issues that have been ongoing for 20 years and determine a solution.

Lot 23 noted their electrical issue may be part of a larger problem.

The Board will reach out to previous Owners who have some knowledge regarding the issues and to professionals to try to determine a cost to repairs and solutions.

h. Lot 60 Lester Diegel - has indicated that the rolling security gate is taking a long time to close. The gate has had issues over the years. The Board will see if the Park Managers have a way to set the timing. There was a suggestion to remain at the gate until it closes so that security is maintained.

i. Lot 69 Mae Cyr enquired as to why the speed bumps have not been laid down. Park Operations is in the process of completing this job. They are very labor intensive to lay. Owners should be observing the 15 km speed with or without the speed bumps.

13. Board of Directors - Completed Terms:

Three members have terms left. Those are Rob Berlando and Linda Mogleston until 2019 and Valerie Summers until 2018. Bev McAllister, Ford Mallett and Tanya Boudreault have completed their terms. Gary Coombe has resigned his position. Four positions are open for election.

14. Election of Board of Directors:

Sean Summers nominated Tanya Boudreault Lot 142. She agreed to let her name stand.

Bev McAllister Lot 5 was nominated. He agreed to let his name stand.

Tracy Blair nominated Pete Threlfall Lot 155. He agreed to let his name stand.

Bob Haskell nominated Mike Halket. He declined.

Linda Mitchell was nominated. She declined.

Carolyn Kostaskey nominated Vince Kostaskey Lot 33/34. He will let his name stand.

As there were only four nominees for four positions all members were acclaimed.

The new Board of Directors for 2017/18 is: Rob Berlando, Valerie Summers, Linda Mogleston, Tanya Boudreault, Bev McAllister, Pete Threlfall and Vince Kostaskey.

There was a question regarding length of terms. In explanation, terms were adjusted on a one time only basis so that the complete Board did not complete their terms at the same time. Actual positions on the Board will be determined at the Board's first meeting. This way we some overlap of knowledge within the new Board can be maintained.

15. Adjournment: Moved by Wendy Willard Lot 180, seconded by Bonnie Jones to adjourn the meeting. The meeting adjourned at 2:59 pm.

As an addendum to the meeting Board members are asking that all requests and concerns to the Board go through our email: riverrv@telus.net

The Board respectfully requests that Owners do not approach Board members on their lots with issues unless they are emergencies. Emergencies can also be addressed at the main office. Thank You

