

**Condominium Corporation 9612304
Riverside RV Village
Board of Directors Meeting
June 17, 2017**

In Attendance: Rob Berlando, Tanya Boudreault, Valerie Summers, Linda Mugleston. Bev McAllister, Pete Threlfall, Vince Kostaskey

1. Meeting Called to Order: Rob called the meeting to order at 11:03 am.

2. Approval of Previous Minutes: Moved by Tanya, seconded by Bev to accept the minutes of May 19, 2017. Motion carried. Minutes will be redacted and posted on the website.

3. Additions to the Agenda:

- 7. e. Reserve Fund
- 7. f. Clubhouse Leak
- 7. g. Sewer - Loop 1

4. Correspondence: A thank you note was received from Peter Brown for our gift to the heart fund in memory of Louise. An email request was received from Lot XX to be covered under WiFi.

5. Director Reports:

a. Treasurer: We are over budget in landscaping due to the burn pile and we are over in water and sewer due to repairs in loop 1. Overages from last year will be directed to these two areas of our budget. Discussion occurred regarding the Xerox in the office and the high cost of the printer cartridges. **Action:** Price out a new printer.

b. Park Operations:

Discussion occurred regarding the fact that a completion of job inspection needs to be done. Many Owners change their job after initial approval. Park Ops will design a stamp to indicate completion approval and will design a spreadsheet to keep track of what needs final approval.

i. Lot XX request to move a shed and remove the doors to be used as a woodshed was denied. The shed would be over the size allowed for a woodshed.

ii The neighbour to Riverside requesting a tree needing removal has been asked to mark the tree so that it can be investigated.

iii XX bank issue: **Action:** Continue investigation to determine what Owners can legally do to stop bank erosion.

iv Park Managers will be invited as a guest for a short time at the beginning of future Board meetings.

c. Secretary: **Action:** Relabel mail trays. **Action:** Review old laptops.

6. Old Business:

a. WiFi: Lot XX has requested that the WiFi tower be removed from their lot. **Action:** Start at the front and begin removing WiFi towers.

b. Lot XX: Action: Locate property pins. The Board will then make a determination regarding any further action to be taken due to loop 1 water line repairs.

c. Clubhouse Opening: The clubhouse will be available to Owners when it is not already booked by contacting the Park Managers and signing out a key. A formal booking contract is not required if an Owner wishes to use the clubhouse for a few hours. Park managers can simply keep a list of users. **Action:** Discuss with park staff.

7. New Business:

a. Previous President's Role: Help in terms of disposal and sale of internet transmitters, cables and equipment related to the WiFi project, complete revisions already in progress as relates to Rules and Regulations and maintain the Riverside RV Village website as directed by the Board. As part of this discussion it was decided to cancel the Facebook page and use only the riverrv email and the Riverside website as avenues of information and communication.

Action: Communicate with XX. **Action:** Review passwords. **Action:** Review with Park Managers and staff that voicemail is being checked daily.

b. Electrical Responsibility of Owners: As a result of work to determine a power outage at Lot XX it has been determined that some rewording of our Rules and Regulations regarding The Board's and Owner's liability needs to be reworked for clarity. **Action:** Work on some rewording to be reviewed at the next meeting.

c. Internet Issues For the Board: It has been decided that the secretary will try using the hub with 1g of data to determine if that will be sufficient data to complete Board tasks from a remote location. Hub to be shared with VP as required. In the future the Board will need to address internet access issues for Board members.

d. Recycling Containers from the Town of Sundre: The Town will not supply recycling containers. At the moment we will continue as we are. Encourage Owners to take recycling to the Town location or home. **Action:** Follow up with XX regarding a contact he may know of regarding privately supplied recycling bins.

e. Reserve Fund: Cory West has been contacted and the Park Manager has agreed to be his contact in regards to the Reserve Fund Study. A question Cory had was: Is there any work we want to do? Infrastructure issues regarding the water and sewer in loop 1 and the removal of the skylight and resulting roof repair at the clubhouse are two things that need to be done.

f. Clubhouse Skylight Leak: Action: Get two more quotes to complete the work.

g. Loop 1 Sewer Issue: The issue with the sewer in loop 1 is that there is a dip in the line and water seeps in and freezes the line solid. Investigation will proceed as to where the problem is occurring and options and costs for a fix.

8. Adjournment: Rob adjourned the meeting at 1:35 pm.

Next Meeting: July 29th at 11:00 am.