

**Condominium Corporation 9612304**  
**Riverside RV Village**  
**Board of Director Meeting**  
**May 12, 2018**

**In Attendance:** Rob Berlando, Tanya Boudreault, Valerie Summers, Pete Threlfall, Bev McAllister, Linda Muggleston

**Regrets:** Vince Kostaskey

**1. Call Meeting to Order:** Rob called the meeting to order at 10:27 am.

**2. Park Managers:**

- a. Due to the many potholes left in the roads after our harsh winter, XX has suggested we might wish to look into grading loops 2, 3 and 4 now and 1 and 5 in the fall after sewer repairs are completed. XX will follow up with obtaining a quote.
- b. Board liaisons to the Park Managers are XX and alternate XX.
- c. Pest control for the clubhouse to eliminate the ant problem will cost \$350.00. XX will book a date.
- d. New toilets are now all installed at the clubhouse. XX will look for a place to recycle or dispose of the old toilets.
- e. The Town is currently looking for a new location to drop off yard clear up clippings. For now it remains in the current location with Monday to Friday hours as last year.
- f. Last week a power transformer blew in the Town and Riverside was left without power. Because of that the front gate could not operate. The park may wish to look into a solar power back up with a battery in the event of similar situations in the future. Action: Look into a back-up. Dan can supply details. Colt Mountain may be a source.

**3. Approval of Previous Minutes:** Moved by Rob, seconded by Bev to approve the minutes from April 21, 2018. Motion carried. Minutes will be redacted and posted on the website.

**4. Additions to the Agenda:** XX email to Correspondence/Emails 5.b., Power upgrades to 7.b., Function of Park Managers to 5.c., Lots with improper water pedestal access to 7c.

**5. Correspondence/Emails:**

- a. Alternate Internet Provider: **Action:** Post information to owners in next newsletter.

- b. XX email re: estoppels and compliance. **Action:** Suggestions for a response to XX.  
**Action:** Draft a response.
- c. Function of Park Managers: Discussion revolved around responsibilities of Park Managers and relief staff. **Action:** Discuss with staff. **Action:** Obtain cleaning instruction sheet

## 6. Director Reports:

- a. President/ Vice-President: The VP. will be vacating the position due to a family move.
- b. Treasurer: Financials are done and awaiting signatures.
- c. Park Operations:
  - i. Lot XX: **Action:** Have a look at the lot again in regards to requests. **Action:** Email the neighbors with Joanne's information so they may connect.
  - ii. Lot XX: Trailer placement is now compliant. Utilities will be moved. Owners will need to redo their lot plan with correct measurements. A non-compliance report will be placed in the file. Park Ops will meet with the owners again to review changes are completed as indicated.
  - iii. Lots XX have revoked their request for a larger gazebo. Park Ops has spoken with them regarding future planned changes on their lots.
  - iv. Lot XX: Request for compliance certificate. **Action:** Check the lot.

## 7. Old Business:

- a. AGM Planning: Accomplishments and future planning were reviewed. **Action:** Work on a power point. **Action: Meet on June 1, 2018 at 7:15 pm to set up.**
- b. Power Upgrades: Anyone getting power upgrades done needs to notify the board and submit a new plan indicating exactly where the new line is up to the power receptacle. Park Ops is keeping a file on who is getting upgrades done. XX has a plan to mark where the upgrades have been done on the park roads. The timing of upgrade work may need to be limited to spring before the park roads get busy. Applications made for work after May might need to be slated for the next year. A suggestion was made to have signs made to post on utility pedestals on each lot indicating the services and pedestal are property of the corporation. **Action:** Revise checklist for reposting. XX has laid groundwork for future upgrades and has done an excellent job so far. It may be in our interest as a corporation to invest in the infrastructure park wide for future upgrades. **Action:** Check into cost of park wide infrastructure. During electrical upgrading at lot XX it was discovered that the adaptor plug to the trailer had overheated. The new Board will need to have a discussion concerning electrical requirements for park models. **Action:** Newsletter: Suggest owners check adaptor plugs to your units annually. There have been concerns about overheating.
- c. Blow-Down Issues: Last year's blow down crew have identified several lots where water service pedestals are inaccessible. **Action:** Notify owners of said lots to remedy access before this year's water blow down.

## **8. New Business:**

- a. Relief Staff: Gas: Reimbursement will be approved if road conditions indicate a personal vehicle has to be used for security rounds. Park vehicles should be used whenever possible.
- b. Sewer Update: MPE Engineering will act as a Project Manager for loops 1 and 5 sewer repair. Local business will be approached for a quote to complete the work.
- c. Power Washer: Each year we have borrowed a power washer which is now available for sale. A decision was made to make an offer to purchase. **Action:** Check out purchase cost of a projector which can be mounted and wired in at the clubhouse. It could be used by those booking the clubhouse and also for meetings. Also a new receiver was donated by XX for the clubhouse so we can now have a better sound on the deck at the clubhouse.

**9. Adjournment:** The meeting was adjourned at 1:23 pm.

**Next Meeting: June 16 at 10:30 am.**