

Condominium Corporation 9612304
Riverside RV Village
Board of Directors Meeting
August 26, 2018

In Attendance: Rob Berlando, Valerie Summers, Vince Kostas, Pete Threllfal, Bev McAllister, Linda Mogleston

Regrets: Ford Mallett

1. Meeting Called to Order: Rob called the meeting to order at 10:02 am.

2. Park Managers:

- a. Antifreeze has been ordered. Cost was about 9 cents a bottle less than last year.
- b. A third pump and a 100 foot extension cord for blow down has been purchased.
- c. A control module for the water taps in the ladies washroom at the clubhouse is not working. XX found one for us which we are now using. **Action:** Check out costs of new ones. Four may be needed to replace the ones in the clubhouse.
- d. A utility trailer may be available for purchase from one of the owners in the park. It was determined that this trailer will not meet the needs of the park.
- e. **Action:** Contact Atlantic Services to have the washers and dryers in both laundry locations serviced before water shut down.

3. Approval of Previous Minutes: Moved by Pete, seconded by Vince to accept the minutes from July 29, 2018. Motion Carried. The minutes will be redacted and posted on the website.

4. Additions to the Agenda: to Old Business 7.g. Board Social,

5. Correspondence/Emails:

- a. Lot XX June 11: Defer check to next spring.
- b. Lot XX Aug. 02: Park Ops will check again due to the confusion of 5 property pins.
- c. Lot XX June 11: Has been done and replied to.
- d. Lot XX Aug. 6: The electrical box in question has been repaired.
- e. Lot XX Aug. 10: **Action:** Write an email to have them remove the chain link fence. Lot XX: **Action:** Write an email to have the second gazebo removed.
- f. Lot XX Aug. 20: **Action:** Check on the trees indicated in the email.
- g. Lot XX Aug. 21: **Action:** Meet to help XX and XX locate their pins.
- h. Lot XX Concern from last meeting: Park Ops checked and it is conforming.
- i. Lot XX Aug. 14: Lot is not in conformance. **Action:** Draft a letter to indicate non-conformance issues which need to be corrected before the sale.

6. Director Reports:

- a. **President:** An informative meeting was held with the Town regarding various issues. We are still waiting on Alberta Environment on creek issues.

b. Vice president: No report

c. Treasurer: We are slightly over budget on water and sewer due to spring issues. Lot XX and Lot XX lawyers have not paid outstanding fees after lot purchases and will be notified. Lot XX remains delinquent: (refer below to item 7.f.)

d. Park Operations:

- i. Lot XX: Construction has been noticed on an oversized deck without Board approval. **Action:** Draft a letter.
- ii. Pending approvals: Lot XX tree concern, Lot XX property pins.
- iii. Lots XX and XX submitted updated plans which have been approved.

e. Secretary:

- i. Newsletter Items
 - a. Buyer's/Seller's Checklists
 - b. Wasp nests
 - c. Reminder re: Wildlife concerns
 - d. Water shut down

7. Old Business:

a. Security Cameras: The cameras have been purchased and given to the Park Managers to install at the clubhouse.

b. Clubhouse Contract Rewrite: The contract has been revised and the new version will be posted on the website.

c. Checklists for Buyers and Sellers and Cover Letter: Suggestions were made for list and letter revisions. **Action:** Revise and send to Board for approval, send notices to specified owners and have reposted on website.

d. Maintenance Request Letter: **Action:** Make suggested revisions for Board approval and after approval send to specified lots. **Action:** Set up a folder for Maintenance Requests sent for the purpose of keeping track.

e. Letter for those Owners who might be affected by sewer project: **Action:** Draft letter for Board approval and after approval send to specified owners

f. Letter to Lot XX regarding delinquent fees: **Action:** Draft letter.

g. Board Social: Val is still working at booking caterer. On September 22 at the clubhouse. **Action:** Send email invitations.

8. New Business:

a. Water Shutdown: **Action:** Send an email to all owners regarding the date and requesting volunteers.

9. Meeting Adjourned: Bev moved the meeting be adjourned at 12:52 pm.

Next Meeting: September 22, 2018: Budget Meeting
Board Social: September 22, 2018, 5:00 pm