

Condominium Corporation 9612304
Riverside RV Village
Board of Directors Meeting
September 22, 2018

In Attendance: Rob Berlando, Ford Mallett, Valerie Summers, Vince Kostas, Pete Threlfall, Bev McAllister, Linda Mugleston

1. Call Meeting to Order: Rob called the meeting to order at 10:00 am.

2. Park Managers:

- a. Winterizing tasks have been in a large part completed. Glycol in the clubhouse was low and has been topped up. This system will need to be monitored over the winter and a log kept of how often glycol is needing to be topped up. An alternate heating system may need to be addressed in the future.
- b. The Park Managers are currently working out their 2019 working days schedule.
- c. RV antifreeze for blow down has arrived and will be distributed in the coming week. Extra fuel is also in place for blowdown.
- d. Dan's eye surgery is on schedule for Tuesday. He should be back in the park by Thursday.
- e. Cameras are not yet up at the clubhouse. They will be installed for spring.
- f. All waste containers will be emptied and Loop 3 and the clubhouse containers will be locked for the season by Oct. 5th. One front bin will be left open for off season use.

3. Approval of Previous Minutes: Moved by Pete, seconded by Vince that the minutes of August 26, 2018 be approved. Motion carried. The minutes will be redacted and posted on the website.

4. Additions to the Agenda: To 7 a, b and c: Security Cameras, Update on Front Maintenance Shed, Water System Blowdown.

5. Correspondence:

- a. Lot 201 : Discussion was held regarding the barbeque cover. **Action: Pete:** Reword the letter to reflect discussion.
- b. Lot 106: **Action: Linda:** Send an email deferring pin location to spring.
- c. Lot 162: **Action: Linda:** Send an email approving tree removal due to safety concerns.
- d. Lot 211: **Action: Park Operations:** Recheck for lot compliance.
- e. Lot 195/196: **Action: Vince:** Draft a response to the letter sent regarding lot maintenance.

6. Director Reports:

- a. **President:** No report.
- b. **Vice President:** Staff update.
- c. **Treasurer:** No report.
- d. **Park Operations:** Stakes for winter snow removal have been placed. **Action: Linda:** Place note in newsletter asking owners to leave as placed.

e. **Secretary:** **Action: Rob:** Send word documents to XX. **Action: Linda:** Advise owners in newsletter regarding storage compound renewals, place documents on website and email Lot XX regarding renewal procedures.

7. Old Business:

a. **Security Cameras:** **Action: Rob and Ford:** Place one camera at the clubhouse over the winter to monitor the workings of the camera system.

b. **Front Maintenance Shed:** A suggestion was made by an owner to place slats in the chain link fence behind the front washroom/laundry to create a better visual from the street. This will be looked into. Discussion was also held regarding alternate options to cover the equipment stored behind the facility until the shed is constructed. This included purchasing fold up blinds which could be used later for the clubhouse deck or having tarps be a consistent colour. Plans for the shed are underway with the tentative date for construction to begin in the spring of 2019. **Action:** Continue with plans and obtain a quote from TANAS Concrete industries regarding the floor.

c. **Water System Shut Down:** **Action: Board:** Meet Sunday, September 30 at 10:00 am to finalize procedures. **Action: Linda:** Invite Don Feist and John Kingsbury.

8. New Business:

a. **Lot 26:** **Action: Pete:** Continue conversation with the owner regarding deck placement. **Action: Vince:** Look into rewording Rules and Regulations 11 (a) for clarity.

b. **Budget:** After review and discussion the budget for 2019 was approved. Condo fees will remain as they are for 2019.

9. **Meeting Adjourned:** The meeting was moved adjourned by Rob at 12:42 pm.

Next Meeting: Sunday September 30 at 10:00 am at Office.