

Condominium Corporation 9612304
Riverside RV Village
Board of Directors Meeting
May 5, 2019

In Attendance: Rob Berlando, Ford Mallet, Vince Kostas, Pete Threlfall, Bev McAllister, Linda Muggleston

Regrets: Valerie Summers

1. Call Meeting to Order: Rob called the meeting to order at 10:01 am.

2. Park Manager:

- a. Work will begin on emergency sewer repair in Loop 1 tomorrow at 8:00 am. Park Manager will take photos as work progresses.
- b. Tractor working out extremely well. Club car was sold.
- c. Roll bar for tractor not required and will be listed for sale on Kijiji.

3. Approval of Previous Minutes: Moved by Bev and seconded by Ford the minutes from September 22, 2018 to be approved as distributed. Motion carried. Minutes will be redacted and posted on the website.

4. Additions to the Agenda: to 6.b. Vice President - Safety, to 8.a. AGM - reminder regarding waste bins and garbage disposal.

5. Correspondence: Conformance Requests, Lot XX trailer placement and Lot XX trailer move in: refer below in Park Operations.

6. Director Reports:

- a. **President:** No report
- b. **Vice President:** This year there have been two incidents at the park involving staff and reports to Worker's Compensation. It has been observed that Occupational Health and Safety needs to be addressed and safe operating procedures for this park need to be developed. This will become a project for the new Board of Directors. In the meantime safety equipment and barriers need to be purchased and available to be used as

necessary. **Action:** See if we can access a guideline from the Town of Sundre shop to use as a starting point in developing safe operating procedures.

c. Treasurer: The Treasurer's report was presented for the treasurer by the president. Moved by XX and seconded by XX to accept the Treasurer's report as presented. Motion carried.

Moved by XX, seconded by XX to withdraw \$26,651.00 from the Reserve Fund as budgeted to cover the cost of the tractor. The remainder of tractor cost of \$5600.00 is to be covered from funds not used for clubhouse skylight repair from 2018. Motion carried. Monies from the sale of the Club car will be held for more attachments for the tractor.

d. Park Operations: Conformance Reports were issued for Lots: XX, XX, XX and XX.

Lot XX still has a utility trailer parked at the clubhouse. It should be moved this coming week. A request to move a visitor trailer off the road was complied with.

Lot XX has requested permission to bring in a new trailer on May 13th. **Action:** Contact him to advise XX and XX as to arrival times. It may need to come in through Loop 5 due to the sewer repair and electrical upgrading in Loop 1.

Action: Issue an email to Lot XX regarding a request for help in locating lot pins.

e. Secretary: No report

7. Old Business:

a. Electrical Upgrades Update:

i. Several lots in Loop 1 have requested and are approved to begin work after the emergency sewer repair is complete. Four lots in the permanent Cul de sac are cleared to begin work as soon as possible. The road and area affected by the line placement of the Cul de sac upgrades must be packed and left so that it is in the shape it is in now and will remain as such in the future.

ii. **Action:** Review the checklist and draft a form to accompany it to make the process clearer for owners and create more ease of record keeping for the Board.

b. Sewer Repair Update: On Thursday May 3 some major issues regarding the opening of the sewers were discovered. Contractors have been hired to complete emergency repairs over the next two weeks. Owners have been advised of the repairs and are requested to delay any use of the sewer system until notification and are requested to stay well clear as contactors work to complete repairs. To cover the cost of these emergency sewer repairs, a decision has been made to make a special assessment to ownership. **Action:** Draft a letter to owners advising of a special assessment. The amount of the assessment will be based on the actual cost of the repairs. Repairs done to a different area of the sewer line in the fall are intact and costs were covered from the reserve fund as previously budgeted.

c. Shed Construction Update: A final plan was presented by Park Operations for the construction of a maintenance shed to be placed behind the front washroom facility. Moved by XX, seconded by XX to accept and proceed with the maintenance shed plan as presented for a cost of \$33,306.53 including GST based on the availability of \$34,971.30 which was allocated to cover the cost of this structure. Motion carried. **Action:** Request

a work party for June 8th at 10:00 am to begin preparing the site and for July 5th to begin construction.

8. New Business:

a. AGM - A review was made as to the contents of the Board review report for 2018 and upcoming projects for 2019. Set up will be on May 31st for those who can attend.

b. Moved by XX, seconded by XX to reimburse XX for the repair to the winch on the ATV used to clear park roads of snow this past winter. Motion carried.

9. Meeting Adjourned: Bev moved, seconded by Pete to adjourn the meeting at 1:31 pm. Motion carried.

Next Meeting: AGM June 1, 2019 1:00 pm

Addendum Attached: Online Vote On Special Assessment.

Online Vote: Special Assessment

"PLEASE REPLY ASAP

Please vote Agree or Disagree to the below question "

Moved by XX, seconded by XX: Do you support the board's decision to issue a Special Assessment to all owners at Riverside RV to cover costs for the emergency work being done in Loop 1 to be paid by an agreed to date. Motion Carried

"Ok we have our majority so this is passed to move forward.

Sorry one more vote.

Is everyone ok with a due date of July 1st for payment. "

Agree or disagree.

Result of Vote: Agree: 6, Disagree: 0, No Response: 1