

**Condominium Corporation 9612304**  
**Riverside RV Village**  
**Annual General Meeting**  
**June 1, 2019**

**1. Call to Order:** The meeting was called to order by Rob Berlando at 1:00 pm.

**2. Introduction of the Board:** Rob Berlando - President, Ford Mallett - Vice President, Valerie Summers - Treasurer, Linda Mugleston - Secretary, Vince Kostas, Pete Threlfall, Bev Mc Allister - Park Operations

**3. Appointment of the Chairperson:** Moved by Lot180, seconded by Lot 98 to appoint Rob Berlando as the Chairperson. Motion Carried.

**4. Call of Roll and Certifying of Proxies:** 90 owners were present and 11 were represented by proxy.

**5. Proof of Notice of Meeting:** Moved by Lot 180, seconded by Lot 208 to accept that notice was received. Motion Carried.

**6. Minutes of AGM 2018:** Moved by Lot 166, seconded by Lot 48 to accept the minutes of the AGM 2018 as posted. Motion Carried.

**7. Year in Review from the Board:**

**a. Reminder and Request:** Communication is encouraged, but please respect Board members by using the email or mail for concerns or inquiries. Our only email address is [riverrv@telus.net](mailto:riverrv@telus.net).

**b. Social Committee:**

Members: Ann Marie Lot 165, Donna Lot 57, Patty Lot 41 and Marion Lot 101.

The committee is always looking for volunteers. All interested are invited to see the committee after the meeting or come to a Social Committee meeting June 2 at 1:00 pm in the Clubhouse.

A donation of \$2000.00 was made to the Board to purchase tarps for the clubhouse and they are ready to be installed.

Fundraisers for the coming year will be: 50/50's which will be on sale at all events and drawn at the Wind Up in the fall. As well there will be sales throughout the year of septic safe toilet paper. These can be purchased by contacting the Park Managers. Also funds from your donations of bottles and cans will go towards the Social Committee. Thank you to Charlie for looking after taking the bottles to the bottle depot.

Events planned: Pancake Breakfast - June 15<sup>th</sup>, Loop 1 Challenge - July 19<sup>th</sup>, Wind Up - September 7<sup>th</sup>.

**c. Year Review:**

i. The Park Manager's contract has been renewed for two years ending in 2021.

ii The Board is currently looking for a replacement for the winter contract beginning in November 2019 to replace the current staff who have done a good job, but are planning a move.

iii Road work was done to straighten out potholes.

iv Last year owners were asked to check that lot plans are current and locate property pins to assist the Park Operations team in the event of conformance requests preceding any sales. Thank you to the many owners have done this.

v. A tractor was purchased through the planned allotment from the Reserve Fund. A harrow was built and this has aided the Park Managers in being able to eliminate potholes and keep roads in better condition. The tractor replaces the club car and is a multifunctional piece of equipment which can be used for many jobs throughout the seasons within the park.

vi. Waste has continued to be monitored and waste disposal costs last year came in at \$7617.77, a considerable saving from two years ago when waste costs were \$21,766.00. A reminder that bins are to be used for household waste. Large items should be taken to the landfill. Recycle when possible. The Town still has a lot behind Home Hardware for compostable material.

vii. The storage compound has generated a revenue for the park of \$5640.00.

viii Sewer repairs scheduled for the fall were completed as assessed. This involved Loop 1 from Lots 34/35 to the gazebo in Loop 5 and the area from lot 211 toward loop 1.

**d. Planned Projects:**

i. Front Maintenance Shed

ii Electrical Power Upgrades

iii. Development of Safe Operating Procedures

iv. Sewer Project - Phase 2

v. Main Waterline Upgrade

vi. Road Maintenance

vii. Tarps placed on deck at clubhouse.

viii. Review of the need for deck tables and court surface for playground.

ix. A Fire Box Information Program is planned for this summer. An owner suggested a short video to be made at the time and placed on the website.

**Maintenance Shed:** Explanation of the building purchased and planned was given. Clearing and construction will rely on volunteer work parties.

**Electrical Upgrades:** The checklist is being updated and owners are asked to follow it. Upgrades requested for this year have been delayed due to sewer line repairs.

**Thank you:** Each year many volunteers donate their skills, time or goods to the park. We thank everyone for their support and participation. Special mention was made of:

Don Feist for his leadership at the blowdown.

Bev McAllister for keeping roads clear in the winter.

Rob Berlando for donating janitorial supplies.

Laurel Friesen for her bookkeeping services.

**Phase 2 Sewer Project and Main Water Line Upgrade:**

A major infiltration of water in the sewer lines was discovered in Loop 5 this spring and will be addressed this coming fall. The cause of the main water line freezing each spring will be

assessed and addressed this fall to eliminate the water problems being experienced each spring.

## **8. Treasurer's Report:**

Financials are posted on the website.

Operating expenses were slightly under budget for 2018.

The Reserve Fund is sitting at \$183,000.00.

Moved by Lot 101, seconded by Lot 180 to accept the Treasurer's Report as posted. Motion Carried.

## **9. Notice of Motions:** No motions were presented

## **10. New Business:**

### **a. Amended Land Use Presentation:**

A group of owners made a presentation regarding the building of cabins or your own park models within the park. They have approached the Town and have begun to do some research. A flood study is underway for the Town and nothing may be possible depending on that study. At this time this group is looking for feedback. Please do not inundate the Board or Town with your opinions or questions regarding this. A route for communication will be investigated.

### **b. Loop 1 Emergency Repair and Water Start Up:**

**Explanation:** Sewer opening and water start up began in March. A thank you for hours of volunteer work went to Bev McAllister for his help to the Park Manager. Investigations determined a major collapse of the sewer line in Loop 1 in an area ahead of the area of sewer repair work done in the fall. During emergency repair of the collapse a water line break was also discovered and repaired. The bill for these repairs determined the amount of the Special Assessment, \$380.00 per lot, which was sent out to owner and is due July 1<sup>st</sup>, 2019. As well the main water line remained frozen and after final thawing occurred a further water line break was discovered which at the time of this meeting was scheduled to be repaired.

### **c. Questions or Statements Posed by Owners:**

Is there any thought of determining if there are other areas of infrastructure which need repair? Yes

Is the developer liable? No

Was the same contractor used for sewer and water development in the past?  
Undetermined.

This was our first assessment in 24 years.

What about those who cannot afford the assessment? This is the difficult part for Board decisions, but we must be fiscally responsible.

What is the best and worst case scenario for the current water line issue? Unknown.

Are there thoughts of assessing the whole park and budgeting for replacement and repair of other areas in the future? Yes depending on available funds.

Why does the Town not look after this? It is not their responsibility.

Are there any changes in the new Condo Act which might affect this park? That will be investigated.

Would an outside company be considered for blowdown? The challenge would be the cost and the consideration that they would not know the special aspects of our system.

Please make sure your vehicles are well on your lot especially when there is two way traffic and do not park on common property grassy area

Do not use antifreeze dropped off in the fall for your personal use as it is for park use in the blowdown.

The barbeques are not being cleaned properly and are in disrepair. This will be investigated. Thank you to Anne Marie and Patty and PK for the donation of new covers.

How can the Special Assessment be paid other than cheques. Special Assessment can be paid using your PAD agreement.

A special thank you was given for the Park Managers and the job they do.

Do we accept e transfer? We do not have e transfer at this time. When you write a cheque please out your lot number on the cheque.

Fire Safety: Be aware of the fire situation and clean up your yards of combustible materials.

**d. Vice President: Safe Operating Procedures:**

The park is developing a document outlining safe operating procedures for our contractors, staff, volunteers and owners. Examples cited were: the document being developed for water blowdown and start up, golf cart regulations and respect for one another regarding a vandalism incident. A volunteer committee will be established to work on this document.

Contact the Board if you wish to be involved.

## **11. Board of Directors - Completed Terms**

All positions are open.

## **12. Election of Board of Directors:**

Call for nominations: None were presented.

Board members were asked if they would let their name stand for re-election. All members let their names stand for re-election.

Call for more nominations. None were presented.

Moved by Lot 208, seconded by Lot 97 to close nominations and declare the new Board elected by acclamation. Motion Carried.

**13. Adjournment:** Moved by Lot 180, seconded by Lot 101 that the meeting be adjourned. Motion Carried. The meeting was declared adjourned at 2:58 pm.