

**Condominium Plan 9612304  
Riverside RV Village  
Board of Directors Meeting  
August 18, 2013**

In attendance:

Wil McCallum  
Dave Howe

Patty Kohl  
John Poirier

Valerie Summers  
Brenda Mahoney

Regrets:

Don Feist

**1. Meeting Called to Order**

Wil called the meeting to order at 1432 hours.

**2. Approval of June, 2013 Minutes and Redacted Minutes**

Minutes reviewed and approved. Motion initiated by Brenda. Seconded by John.  
Motion carried.

**3. Correspondence**

**a. Letter to XXX**

Letter was sent to the XXX about needing to locate their pins by July 31, 2013.

**Update:** XXX has been given a short extension, but has not yet located the pins as requested. Also noted that XXX lot has once again come into disrepair due to construction material left on his lot and weeds resurfacing.

Action: Send letter to advise woodshed must be moved 10 ft. from road. Also, all construction material and excessive weeds must be removed. Also he must fix his skirting. There are lots of holes currently in the skirting.

**b. Letter to XXX Lot XXX**

Letter was sent to XXX as the Board received complaints about excessive weeds and animal feces on the lot.

**Update:** Lot has been cleaned up as requested.

**c. Letter to XXX Lot XXX**

Letter sent to XXX about her trailer being shorter than her addition. Also, her lot had a significant amount of tall grass and weeds.

**Update:** Remediated. Trailer has been moved out and weeds have been removed.

**d. Letters to XXX**

Correspondence completed and sent to XXX, lot XXX about the requirement to remediate his roof structure to bring his lot into compliance with Town Bylaws and Riverside RV rules and regulations.

**Update:** Appeal hearing was held.

**e. Letter to Town of Sundre**

The Riverside RV Board of Directors sent a letter of complaint to the Town with regard to XXX roof structure.

**Update:** Appeal hearing was held.

**4. Reports**

**a. Treasurer (Valerie)**

Valerie advises that the Board will make a withdrawal from the reserve fund to pay for the bathroom renovations.

Flood costs so far \$5424 for contractor and materials fees. This is as of July so far. There will be additional costs from August from repairing the water line leak in Phase II.

Valerie advised that there are still three condo fees outstanding.

**b. Rules and Regulations (Brenda and Don)**

Brenda authorized removal of a tree on lot XXX due to the hazards of the tree falling on other properties.

The Board recognized that there are a number of development permits.

### **c. Maintenance (Dave)**

Dave had nothing to add, as he is working on the washroom renovations.

Wil noted that the electrical box on Phase V is pushed out of the ground (due to frost heaving). Will need to hire contractor to put box in the ground more securely.

## **5. Old Business**

### **a. Flood Insurance – Neil Hogg**

Neil Hogg met with the Board to speak to the fact that we do not have flood and sewer backup insurance. Neil stated that it is important to have the proper insurance as there are usually exclusions to coverage if the Board does not have sufficient coverage. If something happens in the park and we don't have the proper coverage, the Board may be personally liable if anyone sues.

Cost for flood insurance:

Sewer backup: \$2500 deductible is \$360

Flood coverage: \$10000 deductible is \$628

\$25000 deductible is \$449

The Board has decided to take both insurances again, and has selected the flood coverage with the \$25000 deductible. It offers a measure of protection to both the park and the Board.

John motioned that the Board purchases the sewer and flood insurance as proposed above. Seconded by Don. Motion carried. Insurance will be made effective as of this date.

**Update:** The Board was advised that none of the damage incurred in the park is covered by the flood insurance the park has. Wil and John submitted a claim to the Province for damage incurred via disaster relief fund.

### **b. Special Resolution**

John reported that the Board has 104 special resolutions received, and 52 more are needed. Board members will be walking the park to speak to owners to sign the special resolution with regard to the 14 ft. park models.

**Update:** John and Wil advise that the Board is at around 152 or 153 at this time, so we are getting closer to obtaining the required number of signatures.

### **c. Renovations**

Dave outlined the renovations in the Board updates. He advised that the renovations are going very well. The washrooms look very good and anyone that has had a chance to see the washrooms has provided the Board with very positive feedback.

Dave is targeting the end of the first week of September for completion.

### **d. Clubhouse Washrooms**

Wil wants to have the tiles and counter tops in the clubhouse washrooms and in the kitchen replaced. They are worn and need replacing.

Baseboards have been cleaned with a bit more elbow grease, and look better.

### **e. Playground**

XXX has contacted the Government of Alberta to see if there will be any funding available for new playground equipment. Apparently there isn't, but there may be some replacement equipment available in the Town. They are still working on exploring options.

He has spoken to XXX and XXX, who are interested in helping.

### **f. XXX Sewer Dig**

The Board had to dig up the XXX sewer line on the main road as there was a rock in the sewer line and it was blocking the flow of sewer. Cost of repair will be assumed by the board. Incidentally, a water line and an unauthorized telephone line were also cut.

## **6. New Business**

### **a. Washroom cleanliness/Jen-Christine**

Discussion ensued among the Board that the standard of cleanliness of the washrooms has at times not been to the overall satisfaction of the Board and some lot owners. There were instances given with observations of washrooms at some times of day and some days. The Board agreed to further mentor and coach Jen and Christine to optimize the level of cleanliness that we expect of the washrooms and the expectations that the Board has of them.

Wil will speak with them.

#### **b. Front washroom renovations**

Dave has advised that the washroom renovations are going well, albeit a bit more slowly than anticipated. The washroom is anticipated to be completed after the first week of September.

#### **c. Result from XXX appeal**

The result of the appeal is that the XXX will be permitted to keep the roof structure as is for now. The Board will wait to receive the written decision from the appeal committee, so that we are aware of the scope of the decision – is the structure a variance? Does the structure still need to be remediated upon sale of the property? Once clarification is received, the Board will move on from there.

The position of the Board going forward is that compliance timelines will be followed more strictly and that lot plans will be required to be much more detailed before any approval will be considered. The Board will enforce infractions immediately upon receipt of complaint of infraction, instead of waiting to see if the town will pass an amendment.

This issue will be discussed with lot owners once clarification is received by the town.

#### **d. Berm at back of park**

Discussion about construction of a berm to help mitigate future damage to park from future flooding events. Town advised us to not do anything without involving Alberta Environment.

There was discussion to instead raise and ditch the road in behind Phase V. This can be a clay-based road and cover it with pit-run gravel. This will create a legal and natural barrier for future flooding. It does not necessarily guarantee the road will not wash out, but it is a much better solution to what we currently have.

Although we have applied for disaster relief funding, the consensus is that it is unlikely that Riverside will get any help due to the fact that we are a recreational park. This may result in a special assessment to lot owners to obtain the funds necessary to complete the preventative work.

#### **e. Height of Buildings**

Due to the need of lot owners to protect their properties from flood damage, the Board had discussed the rules with regard to height limits of

structures. Currently the rule is that building height is 10 feet from peak to grade. The Board would prefer to see this changed to “guest cabins and storage sheds 10 feet from peak to floor, but that the floor can be no more than 18 inches above grade. This does not include wood sheds and gazebos.”

John motioned to change Riverside RV Rule 11 (b) and (c) to reflect this change and wording. Seconded by Brenda. Motion passed.

This issue will be discussed with lot owners in the next newsletter.

**f. Alberta disaster relief**

Wil and John have submitted an application for relief funding from the Province due to the flood. We are awaiting a decision and processing.

- g. XXX, Lot XXX** – The Board has been made aware that these lot owners are getting close to the 240 day occupancy limit. Once the lot owners exceed the limit, a letter was proposed to be sent and as per previous discussions, sanctions would be imposed.

After a general discussion by the Board, it was determined that the 240 day occupancy limit is not likely enforceable, but also that more review is required.

- h. Tree in front of Lot XXX:** There is an old tree that has been weakened by ants...lots of “sawdust” present at the tree. There is a perceived danger to have the tree weaken to the point of having it fall on property.

Alfred will be contacted to evaluate the health of the tree, and another tree behind lot XXX (contact will be made by Dave).

- i. XXX – lot XXX:** has excessive building materials at the front of the lot, and has now become an eyesore.

Letter will be sent to XXX asking her to remove the materials.

**j. XXX's trailer**

XXX was advised that she could not keep her trailer on her lot as the addition is longer than the trailer. She then pulled the trailer off the lot, blocking the road in the process. When a Board member went to the site early in the morning (at XXX's request) to open the back gate, XXX was not present. The result was that the trailer and truck continued to block the road, preventing visitors from parking their trailers on lots. This resulted in complaints from some owners in Phase V.

Also compounding the problem was that the key to open the back gate lock could not be located. A copy of the key will be placed in the office.

#### **k. Special Resolutions**

Discussed in old business. More resolutions have been trickling in and we're close to the numbers needed.

#### **l. Park Manager**

Wil introduced the idea of hiring a park manager for the park. The manager assesses and hires out/arranges maintenance/cleaning, they deal with lot owners, who then report issues to the Board of Directors. The manager is essentially the point person for the park, and takes care of the day to day routines.

The park manager is proposed to live on site.

The Board suggests obtaining park manager job descriptions from other parks to see what their managers do, and re-evaluate the situation then. Deferred for a future meeting after obtaining the information.

#### **J. BFI Garbage Lids and Enclosures**

Dave brought forward a concern from a lot owner about the condition of the garbage lids and the fences. The lids tend to get damaged from the garbage trucks when they do regular dumping.

Inquire with BFI to see if they can replace the lids. Will also look at fences enclosing the garbage bins to see what work is required.

#### **Conclusion of meeting**

John moved to call the meeting to a close at 1740.