

**Condominium Plan 9612304  
Riverside RV Village  
Board of Directors Meeting Minutes  
June 22, 2014**

**In Attendance:** Don Feist, Val Summers, Gary Coombe, Dave Howe, Mark MacKenzie, Pat Coupland, Linda Mugleston

1. **Meeting Called to Order:** Don Feist called the meeting to order at 10:01 a.m.

2. **Approval of April 26, 2014 Minutes:** Since these were not available for review approval was tabled to the next meeting.

3. **Guest Speakers**

**XX: Relationship with the Town Of Sundre:**

- our taxes fund all projects in Sundre
- town will not operate public infrastructure equipment in the park- our park is essentially private property.
- Discussion involved the issue of road plowing in the winter to allow access for fire trucks and propane deliveries necessary to maintain the clubhouse, garbage and recycling, and building a positive relationship with the town.
- ACTION**-Check with our insurance broker as to our insurance coverage and our responsibility in regards to keeping roads accessible in the winter (it is likely our responsibility to maintain access in our park).

**XX: Internet Abuse**

- Notice has been received from TELUS that a user on our IP address has performed an illegal operation (sharing and downloading movies). Results of this could be cancellation of our service and possible legal issues if such action continues.
- discussion involved changing our password, keeping a list of users who have the password, extension of the network and users, firewalls, extending the network to the entire park.
- ACTION**- create a new password on his network and the front office.
- ACTION**- advise the caretakers that a list must be kept of any user who requests the new address, investigate options to extend our network to the park. New users must sign for that information and be made aware that they must not share that information.
- ACTION**- share XX information with XX

4. **Old Business**

**Lot XX**

- history of complaints regarding XX were reviewed, new complaint was noted.
- ACTION**-walk about to note any areas in need of attention in the park, let XX know if any other specific letters need to be sent out.
- ACTION**-letter to Lot XX to be drafted and sent to XX, notice in newsletter to all owners regarding general maintenance of their lots to keep our park aesthetically pleasing.

## 5. New Business

### a. Newsletter

- if any board member wishes an article specific to their position in the newsletter please send XX a draft worded as you wish.

### b. Expert RV Appreciation Barbeque

- Expert RV - customer appreciation barbeque July 19, 2014.

-**ACTION**- check rental of Clubhouse to determine a location for this event.

### c. Road Grading

-**ACTION**- contact Kent Pashko to obtain a phone number for the owner of a small grader which may be able to grade our roads.

- Road grading will be completed the first week of July after the flood season has passed.

- caretakers will be asked to locate and spray valves and manhole covers after work is completed.

### d. Club Car Repair

-Yamaha will repair failed brakes at no charge.

-before winter a new heater or replacement heater module will be required.

### e. Tree Trimming

-each loop will be asked to organize a group of volunteers to trim trees and brush along roadways in their loop on July 26, 2014 (board members will arrange this for their loop).

- **ACTION**- establish a location for a burning pile up by loop 4 where the trimmed brush can be taken.

-**ACTION**-place a notice in the newsletter so residents know to take their individual lot trimmings to the brush pile and not to the trash bins.

### f. Kick it to the Curb

-**ACTION** -look in to the cost of getting a bin where lot owners may, once a year dispose of large items which are not to be placed in the trash bins (Sept. this year), make up a list of items which cannot be placed in the trash bins and post at each bin.

-**ACTION**-post same list in newsletter.

### g. Playground

-suggestion and proposal needs to be drawn up.

- explore all options such as basketball court, pitch and put.

-there is \$5000.00 in the 2014 budget for upgrading the playground.

-free washed gravel and free backhoe for a day may be available from the town.

-**ACTION**-obtain prices for playground equipment.

-**ACTION**-place a request in the newsletter to see if there is anyone in the park or their company who is willing to donate funds toward a new playground.

-**ACTION**- ask XX if he will draw up a design which could be posted for lot owners to view once a proposal is established.

-**ACTION**- arrange to pull out the current spinner from the existing playground.

#### **h. Weeds**

-**ACTION**- purchase weed control substance to control weeds in common areas.

#### **i. Caretakers**

-caretakers require support, training and guidance to complete their jobs properly.

-**ACTION**-review and revise list of caretaker's responsibilities.

-**ACTION**-meet with the caretakers, review expectations and explain consequences of not meeting these expectations, deadline for meeting such expectations—end of August, 2014.

#### **j. Fire Extinguishers and Fireboxes**

-Extinguishers need to be checked. **ACTION**-will take them in.

- we have many new lot owners since our last information event, **ACTION**-will ask XX if he is willing to organize another information event on accessing fireboxes and using the equipment in the event of a fire.

#### **k. Pepsi Machine**

-**ACTION**- contact Pepsi to locate a Pepsi machine by the front washrooms.

#### **i. Xerox Cartridge**

- **ACTION**- check if the cartridge purchased will work with the printer.

## **6. Reports**

### **Treasurer**

-provided a cash flow statement-all looks good.

### **Rules and Regulations**

-Lot XX- new owners July XX, 2014, all existing buildings and set backs are compliant.

- Lots XX, XX and XX will be checked.

### **Maintenance**

-ice rakes on clubhouse roof have been replaced.

-**ACTION**-ask XX for information on a contact for replacement washers and dryers.

-range in the caretaker's residence may need replacement or repair, **ACTION**- check

-**ACTION**- call Wild's to get quotes to repair deck at Caretaker's residence.

-Clubhouse deck needs repainting, **ACTION**- for future reference, check in to products that are maintenance free for the ramp at the Clubhouse.

-**ACTION**- look in to materials required to repair the power meter box by Lot 27, volunteers will be organized once materials are purchased.

-bathroom tiles in front washrooms need to be sealed, front bathrooms will be closed July 25, 26, 27 to complete this work **ACTION**- notice in Newsletter and front board.

## **7. Correspondence**

**Lot XX-** concerns regarding deck maintenance at the clubhouse, electric box across from lot XX falling over, replacing solar lights on bridge leading to the clubhouse, and condition of lot XX. **ACTION**-respond to lot XX.

## **8. Adjournment**

Moved by Dave Howe, seconded by Mark Mackenzie the meeting was adjourned at 1:52 p.m.