

**Riverside RV Village**  
**Condominium Plan 9612304**  
**Board of Directors Meeting**  
**April 25, 2015**

**In Attendance:** Don Feist, Gary Coombe, Pat Coupland, Val Summers, Linda Muggleston

**Regrets:** Mark MacKenzie, Dave Howe

1. **Meeting Called to Order:** Don Feist called the meeting to order at 10:10 a.m.
2. **Additions to the Agenda:** Additions will be added as we proceed through the meeting.
3. **Approval of Previous Minutes:** Moved by Val, seconded by Pat that the minutes of the November 29, 2014 meeting be approved. Carried
4. **New Business:**
  - a. XX reported that XX had messaged that he would not be available to be involved with Maintenance for the next few months due to work commitments and XX has agreed to step in to the Maintenance portfolio as well as help out with Rules and Regulations.
  - b. **Caretakers:** Our new caretakers seem to be settling in well. They are proactive in their tasks so far and will be asked to complete a work report weekly and will be invited to make a small report at the beginning of future board meetings. We are still needing a few items for the mobile. The list includes: rods and fabric curtain valences, a kitchen island, shelving material and patio furniture. Have Dan and Lila look at Ikea for a suitable island and valences. **ACTION: XX** will bring up shelving material and possibly brackets to donate and a call will be put out in the newsletter for patio furniture. **ACTION: XX** will also be bringing up glue to re-glue the lino in the ensuite bathroom which seems to be lifting. Another issue to be dealt with is that their 5<sup>th</sup> wheel trailer will need to be moved from its present location and possible short term parking may be at the clubhouse or in the storage compound.
  - c. **WiFi Update:** A map of our WiFi coverage was presented. One more antennae is required to complete coverage in Loop 5. The antennae's are \$89.00. XX reported that it is dropping on and off at his lot. XX will look into how he can tweak the system once it is all up and running.
  - d. **Tree Removal:** Several trees in common areas need to be removed for safety reasons. Matterhorn charges \$480.00 per tree. Rental for

a man lift is \$600.00 per day. If we rent a lift for 2 days we could remove the common area trees ourselves and also offer tree removal or topping for any residents who need to remove trees from their properties. Trees in question would need to be identified and approved for removal by the Rules and Regulations committee. Private residents would need to sign waivers and would be assessed a fee for the removal of trees on private property. A schedule would be drawn up and a large volunteer group with trucks and chain saws would also be needed to clear up behind the man lift operators and haul brush to the burn pile. The board would be looking at dates in early June after the AGM to run this event.

- e. **Park Model Square Footage:** As long as a trailer does not exceed 14 feet by 44 feet and has the CSA Z241 code on the sticker it is approved under our park bylaws as a park model trailer. Our bylaws concur with the park model standards for the province of Alberta. **ACTION:** XX will contact XX to let him know that to the best of our knowledge we have no units longer than 40 foot that have come into the park.
- f. **Open House:** XX would like to organize an Open House for the park on May 10<sup>th</sup> from 10:00am to 2:00pm. Those residents wishing to participate will need to prepare and open their own units for viewing on that date. The idea is to get friends, family and realtors into the park to aid those who wish to sell. We approve this but advertising cannot be on our letterhead. We will assist by providing a notice to residents in our newsletter and by having the park gate remain open for the time period mentioned. XX may look at operating a site listing park properties for sale in the future, but this would be independent of the board.
- g. **Volunteer Appreciation:** A volunteer appreciation will be held from 4:00 to 6:00 pm on May 9th at the mobile home to thank those people who donated or worked on the mobile home renovation. **ACTIONS:** XX will organize wine. XX will organize beer and contact Dan and Lila. XX and XX will organize appetizers for the event. XX will send out invitations to volunteers. An Open House at the mobile home will also be held earlier in the day from 1:00 to 3:00 pm for all residents of the park for the purpose of viewing the renovations and meeting our new caretakers. **ACTION:** XX will mention this event in the newsletter.
- h. **Water:** Water has been turned on in Loops 2, 3 and 4. Sewers are still frozen in Loops 1 and 5. These will be worked on this coming week to try to get the water on in those loops. One valve had to be repaired. L7 also worked for one day to help get one valve replaced. **ACTION:** XX will take one valve top to Calgary to have it repacked as a spare.

- i. **Clubhouse Bookings:** Current bookings have been reviewed and confirmed. A meeting with the Social committee may be needed to clarify the rental agreement. Just a note: We do not own a sound system in case residents are inquiring. A request has come in from XX Lot XX to hold drop in exercise classes Monday, Wednesday and Friday mornings. This has been approved as long as they leave the facility clean after use. They will be responsible to collect and return the keys.
- j. **Float for Sundre Pro Rodeo Parade:** A request has been made by XX Lot XX for the board to help provide a truck, trailer and financing to enter a Riverside RV float in the parade. Currently the board has no access to a truck, trailer or financing for this project. **ACTION: XX** will contact XX to approach the Social committee who may be able to help out with finances. **ACTION: XX** will mention the project in the newsletter to help in trying to obtain a truck and trailer.
- k. **AGM:** Mail out for the AGM will be May 9<sup>th</sup> along with a mini board meeting to be held at 10:00 am. We will reduce paper mail out as much as possible by providing links to the website for minutes, proxies etc. **ACTION: XX** has offered to prepare a power point presentation of accomplishments and upcoming projects.
- l. **Newsletter Items:** **ACTION: XX** will get out a newsletter covering events mentioned above and including as well some housekeeping items and some acknowledgements regarding snow removal, road signs and renovations.
- m. **Waste Removal:** We will need to contact Progressive to resume full park service for the May 9<sup>th</sup> weekend. Regular pick up day will be Wednesday. **ACTION: XX** – letter. XX suggested we inquire what they might charge us for our own recycling bin for cardboard.

## 5. Director Reports:

- a. **Treasurer:** We have a few outstanding condo fees. Owners have been contacted. Many owners did take advantage of the different options for condo fee payments
- b. **Rules and Regulations:** XX suggested that Rules and Regulations must grant approval at the beginning of a project but also have Owners ask for an inspection once a project has been completed to verify and sign off that the project was completed as approved. We also should have a copy, for our files, of the Town's building permit. **ACTION: XX** - a note needs to go out to Owners that they need to contact Rules and Regulations 30 days prior to the closing date when selling a property so that a clear estopple certificate can be issued at the closing date of

the sale. This gives lots of time to be compliant if there are any issues which need to be corrected on the sale property.

- c. **Maintenance:** Renovations to the mobile have cost, to date, \$10,683.38; however, \$9500.00 was saved and will be saved in wages over the past and upcoming winter season. \$5500.00 was budgeted for the mobile deck renovation and landscaping. Deck renovations may be substantially less expensive than that so it may work out ok. XX has some Allan block donated to renew some of the landscaping at the front of the mobile. We could use some donations of flower pots and timbers to use at the front mobile. We also have some renovations to the clubhouse deck that we have budgeted for which will go forward this year. We also have budgeted for better locks at the clubhouse. **ACTION: XX** will consult XX about the locks. **ACTION: XX** will pick up two 24 inch handrails for the handicap washrooms at the clubhouse. XX will make a proper list of any other maintenance required for next year's budget and those items will be addressed next year. One of those items is renewing woodwork in the washrooms and laundry room at the clubhouse, which we might be asking our caretakers to address in the fall.

6. **Correspondence:** Newsletter will be coming. **ACTION: XX** will now be checking riverrv emails.
7. **Adjournment:** Don adjourned the meeting at 12: 30 pm.