

Condominium Plan 9612304
Riverside RV Village
Board of Directors Meeting Minutes
September 24, 2016

In Attendance: Gary Coombe, Rob Berlando, Valerie Summers, Tanya Boudreault, Ford Mallett, Bev McAllister, Linda Mugleston

1. Meeting Called to Order: Gary Coombe called the meeting to order at 1:03 pm.

2. Approval of Previous Minutes: Moved by Rob Berlando, seconded by Ford Mallett to approve the minutes of the August 28, 2016 meeting as distributed. Motion Carried. The minutes will be redacted and placed on the website.

3. Additions to the Agenda:

- a. Internet quote RMS - 7e. Budget
- b. Road Grading and Calcium - 7e. Budget

4. Director Reports:

a. Treasurer: All items are on track. August was a quiet month with no surprises. Insurance rates have increased due to normal rate increases. The clubhouse deck expansion was completed. **Action:** - Acknowledge volunteers in the next newsletter.

b. Park Operations:

- i. A new water valve is required by lot XX. There are 2 in the seacan and one may fit.
- ii. A new exhaust fan is required for the men's washroom at the clubhouse. It will need to be in the 2017 budget.
- iii. The skylight at the clubhouse has leaked. An assessment of required repairs is currently being undertaken.

c. President/Vice President: Storage Compound: The storage compound has now been emptied and preparations are underway for renovation and space creation. To date 20 spaces have been applied for. If applications exceed the number of available spaces, a draw will be held in January. **Action:** - Acknowledge to those who have applied that we have received their application and it is being held on file.

5. Correspondence: None received

6. Old Business:

a. Confirm Conversation re: donated tin shed - The Owners of Lot XX are replacing a tin shed with a wooden one and have donated the tin shed to the park. It will be used as a bottle recycling center at the front gate area eliminating some of the untidiness around the current recycling bins. The current bins will stored until they are repurposed. Another donation of a

shed has been received from the Owners of Lot XX. This will be accepted and placed at the clubhouse for additional storage. Thank you to both of these Owners for their donations.

Action: - Advise Lot XX we will accept their donation.

b. Roles and Duties Document: Action: Board Members - Review the draft and submit any changes to XX by Oct. 31, 2016.

c. Review of Lot XX Request: Lot XX has requested to have a letter regarding a complaint removed from his file. Although there was some discrepancy to the dates in the Board communication, the issues raised by the board were legitimate. The letter will remain on file as will the Owner's rebuttal letter.

d. Electrical Repair at the Mobile Home Office: Repairs have been completed by XX.

7. New Business:

a. Tree Project 2016: It seems confusion has arisen regarding the Board's role in this project. Since this is a privately organized project, the Board is not involved in planning or operating the event and assumes no liability for tree removal or topping on individual Owner's lots. Liability lies strictly with the Owner's having the work completed. Because of this, no common area trees are to be addressed during this event. An arborist will be consulted and any problem common area trees will be dealt with professionally. Owner's participating in this and any future projects **MUST COMPLY** with the Town of Sundre and Riverside RV Bylaws and Rules and Regulations regarding the removal of coniferous trees.

b. Discussions re: Park Expenditures: The Treasurer has requested that any discussions pertaining to park expenditures be done via email and not text messaging.

c. Rolling Gate Closure: The rolling gate opening hours for the winter season will be set at 9:00 am to 5:00 pm daily as of a date decided upon by the Park Managers. **Action:** - Advise the Park Managers.

d. Reserve Fund Withdrawal: Moved by Rob Berlando, seconded by Bev McAllister to withdraw \$10,000 from the Reserve Fund to cover the cost of the laundry equipment for the front facility. Motion Carried.

e. Budget: As was determined at the June 2016 AGM, a quote to improve and operate the park WiFi has been received from RMS Plus. This quote will be presented to Owners at the 2017 AGM for their consideration regarding moving forward with this project. Road grading and calcium application will be undertaken in 2017 if necessary. After a lengthy discussion a new rate was set for 2017 condo fees.

8. Meeting Adjourned: The meeting was adjourned at 3:25 pm.