

**Condominium Plan 9612304
Riverside RV Village
Board of Directors Meeting
April 22, 2017**

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

1. Call Meeting to Order: Gary called the meeting to order at 9:59 am.

2. Approval of Previous Minutes: Moved by Rob, seconded by Gary to approve the minutes of September 24, 2016, Motion Carried. Redacted minutes will be posted on the website.

3. Additions to the Agenda: Park Waste added to New Business, Reserve Fund added to New Business, Fire Protection and Wildlife Presentation added to New Business.

4. Director Reports:

a. Treasurer: Excess monies from funds budgeted and not used in the previous year can be allocated to projects or the Reserve Fund. This year there is \$19000 excess monies which were not used. Equipment shed, surveillance cameras for the clubhouse and playground funds not used will remain allocated for those projects. The rest of the monies will be allocated to road work which will be necessary after the upcoming repairs to the water/sewer system. There was discussion as to the need for the cameras at the clubhouse location, but the decision was made to proceed with installing them. **Action:** Look after getting the surveillance cameras as required. **Action:** Get estimates on cost of equipment shed.

b. Park Operations:

- i. Glycol levels at the clubhouse seem to indicate a leak in the system. **Action:** have XX call Royal Plumbing to investigate where the leak might be and what the procedure and cost of repair would involve. In the meantime glycol levels will need to be monitored and kept topped up.
- ii. Club Car - The club car is burning oil. For now instruct users to check and maintain the oil level.
- iii. Sewers are working in all loops except Loop 1. **Action:** Investigate the cost of rental of a steamer to open Loop 1. Rent as deemed necessary.
- iv. Valve - Park Ops will need to have a valve put together and ready for work on May 1. **Action:** Contact XX regarding procedure for putting the valve together.

Some parts will need to be purchased to have one complete valve available in the event of an emergency.

v. A request was made by an Owner to dispose of wood chips into a park waste bin and pay a sum toward the dumping of that bin. **Action:** Ask that Owner to take the chips to the Waste Transfer Facility.

5. Old Business:

a. Storage Compound: There are 22 applications to date and everyone who has applied will have a spot. There is space to create a few more spots. **Action:** Begin allocating spots according to the type of item being stored. **Action:** Look after getting in more gravel as needed. Each person with a space should be issued a laminated placard to place on the item being stored and it will need to match the space number. Discussion also occurred regarding requests for a second spot. If spots are available a second spot may be allocated on a month to month basis with the understanding that an Owner without a spot may come along with an application and they would then be given priority.

6. New Business:

a. Staff Contracts and Staff Logs: The question has arisen regarding whether staff logs are necessary? The opinion of the board is that they are valuable records. They do not need to be typed up as is the current procedure. The written record can be scanned and kept as a backup electronic copy. **Action:** Talk to the Park Managers regarding the procedure of keeping the logs.

b. Van Repair: The van has been repaired; however, the van will eventually need to be replaced as will the aging club car. **Action:** Look into some options and costs to leasing a small truck which would replace both the van and club car.

c. Board Communication Process: Discussion revolved around our method of receiving and answering communication with Owners. Much of our communication is now via email. It was decided that the current system is working satisfactorily.

d. Online Clubhouse Bookings: A program was looked into which would enable booking online. The cost would be \$99.00 a year. It was felt that the current system serves our purposes at this time.

e. Clubhouse Open During the Day (Summer Season): As a pilot project, the clubhouse will be opened during the day for a set number of hours (still to be decided) for Owners use. Users will need to be aware of prior bookings and events which will take priority. These will be posted at the door. Use will be on a first come first serve basis and the clubhouse will be need to be left in a clean condition.

f. Third Party Property Manager: Would there be any advantage to having a hired third party to enforce board decisions? Discussion revolved around providing more consistency between new boards regarding handling of Owner versus Board issues, alleviating the discomfort between Owner Board members and other Owners regarding decisions, the third party

manager simply carrying out directions taken from the Board and the Board having the right to govern. The decision of Board was that the cost of a third party manager would be prohibitive and that the Board has the authority and means to handle issues. As a new Board is elected it is imperative that the new board member be given the information required for them to undertake their new position.

g. AGM: Action: Create the power point presentation for the AGM. Look after the sound system and physical issues with our location. **Action:** Mail out AGM notices. Arrange help to sign Owners in. **Action:** Look after the roving mic at the meeting. **Action:** Be available prior to the meeting for set up. A meeting will be set for May 19th to finalize the plans.

h. Waste Removal: XX has spent considerable time and collated many quotes for future information which will remain with Park Operations. Our current contract with Progressive will be in effect until 2019 at which time the board at that time will need to review and negotiate our waste removal contract. Information on the cost of waste removal will need to be addressed at the AGM. Information will also need to be addressed at the AGM regarding the reason for the rules surrounding the waste bins. Discussion also revolved around how to curb the abuse of the items being disposed of in the bins which are essentially meant to be used for household waste. **Action:** Look into costs of having a construction size bin brought in for the last two weeks our current contract and so they will be the first choice for an extra bin.

i. Board Intentions: Just as reminder, terms were adjusted for one time only so that the complete board is not replaced at the same time. There will be three positions open for election at the AGM this year.

j. Reserve Fund: We will need someone to accompany the party conducting the review of the Reserve Fund around the park. **Action:** Have XX contact and make arrangements to accompany this party as required.

k. Fire Protection and Wildlife Presentation: The Sundre Fire Dept. is able to hold a fire safety presentation at the park. In the past we have conducted fire safety presentations with XX, who is an Owner and a retired fireman. **Action:** Contact XX to see if he is open to running a presentation. Another option would be to having a presentation on Wildlife on the same day if we can arrange it. We will look at June 17th as a possible date. **Action:** Contact the Wildlife Society after hearing back from XX. Place wildlife information pamphlets around the park.

7. Correspondence: none

8. Adjournment: Gary adjourned the meeting at 12:38 pm.

Next Meeting: Friday May 19, 2017 at 2:00 pm.

