

Condominium Corporation 9612304
Riverside RV Village
Board of Directors Meeting
July 29, 2017

In Attendance: Rob Berlando, Tanya Boudreault, Valerie Summers, Linda Mugleston, Vince Kostaskey, Pete Threlfall, Bev McAllister

1. Call Meeting to Order: Rob called the meeting to order at 11:03 am.

2. Park Manager: The Park Manager inquired about plans for water shut down, renting the compressor and building the shed for equipment storage. He informed the Board that Napa had the best price for antifreeze for the water shut down. Once quantities of antifreeze necessary are determined he will proceed with the purchase. XX will draw up plans as to what he feels would work for the shed for the board's perusal. Two concerns were mentioned regarding the propping open of washroom facilities and wording on the documents posted in the washrooms. **Action:** Draft a letter to the Owner and renter of XX regarding the washroom door. **Action:** Correct the posted documents.

3. Approval of Minutes: Moved by Valerie, seconded by Vince to accept the minutes of June 17, 2017 as distributed. Motion Carried. Minutes will be redacted and posted on the website.

4. Additions to the Agenda: Book the compressor to New Business, Social Committee Update to President/Vice President

5. Correspondence:

- a. Thank you from XX
- b. Anonymous letter dropped at Office: cannot be replied to as there is nowhere to send an answer. **Action:** Check with XX re: issues brought up in the letter and history regarding police checks.
- c. Request Lot XX - **Action:** Discuss the question regarding number of sheds and tarp rules with the Owner. It is a Town bylaw restricting the number of sheds allowed per lot.

6. Director Reports:

a. President/Vice President:

- i. Lot XX- Tree Infraction - **Action:** Draft a response to the Owner's response to Board notice regarding inappropriate cutting of trees. Board decision stands.
- ii. Barking Dog Infraction - It has come to the attention of the Board that the issue of barking dogs is an animal control issue which will be dealt with by the Town. **Action:** Reply to all parties.
- iii. Social Committee Update - August 12 - Chili Cook Off, Duck Race, Mini Golf, August 26 - Wind-Up \$5.00 per lot, volunteers required.

b. Treasurer:

- i. A thank you needs to be sent regarding concrete donated for the playground and also a thank you at the AGM. **Action:** Send thank you.
- ii. Three lots have outstanding fees.
- iii. Address days off with Park Managers regarding conflict in wording in the contract.

c. Park Operations:

- i. Power Pole - **Action:** Work with Park Manager and Fortis to complete repairs to to the pole which was hit on the July long weekend.
- ii. Inspection Stamp - **Action:** Get a stamp made up after design # 1.
- iii. Compliance/Protocol Standards - Compliance to Rules and Regulations will be dealt with on an as needs basis. Park Operations needs to fill out a conformity form and the Treasurer needs to fill out an estoppel form when an Owner requests them for sale of them lot.
- iv. Trailer size query from a potential purchaser - **Action:** Draft a reply indicating that the size must comply with the Town Bylaws and the park Rules and Regulations.

d. Secretary:

- i. Confirming Outcomes: Please copy outcomes regarding issues (verbal or email) to the secretary for filing.
- ii. Review of email/ verbal issues:
 - a. Lot XX - Wood pile - **Action:** Draft a reply.
 - b. Lot XX- Untidy Lot - **Action:** Draft a reply indicating specific items to be dealt with.
 - c. Neighbour tree - **Action:** Take a look at the marked tree to determine if it is ours and is a problem.
 - d. Waste issues - **Action:** Send replies outstanding - The waste procedures will be left as is for now to determine if they are effective in reducing costs.
 - e. Dog Enclosure - **Action:** Speak with Lot XX Owner to determine what the plans are and determine acceptability.
 - g. Golf Carts - **Action:** Work on a registration system plan. **Action:** Item for newsletter regarding issues.
 - h. Playground Donation - **Action:** Draft a letter to Lot XX.
- iii. Please advise Secretary if you are expecting a UPS delivery.
- iv. Newsletter timing: Newsletters will be sent out after Board meetings. Deadline for submissions Aug. 4.

7. Old Business:

a. Skylight Quotes: **Action:** Get quotes.

b. Pond Flotation Device: **Action:** Write a letter to Lot XX with an explanation regarding devices.

c. Facebook: **Action:** Inform XX that Facebook page may remain under the administration of XX and himself with a disclaimer regarding board involvement. **Action:** Newsletter to Owners regarding Facebook.

d. Rules and Regulations Update: Section 38, 42a and 17:

Section 38 - There was much discussion regarding the rewording of electrical upgrades for the Rules and Regulations and how much information should be included. A final version will be sent out for an email vote.

Section 42a - Rewording regarding Storage Compound - application form and Rules and Regulations. Motion to accept as discussed and presented. Carried unanimously.

Section 17 - Rewording to to add: "from the park or into the storage compound" and extend the time allowed to 3 weeks. No Motion made to accept these changes. (this will need to be made at the next meeting)

e. Creeks: Alberta Environment will be visiting and making a report regarding creeks and flooding issues. They will be giving direction and guidance regarding culverts, flow and allowable actions along creek banks.

f. Pole Removal: Action: Ask XX for a list of lots who are intending to keep the poles and antennas and have them marked. Determine cost of equipment that will be purchased from the Board with XX input. Owners who wish to, may remove their own poles and return the equipment to the Board. The Board will continue with removal plans as time permits.

g. Clubhouse Deck Painting: Saturday September 23 at 10:00. **Action:** Check with XX to organize supplies and advertise for a work party.

8. New Business:

a. Board Office Access: The office behind the washrooms will remain locked during the day.

b. Budget and Board Windup: Budget meeting **September 30 at 10:30 am at the clubhouse.**

Action: Check with Kodiak regarding catering for dinner in the evening.

c. Gravel Pit Proposal: Action: newsletter - Another contact:

Ryan Morrison

Mountain View County

Operator of County Gravel Pits

403 335-3311 ext. 169

Owners should respond by August 16th with concerns to the Town.

d. Water shut down: Date for water shut off is October 2, 2017. **Action:** Have Park Manager book the compressor for Oct. 2, 2017 and order required antifreeze. **Action:** Touch base with the previous crew.

e. Park Managers: Action: Discuss clubhouse floor stripping time frame and having info. regarding their wish list to the Board before the budget meeting.

9. Meeting Adjourned: Rob adjourned the meeting at 2:55 pm.

NEXT MEETING: Aug. 26th at 10:30 am