

**Condominium Corporation 9612304**  
**Riverside RV Village**  
**Board of Directors Meeting**  
**August 26, 2017**

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

**1. Call Meeting to Order:** Rob called the meeting to order at 10:30 am.

**2. Park Managers Report:**

- a. XX indicated two items which will need to be considered in the budget for next year: calcium chloride for the roads and three toilets for the clubhouse.
- b. XX passed on a business card for a roofing contractor to the board for use to obtain skylight repair quotes.
- c. XX indicated that the proposed shed to store equipment might be considered a garage according to the town bylaws for the park. **Action:** Seek further clarification on what type of structure can legally be built. Also look into other options such as a quonset style building offered by Costco.
- d. The Reserve Fund contact has not yet contacted XX. **Action:** Look into it.
- e. XX indicated he has appointments in Calgary Oct. 3 and 4<sup>th</sup> and will be unavailable for those two dates after water shutdown.
- f. Two microwaves were donated for the clubhouse. One is being used, the other stored for the future. XX was concerned at the amount of time the broken microwave was left to use at the clubhouse. **Action:** Write thank you notes to XX and XX for the donations.

**3. Approval of Previous Minutes:** Moved by XX, seconded by XX to accept the minutes of July 29 as distributed. Motion Carried. The minutes will be redacted and posted on the website.

**4. Additions to the Agenda:** Set up team for water shutdown 7d, golf cart registration 7e.

**5. Correspondence/Emails:**

- a. **Neighbours Tree Complaint:** Park Ops has been out again and is still unable to identify the offending tree. **Action:** Obtain a phone number from XX and give it to XX so he can arrange a meeting to locate the tree in question.
- b. **Dog Enclosure:** - XX has spoken with the Owner indicating the fenced enclosure would not be acceptable and offered some options. The Owner will proceed next season with an acceptable option.
- c. **Lot XX:** The Board is waiting on a response from Lot XX to identify the areas of the complaint.

**d. Gravel Pit Update:** South McDougal Flats protection Society is presenting an afternoon of information regarding gravel pits. A notice will be sent to Owners via email.

## 6. Director Reports:

**a. President/Vice President:** A meeting was held with the Park Managers. Floor stripping at the clubhouse will be done in the spring. Some things they suggest the park to look into for the future are: a gravel rascal, a John Deere tractor mower and flooring for the new equipment shed when it is confirmed. **Action:** Discuss key issues and locations with Park Managers.

**b. Treasurer's Report:** Limit guidelines need to be set on purchases made from petty cash. A suggestion of \$100.00 was made. A discussion also needs to be held regarding the types of purchases which are made from petty cash and that projects need to be approved by the board. **Action:** Have the discussion with park staff regarding petty cash procedures and follow up with an email.

### c. Park Operations:

**i. WiFi Poles:** There has been some delay getting this project underway. **Action:** Set up a schedule to remove the equipment. Confer with XX for the list of locations. Do not remove the pole at lot XX.

**ii. Lot XX Grandfathering:** **Action:** Contact the Owner to request proof of the date of the trailer placement. If the unit was placed in compliance with the Rules and Regulations at the time of placement the location will be grandfathered until future changes of the unit are made as per our current Rules and Regulations grandfathering statement.

**d. Secretary:** Please submit any newsletter items by Aug. 30<sup>th</sup>. Will be away Sept. 6<sup>th</sup> to 27<sup>th</sup>.

## 7. Old Business:

**a. Skylight Quotes:** It is a priority to get this repair done. **Action:** Get quotes.

### b. Rules and Regulations:

i. Online votes were held after the last board meeting regarding the rewording of item 38.

Draft: **First Wording:**

(1) The electrical distribution system from the meter to box and including the receptacle designated for the lot owner's use is owned by Riverside RV Village and may be altered, modified or relocated by a lot owner, at the lot owner's expense, with written Board approval. A recreational vehicle receptacle providing 30 amps, 120 volt service will be provided to each recreational site.

(2) If a lot wants to upgrade their service from the originally provided 120V, 30A service to either 30A, 2 pole 120/240V or 50A, 2pole 120/240V, then a request to the Board is required. The Board will provide guidance (See 38(a) (3) and (4) as to how the service can be upgraded, but the lot owner(s) will be required to

sign a “Liability” form that removes the responsibility of service to the lot , to the LOT owner. Please note even after changing the service at the expense of the Lot owner, the electrical distribution from the meter box to and including the receptacle or RV power box is owned by the Board as for Para 38(a) (1).

(3) The Lot owner will require a trained electrician and permit to upgrade a service to a lot. The electrical contractor is to apply for and provide the permit for any service upgrade or change. The electrical service is to be supplied and installed in accordance with the latest edition of the Canadian Electrical Code and, Authority Having Jurisdiction.

(4) The Board recommends a maximum 3% volt-drop between the Meter Box and Lot receptacle or RV Power Box. The board recommends the new service cable is to be installed within a rigid PVC conduit throughout its length, within a sand bed or a bed of stone free soil. A final inspection certificate needs to be provided to the board.

Online Vote on first wording: 5 for, 2 against.

#### **Second Wording:**

Section (2) Change 50A to 100A

Online Vote on second wording: 6 for, 1 against.

The against vote indicates that there is too much technical detail for the average lot owner to understand and does not think recommendations belong in Rules and Regulations.

- ii. Once the board votes regarding all changes to the Rules and Regulations they will be reported to Owners and posted on the website.
- iii. Grandfathering: It was decided the wording was acceptable as written.
- iv. Discussion arose on the procedure for determining how Rules and Regulations are written in reference to park bylaws.

**c. Deck Painting:** Date Sept. 23 at 10:00 am. XX has agreed to be project coordinator. He needs about 6 to 10 volunteers. **Action:** Ask for volunteers in the newsletter. **Action:** Discuss postings on FB with XX and also New Year’s Eve as this is not a board sponsored event.

**d. Set up Team for Water Shutdown:** **Action:** Contact shut down team as to their availability to help out on Oct. 2nd. **Action:** Contact XX as to his availability.

**e. Golf Cart Registration:** **Action:** Work on a registration form that will be included with the condo fee mail out. **Action:** Amend wording regarding golf carts for Rules and Regulations 35 (4) and add item to newsletter.

## 8. New Business:

**a. Compliance Letters and Lot Plans:** All Owners are encouraged to check with the Board to see if they have an updated lot plan. When an Owner wishes to sell their lot two items need to be requested. One is an estoppel which indicates no monies are owing to the corporation. Cost \$150.00. The other is a form indicating that your lot is in compliance with the corporation's Bylaws and Rules and Regulations. An up to date lot plan is required in order for Park Operations to do a quick inspection and issue the statement that a lot conforms. **Action:** Explain to Owners in newsletter.

**b. Winter Items:** **Action:** Review items with appropriate staff. Quads in winter used only for board work.

**c. Bridge Removal:** A bridge was removed by the Park Operations team after complaints were received from a neighbour regarding trespassing and vandalism to his property. The decision was made based on an indication from Alberta Environment that the bridge was not acceptable and that it was installed on common park property. **Action:** Draft a response letter to Lot XX regarding his complaint at the bridge removal. **Action:** Draft a response letter to Lot XX regarding their issues with the bridge removal and ownership. **Action:** Respond to Lot XX regarding the offer to purchase the bridge. It may be been repurposed.

**d. Budget Meeting and Board Dinner:** The meeting will be held at the clubhouse at 11:00 am. A spreadsheet will be coming out to each board member to review and make additions. An appreciation dinner will be held at the clubhouse, catered by Kodiak with Cocktails at 5:00 pm, Dinner at 6:30 pm. **Action:** Send invitations to those being included.

**e. Update on the It Equipment:** Values for sale of IT equipment from the WiFi project are set at \$50.00 a set for the transmitters, \$10.00 per roll of cord and \$5.00 for any other cable. A broadband will be offered for sale at \$160.00 to \$200.00.

**9. Meeting Adjourned:** The meeting was moved adjourned at 1:30 pm.

**Next Meeting: September 30, 11.00 am at the clubhouse.**