

**Condominium Corporation 9612304**  
**Riverside RV Village**  
**Board of Directors Meeting**  
**July 29, 2018**

**In Attendance:** Rob Berlando, Ford Mallet, Valerie Summers, Vince Kostas, Pete Threlfall, Bev McAllister, Linda Mogleston

**1. Meeting Called to Order:** Rob called the meeting to order at 10:02 am.

**2. Park Managers Report:**

- a. A device to maintain the roads has been designed and is being tried as an alternative to the gravel rascal.
- b. Prices for anti-freeze for blow down have been investigated. No new quotes have been solicited as prices remain consistent with the last several years. **Action:** Proceed with purchasing from Napa.
- c. Compressor for blow down - **Action:** Reserve the compressor for the anticipated blowdown date (Oct. 1) and an alternative date (Oct. 5) in case of inclement weather. It was approved that XX purchase another small pump and electrical cord to be used in the blow down procedure.
- d. XX's eye surgery has been set for Sept. 25th. August relief dates for the Park Managers are: Aug. 1, 8, 15, 21, 22, and 29th. **Action:** Send a note to the relief personnel to advise of the August dates and remind of the September dates previously indicated.
- e. A question arose regarding the address of the venue should a license be required in renting the clubhouse. **Action:** Review and revise the Clubhouse Rental Contract.
- f. Key for the Clubhouse: Does anyone else have access to clubhouse keys?
- g. Park Managers - winter plans: The Park Managers shared possible winter plans.

**3. Approval of Previous Minutes:** Moved by Pete and seconded by Bev to accept the Board of Directors meeting minutes of June 24, 2018. Motion Carried. Minutes will be redacted and placed on the website.

**4. Additions to the Agenda:** to Correspondence: b. Lot XX complaint, to Correspondence: c. Lot XX complaint, to Director Reports: a. President/Vice-President: iii Cameras for Clubhouse, to Director Reports a. President, Vice-president: iv. Confidentiality of phone numbers.

**5. Correspondence:**

- a. and b.: Lot XX and XX complaints: Complaints were received regarding the unsightly state of lot XX and of several blocks which were brought in and placed on the property at an inappropriate hour. **Action:** Respond to lots XX and XX regarding the complaints and draft a letter to lot XX requesting clean up action required.

c. Lot XX complaint regarding barking dogs: **Action:** Respond to Lot XX that they should be reporting to the Town.

## 6. Director Reports:

### a. President/Vice-President:

i. and ii. Process: Approval/Estoppels/Compliance Certificates and Board Communication: After discussion policies regarding processes were clarified.

Approvals: three copies: one for owner files, two for the owner: one for himself and one for the Town for permit application.

Compliance: three copies: one for owner files, one for the owner and one for the Treasurer.

A suggestion was made to draft a letter to be sent to those owners who are listing their lots indicating the procedures for obtaining compliance certificates and estoppels. **Action:** Draft a letter for Board approval.

As of this date moving forward all complaints and related correspondence received will be filed in the files of the lot being complained about.

iii. Cameras are needed at the clubhouse one for the front and one for the back. **Action:** Source two cameras. Approval is given for up to \$500.00 for the purchase.

iv. A reminder that all phone numbers and emails of Board members need to remain confidential. **Action:** Remind park managers and relief staff.

**b. Treasurer:** All expenditures on track at the moment. Clarification was made regarding the Treasurer's report. One condo fee in arrears. **Action:** Draft a letter to the owner.

### c. Park Operations:

i. Lot XX and Lot XX: **Action:** Confirm conformity for Lot XX and non-conformity for Lot XX.

ii. Ideas and quotes are being gathered for the machine shed at the front.

iii. Lot XX documents regarding electrical upgrading have been received as requested. **Action;** Reply to owner with acknowledgement.

iv. **Action: Park Ops:** Check on Lot XX regarding the height of the deck extension.

v. Speed bumps will not be placed this year. **Action:** Newsletter reminder of speed limits.

vi. Sign designs were reviewed for the area at loop 4 and 5 crash gates and the clubhouse parking area. Suggestions were made regarding speed signs which may need to be replaced as they get weathered.

**d. Secretary:** No report.

## 7. Old Business:

**a. Roads/Maintenance/Grave Rascal:** As reported by the Park Manager a device has been designed and is being tested in an effort to try to keep roads in a better condition.

**b. Buyers/Sellers Checklist Review:** tabled to next meeting.

**c. Golf Cart Identification:** No suitable identification system has been found yet. Some owners have placed their lot number on the cart and it is suggested we ask other owners to do the same for now. **Action:** Draft a letter for board input and send out to cart owners.

## 8. New Business:

**a. Branches in Loop 5:** Someone has been trimming and disposing of branches in the common area in loop 5. Someone has also been leaving garbage by the locked waste dumpster at the clubhouse. **Action:** Mention of both items in the next newsletter. **Action:** Thank you notes and

recognition in the newsletter to John Poirier and Norm Gunderson for their help in disposing of the branches and a dead tree in Loop 4.

**b. Action** Look into Brookside land swap to identify our actual property behind lots in loop 5.

**c. Unattended and Unsightly Lots: Action:** Identify lots. **Action:** Draft a letter to be sent to these owners regarding the condition of their lots.

**d. MPE Recommendation:** Moved by XX, seconded by XX to accept the recommendation of MPE regarding quotes for the sewer project. Motion Carried. **Action:** Draft an email to owners regarding actions required in the fall at the commencement of work on the sewer project.

**9. Meeting Adjourned.** Bev moved the meeting be adjourned at 12:07 pm.

**Next Meeting: August 26, 2018 at 10:00 am.**