

## Board Minutes CLRC Board Meeting September 19, 2020 (continued September 26, 2020)

### Attendance:

R. Jeffery	L. Ferguson
G. Hillier	Sue Fox
M. Bourne	S. Milligan resigned at the beginning of the meeting

### 1) Review of Action Items

- a. R. Jeffery will check company bylaws to ensure expenditures can be voted on at a Board meeting is permitted. Complete Rules Section 1 (a)(5) provide for a \$15,000 limit on Board expenditures. It is proposed to present an increase to \$20K to keep up with inflation and COVID uncertainty to shareholders at the AGM  
**Action:** Develop proposal to increase Board spending limit to \$20 K at the AGM.
- b. The Board will seek an owner to volunteer to assist S. Fox with the website. Complete: Jordan Dagg is assisting with management of the website.
- c. Arrange and hold a Summer Townhall meeting at the lake. Complete: Meeting held September 19.
- d. M. Bourne to obtain 3 quotes on replacement of water lines. Pending – R. Jeffery to pursue costing as part of the Capital Plan
- e. R. Jeffery to contact professional for septic system assessment. Pending – R. Jeffery to pursue costing as part of the Capital Plan

### 2) Park Opening during COVID19

- a. Trailer and suite rentals  
Miscommunication with j. Bourne resulted in the suite being rented notwithstanding that a decision on April 19 that rentals for the downstairs suite were cancelled until further notice.  
The future of the rental suite was discussed and the Board unanimously agrees that the suite should be converted into common area along with the basement workshop. This will be proposed at the AGM.  
**Action:** R. Jeffery to follow up with J. Bourne to review the issue.  
**Action:** Board proposal to convert suite into common area for the AGM.

### 3) Finance Update (Financials and budget attached)

- a. Update on Finances  
Finances are in good shape with \$101,000 in cash in the bank.
- b. It was approved to purchase Roy's workshop for \$7,000
- c. Capital spending vs, budget  
Coding of capital and operations expenditures is required as the 2 have been cojoined.
- d. Operations spending vs. budget  
Coding of capital and operations expenditures is required as the 2 have been cojoined. The Board reviewed the items and we are currently slightly overspent on operational items due to additional unbudgeted work required. It was noted that the electric charges were unusually high. We are also appealing another larger \$2900 water bill.  
**Action Item: L. Ferguson to review and properly code capital and operational expenditures and examine the electrical charges.**
- e. Share Transfer fee concept  
In reviewing the sustainability of revenue to pay for ongoing capital projects the idea of a share transfer fee was discussed. A share transfer fee proposal will be developed for presentation at the Board meeting.

**Action:** Board to develop a share transfer fee proposal.

4) **Caretaker Update**

No report provided. George to speak with J. Bourne about schedule for cleaning washrooms.

5) **Operations Planning**

The following are all ongoing or planned operational projects

- a. Grinding stumps on lots 4 and 10
- b. Remove weeds along swim dock and beach area
- c. Move workshop
- d. Removal of the trailer on lot 4 and replace septic tank cover
- e. Remove pea gravel on the beach in front of lots 49-52 including gravel on the lots to bring it to grade, reuse in the Park and sell excess.
- f. Install steps and gravel on walkway from lot 10 to washroom
- g. Fix the fence line along lots 4-7

6) **Capital Projects**

Outstanding capital projects under consideration (some will be included in the capital plan while other smaller items (under \$15,000) are being managed out of current cash reserves

- a. water line replacement
- b. Upgrading sewerage systems
- c. Workshop was purchased for \$7,000 and concrete pad
- d. Caretaker House deck
- e. Entrance Gates
- f. Use of basement

7) **Lot 1 Proposal**

The Board unanimously moved to propose to the shareholders the purchase of Lot 1 for the purpose of redevelopment into 2 lots. Proposal to be presented to the AGM.

**Action:** Board to develop a proposal to purchase and redevelop lot 1 into 2 lots for presentation at the AGM.

**Action:** L. Ferguson to check with the McMinn and Co regarding tax treatment on the sale of new shares.

8) **Rules Review and Shareholder Concerns**

A comprehensive review of the CLRC Rules and Regulations was undertaken by the Board. The review focused on clarification of rules and policies or required minor amendments to support and improve the decision making processes in the Park. The updated rules and regulations will be circulated to the shareholders in advance of the AGM. Approval of the rules scheduled for the AGM.

**Action:** Board to circulate updated Rules and Regulations in advance of the AGM for decision at the AGM.

9) **Docks, Boats and Moorage Guidelines**

The Board unanimously agreed that it is in the best interests of the Park and shareholders that allocation of boat slips, which are common property, is the responsibility of the Board. The rules will be clarified to ensure it is clear that a LIRF is required to move boat slips. To support this the Board is proposing "guidelines" for the Board to reference in making decisions on boat slip/moorage allocation. The guidelines will be presented at the AGM.

**Action:** Board to present Boat slip/moorage allocation guidelines to the AGM.

**10) Lot 53 Rentals and Access to Lubin's**

There appears to have been violation of the rental policy on Lot 53. There has also been considerable concern about access by non-Park members and/or guests through the gate on lot 53. It was agreed to send a letter to the owner of lot 53 expressing these concerns and advising further contraventions will result in Board action.

**Action:** R. Jeffery to write a letter to the owner of lot 53 clarifying the rental policy and reiterating that use of the gate on the perimeter wall along lot 53 is for personal use only.

**11) Website Update and Responsibility**

S. Fox is in charge of the website. J. Dagg will assist in website maintenance and operation.

**12) Update Lots 4 and 10**

a. Removal of trailer on lot 10

Despite ongoing promises to remove the trailer on lot 10 the trailer remains. This notwithstanding that the Park has spent time and money to prepare the lot and trailer for removal. The Board will be taking legal action to remove the trailer and intends to sue for damages.

b. Destruction and removal of trailer on lot 4

Approval has been provided by the owner of the trailer on lot 4 for the Park to dispose of the trailer. This work will be completed in the fall.

**13) AGM Planning and Date**

The AGM is scheduled for Sunday December 6, 2020 at 10:00 am. We have secured the Youbou hall for this date. COVID rules are in effect and a safety plan is required. The safety plan to include the following:

No more than 50 people can attend (subject the Chief Medical Officer Guidelines).

A list of attendees will be taken for contact tracing purposes.

Shareholders have to pre-register. If more than 50 people register than we will restrict attendance to 1 person per share.

People will physically distance and stay within their bubbles (no more than 6 people)

Masks are mandatory.

**14) Lot 18 LIRF**

The Board reviewed shareholder comments received (there were still 2 days remaining for submission of comments). The Board reviewed their previous decision considering shareholder comments and further input from the lot 18 owners. There was overwhelming support for the Board decision. The Board unanimously agreed to uphold its original decision subject to any further shareholder comments. Further comments received after the Board meeting were all supportive of the Board. As such the LIRF decision for lot 18 stands and the owners of lot 18 will be advised of the decision.

**15) Other Business**

Shareholder/Board Townhall Meeting September 19, 2020

The Board met with approximately 15 owners to discuss operation of the Park and address shareholder concerns. As a result of the meeting the Board will take steps to increase communications with the shareholders. However, the Board reminded all shareholders that the CLRC Rules Section 1(a)(3) states "In order to ensure Board members are able to enjoy their time at CLRC, all issues for the Board should be sent via e-mail. This process can ensure that all issues can be effectively addressed by the Board while ensuring that the time of Board members, who are volunteers, is respected. In light of the discussion the Board will take steps to improve communications including holding 1 or 2 Townhall meetings during the summer season, post all LIRF's to the website in a timely manner and more frequent email updates. It was also agreed that any LIRF applications that requests an exemption from the rules and guidelines will be circulated to the shareholders for a 5 day review period (the proposed rule update item 8 above includes this requirement). The rules amendments (item 8) will also provide more clarity on the LIRF process and will assist in shareholders getting timely information.

**16) Next Meeting – AGM December 6, 2020 at 10:00am Youbou Hall**