

Cowichan Lake Recreation Community (CLRC) Inc.

Minutes of the 2020 Annual General Meeting
Sunday, June 27, 2021
10:00am – 11:45am

1. Welcome and Introductions

Chair Rick Jeffery welcomed everyone to the meeting and introduced the Board Members.

2. Attendance/Quorum

42 Class A shares represented in person.

3 Class A shares represented by proxy.

Quorum achieved; **AGM declared official.**

3. Approval of 2019 AGM Minutes

Motion to Approve the minutes of the Annual General Meeting of December 1, 2019

Proposed by Peter Siemens (Lot 31)

Seconded by Elaine Jackson (Lot 50)

Carried unanimously; **2019 AGM minutes approved.**

4. President's Report

a. New Shareholders

Rick Jeffery welcomed the new shareholders:

- Ross Casey and Julia Spandli (1A)
- Hazel Booth (1B)
- Dave and Marlene Hamer (10)
- Jay and Mary Thomas (12)
- Heather Harris/Sean Hurley (17)
- Dylan and Laura Walsh (36)
- Wendy Bergthorson (38)
- Jay Cousins (41)
- Randy and Susan Robertson (42)
- Brenda and Larry Morden (45)

b. Appreciation

Special recognition was acknowledged for the many people that volunteered in the Park, and it was noted that the affairs of the Park cannot be effectively managed without the contributions of volunteers.

c. Board Priorities

The Priorities and focus of the Board were presented to the shareholders. These included managing the Park safely during COVID; delivering effective governance; capital planning; responsible fiscal management; uplifting the appearance, enjoyment, services and value of the Park; improving operations and management; and process based decision making.

5. Infrastructure Report

2020 capital projects were identified including: completing the workshop; repatriating lots 4 and 10; sale of lot 17; and the deck on the house.

Priority 2021 capital projects (projected) were highlighted and include: sewerage systems; water lines; gates; and internal boundary survey.

6. Operations Report

The major maintenance projects for 2020 were presented including: completion of the north and south perimeter fences; clean up below lots 18/40; pathway to Uplands Row; repair of the

house roof; grinding of stumps on lots 4 and 10; completion of strapping on lot 18 wall; piling extensions for swim dock; and perimeter fence for lot 8.

There were several infrastructure issues in 2020 requiring attention including a second major water leak, 2 major septic failures (lots 23-45) and power to lots 46-53.

7. Treasurer's Report

a. 2019/2020 Financial Statements

Lloyd Ferguson, Treasurer, presented the 2019/20 Financial Statements. Shareholders were advised that we are changing bookkeeping and accounting services and were working towards a more streamlined reporting and accounts receivable system.

Motion to approve the financial statements of CLRC as presented

Moved by Michele Gibbs (Lot 52)

Seconded by Kim Chadwick (Lot 20).

Carried unanimously; **financial statements approved.**

b. 2021 Operating Budget

Lloyd Ferguson presented the Operating Budget for 2021. It was noted that due to the pandemic delay in holding the 2020 AGM we had been operating under an interim budget subject to any amendments at the AGM.

Motion to approve the 2020/21 Operating Budget as presented

Moved by Carolyn Jahnke (Lot 58)

Seconded by Laura Gordon (Lot 34)

Carried unanimously, **operating budget approved.**

8. Capital Plan

The results of the Capital Planning Committee were presented including a preliminary Capital Cost Schedule. It was noted that the Park is in a transition from a campground (Ben's Marina) to owned by the developer and finally controlled by the shareholders. Guided by a vision that uplifts the enjoyment, use, services, appearance and value of the Park and every shareholder, the Capital Plan outlines the priorities for badly needed infrastructure improvement and replacement.

Short term priorities were identified: septic systems, water and electrical which are all core services the Park is obligated to provide to each lot in working order and to acceptable standards. Gates and a survey of internal boundaries are on the list. The Board will continue to work on a comprehensive Capital Plan so that shareholders can assess capital expenditures in the context of longer-term horizons.

However, Shareholders were advised that the electrical system for lots 46-53 was not functioning properly and represented a safety risk in addition to not supplying proper power to these lots. They were advised that the septic system servicing lots 23-45 was not functioning and a short-term work around was currently in place. Shareholders were again advised that engineering work for septic system upgrades and replacement was currently in progress with completion in the Summer/Fall of this year. Given the pressing nature of these issues these projects require immediate short-term prioritization.

Next steps in the capital planning process include:

- prioritizing short-term priorities
- costing of capital projects

- completion and approval of the long-term capital plan.

Shareholders were advised that the Board may be coming back to them for approval of capital spending in the near future.

The Board presented five cash flow funding models for capital expenditures moving forward (for information only at this time):

- Model 1 – monthly maintenance fee increase
- Model 2 – special levy
- Model 3 – combination of 1 and 2
- Model 4 – sale of Park assets
- Model 5 – levy on share sales

9. Lot 1 Purchase

The Shareholders were updated on the results of the purchase of Lot1 and subsequent sale of Lot1 and 10. Net proceeds from the lot 1 subdivision and sale of lot 10 was \$340,150.00 subject to final accounting.

10. Rules and Regulations Amendment

The Rules and Regulation amendments were resented and discussed. There was concern over the proposed amendment to Section 1(e)(1)(ii):

Lot owners permanently residing in the designated mobile home lots may park an RV on their lot however no extension of living area is permitted (i.e., the RV may not be connected to services, ~~nor used as a sleeping area~~) however, consistent with Park tent policy the RV may be used for sleeping for a maximum of 3 nights.

The prevailing view was that guidelines and an approval process would be required for shareholders to be comfortable with this amendment. There was some opposition to the amendment. The Board withdrew this amendment and will come back to the shareholders at the next AGM with guidelines and process elements for this rule.

Motion to approve the amendments to the Rules and Regulations, excluding the proposed amendment to Section 1(e)(1)(ii).

Moved by Chris Wipplinger (Lot 47)
Seconded by Ken Burke (Lot 60)

Carried unanimously; **Rules and Regulations amendments (with noted exception) approved.**

ACTION: Board to develop guidelines and a process for the amendment to Section 1(e)(1)(ii).

11. Standard Resolutions

The following standard resolutions were voted on as a block:

That all acts, contracts, resolutions, proceedings, appointments, elections and payments made, done and taken by the Directors and Officers of the Company since the last meeting of the Shareholders referred to in the Reports of the Company be, and the same are hereby approved, ratified and confirmed.

That **Roset Lanyon** be appointed Accountants of the Company until the next annual reference date at the remuneration to be fixed by the Directors, the Directors being hereby authorized to fix such remuneration.

That pursuant to Section 203(2) of the Business Corporations Act, the Appointment of an Auditor for the Company is hereby waived and the necessity for an audit to be made of the financial affairs of the Company for the ensuing year is hereby dispensed with.

That the 27th day of June 2021 be selected as the annual reference date for the company for its current annual reference period.

Motion to approve Confirmation of Acts, Appointment of Accountants, Waiving appointment of Auditors and Selection of Annual Reference Date

Moved by Michele Gibbs (Lot 52)
Seconded by Jordan Dagg (Lot 51)

Carried unanimously; **Confirmation of Acts, Appointment of Accountants, Waiving appointment of Auditors and Selection of Annual Reference Date approved.**

12. Election of Board Members

As is required, the current Board of Directors resigned. All put their names forward for another term:

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| <ul style="list-style-type: none">• Rick Jeffery Lot 30• Lloyd Ferguson Lot 7• Mike Bourne Lot 11• Sue Fox Lot 15• George Hillier Lot 5 | <p>Nominations from the floor:</p> <ul style="list-style-type: none">• Michele Gibbs Lot 52• Ken Burke Lot 60• Laura Smallwood Lot 59• Kim Chadwick Lot 20 |
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CLRC Rules allow for a maximum of 9 Directors, and as such a vote was not required. **Directors appointed by acclamation.**

13. Other Business

Doug Burnett (Lot 48) requested a vote for \$50,000 for immediate repair and replacement of the hydro services for lots 46-53. This request was not granted but Doug was assured the Board would be addressing this issue immediately.

ACTION: Board to address the hydro issue on Lots 46-53 as a priority.

14. Adjournment

Motion to adjourn (11:45am).

Moved: Doug Burnett (Lot 48)
Seconded: Ross Hawthorne (Lot 39)