

**COWICHAN LAKE RECREATION COMMUNITY (CLRC)**

Virtual Board Meeting  
Thursday, October 28, 2021

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Attending: **Rick Jeffery (Chair), Kim Chadwick, Lloyd Ferguson, Sue Fox, George Hillier, Michele Gibbs**  
(minutes); **Mike Bourne (late)**

Regrets: **Laura Smallwood, Ken Burke**

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**AGENDA**

1. Welcome & Agenda Review  
7:37pm start.
2. Action Item Review (from 21.09.19)
  - a. Lot 53 letter re: rental - [complete \(link to letter\)](#) ; no response received
  - b. Monitor pest devices (Lots 54, 44, 59, 60) - [ongoing](#)
  - c. Distribute financial documents to SH in advance of AGM - [ongoing](#)  
[Accounts expected to be current for AGM](#)
  - d. Advise Lots 46-53 of Hydro options & cost responsibilities - [underway](#)
  - e. Determine blockage issue/area for Lots 23-45 septic  
[Closed for season; complete in Spring](#)
  - f. Arrange virtual board meeting - Oct 28 - [complete](#)
    - i. Include “budget responsibility area” discussion
  - g. Update website and password - [ongoing](#)
  - h. Advise SH there is no defibrillator onsite - [see O below](#)
  - i. Add motion to purchase defibrillator to AGM agenda - [complete](#)
  - j. Revise Caretaker Contract to include - [to be done at Contract Renewal](#)
    - i. Monthly First Aid Kit contents check
    - ii. Role is to “advise & remind” not “enforce” rules
  - k. Review Rules & Regulations to clarify rules - [ongoing](#)
    - i. Mobile homes
    - ii. Fencing
    - iii. Boat slip rental
    - iv. Complaint Resolution Process
  - l. Make recommendation for complaint resolution process - [see K above](#)
  - m. Propose updates for Rules & Regulations to Board by Oct 28 - [in progress](#)
  - n. Follow-up with Lots 32 & 33 re: HVAC agreement - [Lot 32 has been sold; liaise with new owners & Lot 33](#)
  - o. Draft quarterly SH communication beginning Fall 2021
    - i. Advise re: defibrillator
  - p. Review actions required for rent increase, if appropriate - [given minimal revenue \(2% on \\$250\), not proceeding.](#)

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3. Minutes & Decision Action Record (DAR)

a. Minutes of the September 19, 2021 Directors Meeting

**MOTION: Approve the Minutes of the September 19, 2021 Directors' Meeting**

**Approved (7/0/0)**

There was a brief discussion about “approving” new Shareholders, and ensuring new Shareholders review and agree to the Rules & Regulations. “Approving” new Shareholders is not viable given that sales are a private transaction; Rules & Regulations are provided to each new Shareholder.

*Mike joined at 7:53pm*

4. Finance Update

a. Change of Law Firms

CLRC Solicitor Brenda Milbrath (McMinn & Co) is retiring. She has recommended CLRC consider Sitka Law Group (SLG).

**MOTION: Change CLRC law firm from McMinn & Co to Sitka Law Group**

**Approved (7/0/0)**

5. Capital Planning Update

a. WWTP Proposal

Directors reviewed the waste water treatment plant (WWTP) proposal provided by MSR Solutions/Cornerstone Mechanical. The intent of this project is to bring CLRC sewer systems into conformity with bylaw requirements and to address immediate concerns. A second phase will be required, and will be part of the long-term (3-5 years) capital planning. It was noted that CLRC has a legal obligation to provide basic code-compliant services to each lot.

Directors agreed to move forward with next steps: consider sewer system options and solicit estimates. Shareholder input will be sought when additional information is available (anticipated Spring/Summer 2022).

6. LIRF Review

a. Lot 18 Request

The request from Lot 18 Shareholders was discussed, and questions requiring clarification were identified. General consensus was that CLRC would not be interested in the sale of the parking area, but that the “triangle” might be considered pending confirmation of area and valuation based Lot 10 selling price.

**MOTION: Value triangle based on sq ft price of Lot 10. Draft proposal to Lot 18 owners. Pending agreement, presentation at AGM.**

**APPROVED (7/0/0)**

7. Administration

a. AGM Preparation (Dec 5)

The usual AGM agenda will be followed, but if Directors have any additional items please advise the Chair. The Operations Report will include defibrillator discussion, and Lot Sales will be separated out in the budget/finance presentation. The Capital Plan items may not be ready for the AGM, and if so an extraordinary meeting could be called for the Spring, if required.

b. Budget Responsibility Areas

Directors should report on their budget responsibility areas.

c. Website Address

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Directors considered two possible web addresses ([www.clrc.bc.ca](http://www.clrc.bc.ca) or [www.cowichanlakerc.ca](http://www.cowichanlakerc.ca)) and generally preferred the shorter address.

**UPDATE:** [www.clrc.bc.ca](http://www.clrc.bc.ca) was not available. [www.clrcbc.ca](http://www.clrcbc.ca) has been secured.

d. Lot 4 Rental Request - Bruce Grant

A request has been received to lease Lot 4 until April 30 at \$1000/month. It was noted that the lease rate across the road (new development) is \$10,000/year for three years.

It is anticipated that a motion will be brought forward to the AGM re: splitting Lot 4 into two lots, for rental and/or sale (timing of split and/or sale at the discretion of the Board).

**MOTION:** Allow lease of Lot 4 to April 30 at \$1000/month.

**APPROVED (7/0/0)**

**UPDATE:** Request was amended to month-to-month long-term lease, however several Directors expressed concern with long-term rental implications. Lease/rental offer was withdrawn.

e. Lot 30 - Fence Decision

Lot 30 Shareholder expressed concern that the Board was applying rules inconsistently between Lot 30 and Lot 31, and that resolution should be fair and equitable.

*George left at 9:10*

Directors felt the issue should be discussed again.

**ACTION:** Michele to confirm process to reconsider a previous Board decision, and also assigning an interim Chair if/as required.

8. In Camera

Meeting adjourned at 9:19pm