

COWICHAN LAKE RECREATION COMMUNITY

Board Meeting
Saturday, April 29 @ 9:00am

Attending: **Rick Jeffery** (Chair), **Elaine Dagg-Jackson** (by phone), **Lloyd Ferguson, Sue Fox, Michele Gibbs** (minutes), **Jay Thomas**

Regrets: **Kim Chadwick**

Guests: **Jim Bourne**

DECISION ACTION RECORD

1) Meeting Matters

a. **DECISION:** Approve 230429 Agenda as amended – SF/JT (6 approve/0 reject/0 abstain)

b. **DECISION:** Approve 230221 Minutes - JT/LF (6/0/0)

2) MSR Update

a. Status Update - see email from Doug/Plan Contracting

b. Paving

- Paving was not included in the original project, and rough estimates are significant (\$750K)
- Concern about gravel/fines sloughing into the lake (boat ramp area) due to damage/cuts to concrete for pipe laying
- Concern by some that SH will not support additional paving project and those SH who previously had asphalt access will not be “made whole” (discussion at June information meeting)
- Preference to complete/evaluate MSR Project before initiating another large project (paving)

ACTION: Rick/Jay to get paving quotes for (whole job, and sections)

c. “New” Shareholder Responsibilities - new SH are not responsible for Water/Waste Water project, however those items that are extras or subsequent to the project (road improvements, paving, catch basin installation) will be the responsibility of all current SH. *See also Item 3 (Financials) below.*

ACTION: Rick/Elaine to draft communication

d. Contractor Responsibilities - Jay is logging deficiencies. Issues related to sewer box installation have been resolved.

ACTION: Jay to implement annual Spring review of SH installed fittings

e. Treatment Plant Maintenance - MRS/Plan will provide a full tutorial for plant maintenance at the conclusion of the project. In addition to Board participation,

identifying several SH to also receive training would be beneficial. Consider: Evan Willaims (1B), John Legget (6), Mike Moss (43). As-built drawings will be requested.

ACTION: Rick to request as-built drawings

3) Financials

Lloyd provided the following documents in advance of the meeting.

- a. [AR Summary](#)
- b. [Budget Comparison](#)
 - Legal costs and Site 4 project costs were known and accounted for in 2022 but paid in 2023, and have impacted cash position
 - Property taxes owing = \$28,000
 - Repairs & Maintenance costs are less than anticipated by ~\$20,000
- c. Project Status:
 - Cash on hand (after last MSR payment) = \$369,474
 - Contract is \$1,558,000 + \$33,500 (extras) = \$1,591,500
 - Paid to date = \$1,200,000
 - Owing = \$391,500
 - Project extras include: road build up, catch basin, filters, city water hook-up, CLRC lot hook-ups, hydro hook-ups, washrooms.
- d. Cash Call Update:
 - Line of credit still available = \$150,000
 - SH were advised the project would require SH contributions of ~\$13,000/SH
 - Cash calls to date = \$12,000/SH
 - Better to do a final cash call at the end of the project, rather than \$1,000 and then another.
 - Use LOC to pay MSR and then cash call to wrap up all costs.
 - \$1,000/SH = \$55,000
 - Final accounting for project is required to present to SH (including how project was funded (contingencies, LOC, Site 4 sales, etc.)
 - Final accounting and cash call in June (June information meeting)
- e. Reserve (future):
 - Cash balance following project completion will be depleted
 - Current annual operating costs are \$153,000, with a \$25,000 contingency
 - Consider a reserve of 50% (or ?) of annual operating costs; alternative would be to have cash calls on an as-required basis
 - Reserve would be established over 2-5 years; not all at once
 - Requires discussion/input from SH (June information meeting)
- f. Other items:
 - Project maintenance is not yet reflected in operating budget. MSR/Plan will be asked for a 10 year estimate for parts/maintenance to assist with budget

planning. This will be in addition to the current \$25,000 Park maintenance budget.

4) LIRFS

- a. Communications - Mike Bourne (# 10) is Chair of the LIRFs committee, with Kim Chadwick (#20) and Sue Fox (#15). Currently if a LIRF is straightforward it is approved immediately by Mike (and the Board advised) without going to the committee. Should those LIRFs requiring further consideration be sent directly to the Board or go to the Committee?

Without Kim's input (LIRFs/Marina) this decision should be postponed. Directors were comfortable with LIRFs coming to the Board directly, eliminating the need for a LIRF committee.

- b. LIRF Access - Board would like to see completed/approved LIRFs posted to both Google Drive and website

ACTION: Michele to action LIRF posting to Google Drive and website

5) Park Community Events

Sue will organize a July 1 event. Given current financial commitments, no budget allocated (pot-luck event).

ACTION: Sue to organize pot-luck event for Canada Day

6) Operations

- a. Site 4 Electrical Shed - Board discussed re-use of shed for storage and possible siting. With additional storage becoming available in treatment plant storage container (C-can) and in one of the to-be decommissioned washrooms under the house, it was felt that the shed was surplus and could be sold.
** Jay has listed on Marketplace (230501)*
- b. Work Parties - The following work parties will be required:
 - Exterior of Treatment Plant Storage Container (C-can)
 - Pathway improvement (between #9 and #10)
 - Lawn re-seeding (post project)
 - Basement (longer term) - renovate workshop to meeting room / common space, including kitchen

7) Communications

- a. Website - Update underway. Board to review (<http://www.cowichanlakerv.com>) and provide comments.
 - Ensure site indicates no rentals available

- b. Renter Communication - Elaine will amend SH communications for sharing with renters.
 - Sue will get contact information for #13
 - Jim will get contact information for #9

ACTION: Elaine to ensure renters receive appropriate updates

8) Insurance

Sue would like to be reimbursed for paper and toner costs incurred for printing e-mailed insurance confirmation documents. An alternate is to file e-documents on Google Drive, however confidentiality is a concern for some SH.

9) Other Business

- a. Treasurer - Linda Fox has agreed to shadow Lloyd and take on the role of Treasurer (pending SH approval/election in December 2023). Lloyd will consider the financial technology to support concerns (single vs multiple signatories; bank in Victoria; Linda in Nanaimo).
- b. Queries for MSR/Plan - The following concerns were noted throughout the meeting:
 - The concrete at the boat launch was cut for laying pipes and there is concern about gravel sloughing into the lake post-project. Will this be repaired?
 - Clean gravel to fill "holes" at boat ramp/launch (not sure if this is related to the cut concrete).
 - Is MSR/Plan responsible for asphalt damage? While the substrate was inadequate, it was damaged by the project.
 - What will the final road top lift product be? The product currently on Cougar Row (Sites 54-59) looks best. Should be consistent throughout Park.
 - Water meter - is there one or two? The old should be decommissioned.
 - Will grass be replaced where there was grass before (ie/ Site 12)? Is this MSR or CLRC?
 - What will go on top of catch basin at Site 5?
 - Where is the septic field on Uplands Row (~Sites 40-40); indicate where grass can/cannot be grown. Also, caps are not level.
 - Site 1B - damage to fence
 - Site 44 - fence post holes damaged (but they were repairing on their own)
 - Site 53 - fence post holes damaged
 - What is the anticipated 10 year cost for plant maintenance (for budgeting purposes)?
 - As-built drawings reflecting any changes are required.
 - Holdback of 10% for 10? days following application for final payment?

10) Adjourn

Meeting ended at 10:37am

Next meeting: June 17 @ 9:00am, followed by SH information meeting