

COWICHAN LAKE RECREATION COMMUNITY

Board Meeting @ CLRC

Saturday, June 17, 2023 @ 9:30am

Attending: **Rick Jeffery** (Chair), **Kim Chadwick**, **Elaine Dagg-Jackson**, **Sue Fox**, **Michele Gibbs** (minutes), **Jay Thomas**

Regrets: Lloyd Ferguson

Guests: Linda Fox (#41)

DECISION ACTION RECORD

1) Welcome & Agenda Review

Rick welcomed Linda to the meeting, noting that she is shadowing Lloyd in preparation for putting her name forward for the Board/Treasurer at AGM2023.

DECISION: Approve 230617 Agenda as discussed – (6 approve/0 reject/0 abstain)

2) Approve Minutes

DECISION: Approve 230429 DAR (6/0/0)

Michele reviewed Action Items from last meeting:

- Communication re: financial responsibilities of "new" shareholder for costs outside of scope of water/wastewater project. Rick has provided verbal update, however information should also be provided in writing. Rick/Lloyd/Elaine
- Request as-built drawings / arrange plant maintenance tutorial. Rick will request drawings and arrange tutorial as part of project wrap-up.
- LIRFs posted to website and google drive Michele
- July 1 event - Sue
- Communication also going to renters (9/13) - Elaine

3) Expenditure Authorization – Roadway Resurfacing

- a. Expenditure Authorization – Roadway Resurfacing

The following motion was approved electronically on May 25, 2023: See 3a for rationale, background, recommendation and results.

MOTION: *The CLRC Board of Directors is authorized to undertake the resurfacing of the previously paved roadways in the Park using 100% crushed asphalt (recycled), including preparation of the road base, at a cost of approximately \$90,700. Financing will be completed using the existing Line of Credit and repayment options will be determined by the shareholders at the 2023 Annual General Meeting in December.* **APPROVED**

4) Water/Wastewater Project Update

- a. Request for Extras (MSR, 23.06.15)

Status Update

- Rick and Jay provided a status update
 - See also 6c Water Wastewater Project Finances
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- Plan Contracting indicates only lawn seeding remaining; expects to remove/demob on Monday, June 19
- Concerns and deficiencies noted (not complete list):
 - Uplands Rd – gravel to be pulled back from parking area to allow grass replacement
 - Three road surfaces below house
 - Lack of project/staff supervision and/or oversight

ACTION: Rick/Jay will arrange final walk-through with Mike Seymour

ACTION: Directors to identify any deficiencies to Rick/Jay

Request for Extras

Directors reviewed, line-by-line the “Request for Extras” shared by Rick in advance of the meeting (4a).

- A fixed price contract was expressly chosen based on learnings from Honeymoon Bay project.
- No change work orders were received for the project.

ACTION: Rick / Jay will prepare a response to the Request for Extras

ACTION: Rick / Lloyd will negotiate final costs with MSR

Project Maintenance

Directors discussed maintenance costs, currently estimated at \$70K/year. The maintenance contractor will be Cornerstone, however Directors and some Shareholders will receive maintenance training to handle basic requirements. Most issues will be handled remotely, with direction from Cornerstone to SH/volunteers.

Roadway Resurfacing

There was a misunderstanding/miscommunication with regard to roadway resurfacing, such that the contractor (Plan) included only trenched areas (patching) on either side of Site #60, rather than full resurfacing.

ACTION: Rick will outline to SH at Shareholder Information Meeting

5) Operations Update

Jay noted that several work parties will be necessary but will not be organized until project completion. Projects anticipated include lawn reconditioning where damaged during project (Uplands Rd, Entrance/Exit).

The status of the irrigation pipe/pump (from the Lake) is not known. Irrigation by city water may be required and will incur costs. Consideration for cost sharing is required.

6) Financial Update

- a. CLRC Budget Comparison (230605)
- b. CLRC Accts Receivable (230605)
- c. Water Wastewater Project Finances

Rick reviewed the financial documents provided, in advance, by Lloyd. Directors also discussed financial concepts for consideration at AGM2023: determining an operating reserve and transfer fee upon share sale/purchase.

- ACTION:** Lloyd/Michele to ensure a future agenda item
ACTION: Directors to consider a working group to develop proposal(s) for AGM2023

7) LIRF Update

It was clarified that Mike (#11) handles non-contentious LIRFs and copies the Board on all approvals. LIRFs that raise any questions are referred to the Board. While a committee process exists, in most cases the full board is consulted and this is felt to be most effective and expedient.

LIRF name change suggestion: Shareholder Improvement Request Form (SIRF)

- ACTION** Michele/Kim to revise Rules & Regulations to reflect LIRF process change (to be approved at AGM2023)

8) Marina Update

Kim asked for Board clarification regarding slip allocation. There is consensus that slip allocation is based on the waitlist and marina management (ie/ boat size) concerns. Seniority (ie/ time at CLRC) is not a factor in slip assignment/allocation.

Kim noted that she will be trialing different ropes and buoys for the swim area this year.

- ACTION:** Michele/Kim to ensure Rules & Regulations more clearly reflect slip allocation process

9) Communications Update

Elaine will include the following in the next Shareholder Update:

- Shareholder Information Meeting summary
- Any PWC slips vacant as of July 1 will be reassigned
- Bunkhouse/sheds should have working smoke detectors and fire extinguishers
- Current Proof of Insurance documents (RVs & boats) must be provided to Sue Fox (#15)
- Campfires should not disturb neighbours (smoke)
- Speed within Park is “dead slow”
- Let’s have a great summer – be kind & courteous

- ACTION:** Elaine to prepare SH Update for early next week (week of June 19)

10) Administration

Michele provided a brief update for each of the following items”

- Governance – Reed Pope advises Resolution to Waive Auditor requires signature from all Shareholders
- Rules & Regulations – draft to be completed by August 13
- Website – initial changes complete; documentation review underway

- ACTION:** Michele to query Reed Pope re: resolution to waive auditor

Board Meeting ended at 10:55am

Directors moved to SH Information Meeting and Q&A