

COWICHAN LAKE RECREATION COMMUNITY

Virtual Board Meeting
Monday, October 17, 2022

Attending: **Rick Jeffery (Chair), Kim Chadwick, Elaine Dagg-Jackson, Lloyd Ferguson, Sue Fox, Michele Gibbs (minutes), George Hillier**

Regrets: **None**

DECISION ACTION RECORD

1) **220921 Minutes**

DECISION: Approve 220921 Minutes - SF/LF (7 approve /0 reject / 0 abstain)

2) **Project Update**

Septic lines on the beach were shifted from the laneway side to the lake side of sites to better access Site #53. Work on the beach is almost complete.

There has been some damage to Site 18 (crane truck made contact with unit), and power loss to Site 60, both of which will be addressed through the contractors' insurance. There is also a report of damage to Site 60 shed roof which is being investigated.

Brad Kochanuk is sub-contracting electrical services for the project; he is very familiar with CLRC, having done the recent electrical upgrade.

ACTION: Rick to liaise with MSR re: filter options/costs

Update from MSR (221018): The less expensive charcoal filters available online will fail due to moisture and the small volume of charcoal. The Wager units are recommended, as they provide a moisture screen and use a media lasting 8-20 times longer than charcoal, with replacement annually.

Boat ramp will not be available until next year due to ongoing need for environmental protection measures along the beach. SH can use alternate boat ramps (ie/ at Youbou) if required.

ACTION: Elaine to send Update #3 on Thursday/Friday (Oct 20/21), including photos.

3) **Legal Update**

The Disclosure Statement (DS) has been filed. Site 4b closes on receipt of DS, Site 4a closes on 221130. This legal work has been handled very competently by Reed Pope.

Directors discussed next steps for Site 13. Mike Bourne may have documentation, and Jim Bourne has found boxes of Park records (2005-2011) and moved them to the basement.

ACTION: Michele to liaise with Reed Pope re: Site 13.

ACTION: Lloyd to provide prior ruling (if available)

4) Property Tax Allocation

Directors reviewed the property tax assessment and allocation as proposed by Lloyd and Carolyn. Sites 1B, 4B, & 17 are not included in the assessment roll, and the assessment roll has not captured some sites with park models.

The following rule wording was proposed and approved at the Nov 2018 AGM: *If BC Assessment Authority deems a lot improvement adds value to taxation distributed to lot owners, then the lot owner is responsible for paying. (This will be effective for the taxation year commencing July 2019).*

The Directors noted that should the sites with park models be captured the overall assessment would increase and those SH would be responsible for the increase at the time. Lloyd will review the property tax assessment at AGM2022.

5) Project Financing & Payment Schedule

Directors discussed project financing and cash flow. There is ~\$70,000 in the bank, with ~\$285,000 in October (Site 4a completion), and ~\$290,000 in November (Site 4b completion). The next project invoice is expected in Oct for ~\$200,000.

The first SH installment was requested 220830, and was fully collected by 220922. There has been no payment schedule provided to SH, other than that it was anticipated there would be three payments (see Lloyd's email of 220815)

Director's agreed a second payment would be requested in November, for payment in December.

6) Park Operations

Safety - Fencing and tape clearly mark the construction site/zones, however additional signage re: liability (No Entry, Enter at Own Risk) should be installed.

ACTION: George to source and install signage.

ACTION: Elaine to remind SH in Updates that access is at their own risk

Caretaker - It was suggested that a checklist of tasks or responsibilities (yearly/quarterly/monthly/weekly/daily) can clarify expectations, monitor performance and facilitate performance reviews. Rick will meet with Jim to review and address any concerns Jim has about his current responsibilities.

ACTION: Rick to conduct Caretaker Performance Review.

ACTION: George to prepare a daily/weekly/monthly caretaker checklist by month

ACTION: Lloyd and George to look into hydro meter for House

7) Marina Update

Slip assignments continue to be a concern. Directors discussed advising the shareholders that the Board would add guidelines to the Moorage policy which allows for reassignment of slips not in use, based on best-use allocation. It was also noted that high-demand slips should be used for boats and not for canoe, PWC or similar.

ACTION: Kim to review existing Rules & Regulations and propose guidelines to the shareholders to address Slip Assignment and Use

8) Electrical Update

Kim provided an update on the Electrical Assessment for lots 18-22 and 34-45. As part of the assessment the electrician noted that the electrical panel in the alley is currently a potential fire risk (needs to be kept clean, eliminate brush, provide fire suppression kit). Brad Kochanuck will provide an estimate for upgrades based on one or two phases, including an updated electrical box.

ACTION: Kim to prepare Electrical Upgrade summary for AGM, including info about fire suppression kits and where they should be located.

It was noted that no action has been taken to move forward with Defibrillator Kits, primarily due to the liability for ensuring maintenance.

9) Next Meetings

AGM Preparation - Wed, Nov 16 @ 7:00

- Elaine to send invitation
- Rick to review AGM agenda items and assign
- Lloyd to consider financial impacts of moving AGM from Dec to Jan (per SH question)

AGM - Sun, Dec 4 @ 10:00, Upstairs @ Youbou Hall. Sue has booked.