

COWICHAN LAKE RECREATION COMMUNITY

Virtual Board Meeting

Tuesday, February 21, 2023 @ 7:00pm

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

Regrets: None

DECISION ACTION RECORD

1) Welcome & Agenda Review

DECISION: Approve 230221 Agenda as amended – EJ/JT (7 approve/0 reject/0 abstain)

2) Approve Minutes

Michele noted that all but one set (22.04.10) of draft minutes have not been approved and therefore not posted to the website:

- a) 21.11.30
- b) 22.02.02
- c) 22.03.22
- d) 22.08.21
- e) 22.10.17
- f) 22.11.16 – AGM Prep

Minutes of the 22.04.10 Meeting were corrupted; Michele is working to recover. Jay abstained as minutes predate his Board term.

DECISION: Approve draft minutes as listed above – LF/SF (6/0/1)

ACTION: Michele to recover 22.04.10 Minutes

3) Appointment of Roles and Responsibilities

- Rick Jeffery #31 – President
- Lloyd Ferguson #7 – Treasurer
- Michele Gibbs #52 – Secretary
- Elaine Dagg Jackson #50 – Communications
- Kim Chadwick #20 – LIRFs & Marina
- Sue Fox #15 – Insurance
- Jay Thomas #12 - Operations

4) MSR Update

- Payment schedule is on track; no indication of any additional costs
 - Winter shutdown expected to end on March 6, with activity on both sides of Park anticipated
 - Project end date expected in April with the Park operational by the beginning of May
 - Fencing blocking boat ramp access (and limiting dock access) will not be removed until project completion (environmental requirements)
 - Shareholders should check their hook-ups and advise in writing of concerns (if any) related to the project as soon as possible.
-

- Shareholders must either have a professional complete hook-ups or request approval by CLRC (Jay (#12)). Shareholders will be responsible (financial and other) for any issues related to improper hook-up. To request an inspection by CLRC/Jay, send an email to jayandmary@shaw.ca.
- Rick/Lloyd to liaise with Mike/MSR:
 - project updates and any revisions
 - system transition (old to new) & testing timeline
 - spec sheet for hook-ups to ensure standards/protocol

ACTION: Rick/Lloyd to follow-up with Mike/MSR

ACTION: Elaine to include project update details in February newsletter

5) Financial Update

- \$375,000 in bank at Q2
- Many Shareholders are paying fees in full, rather than quarterly installments
- \$962,000 paid to date for wastewater project, with \$596,000 remaining (total \$1.558M)
- Next payment in March (\$77,500) and then April (\$155,500)
- Shareholder levy #3 (\$4,000) will raise ~\$228,000
- Final shareholder levy (#4) will be assessed when project is complete
- Levy #3 communication to Shareholders by 28 February, with payment request by 31 March

ACTION: Elaine to include Levy #3 details in February newsletter

6) Operational Update

- Site #31 – Access required for washroom outflow excavation work. Rick & Jim arranging for RV to be relocated onsite (short-term)
- Sites #8, #9 and #13 require hook-ups. Directors queried renter vs CLRC responsibility. Lloyd will review the [Manufactured Home Park Tenancy Act](#)
- Rick and Jay will have a pre-season meeting with Jim to review Caretaker tasks/responsibilities and amend the Caretaker Contract as necessary

ACTION: Lloyd to review [Manufactured Home Park Tenancy Act](#)

ACTION: Rick and Jay to meet with Jim (Pre-season Caretaker Review)

7) Marina Update

Elaine to include Marina Updates as discussed at AGM2022 in the February newsletter:

- **PWCs must be in dock space by July 1, 2023 or dock space will be reassigned.** There are currently nine PWC dock spaces; CLRC is not obligated to provide PWC dock spaces
- Boat slips not in use after one year may be reassigned:
 - If an assigned slip is unused for one year (summer season), it may be reassigned
 - Shareholders are encouraged to liaise with Kim (#20) if their assigned slip is unused.
 - Shareholders may sublet or loan assigned slips to other Shareholders (note that use by non-Shareholders is not permitted)
- Minimum liability insurance coverage has increased from \$1M to \$2M (for both trailers and for boats/PWC)

ACTION: Elaine to include Marina Updates in February newsletter

8) LIRF – Site 4B (Bunk House)

Director questions addressed:

- Setback is 18” from property line
- Dripline is 12” from property line
- Both neighbours (#4A and #5) have been approached for feedback and neither have indicated concern (email string provided).

Director’s discussed consistency given previous rules for sheds and bunk houses. While empathetic to Shareholders impacted by previous rules, limitations were arbitrary. Current Rules and Regulations do not include size limitations.

It was noted that there is an outdated LIRF document on the website. Michele/Jordon to update.

DECISION: Approve LIRF 4B - Bunkhouse – KC/MG (6/0/1)

ACTION: Michele to ensure outdated document removed from website

9) Communications Update

- Next newsletter to be distributed by 28 February and include information from AGM and this meeting
- Very positive feedback received regarding efforts to increase communication

10) Site #9

Site #9 has accumulated garbage/waste and is in need of yard maintenance. George had offered to arrange a work party, but that assistance was declined. Rick will advise in writing that a clean-up is required and that if not complete by <March 31>, CLRC will arrange and assess costs to Renter.

ACTION: Rick to advise Site #9 Renter of clean-up requirements (in writing)

11) Site #18 - Use of Common Property

Site #18 Shareholders to be advised re: use of common property request (per discussion at 220821 Directors Meeting). Directors confirmed:

- SH assumes all liability and must submit LIRF for any/all improvements
- May not block views
- Reverts at time of sale of Site #18 or if requested by CLRC with specific notice
- Attach note to Share Register (MG/LF)

ACTION: Rick to advise Site #18 re: use of common property approved

ACTION: Michele/Lloyd to attach Rick’s communication to Share Register

12) Site #13 – Ongoing Sub-let

Further to discussion under Item 6, consider options for eviction. Lloyd to review Manufactured Home Park Tenancy Act and prior ruling re: eviction. Consider requesting legal opinion from Reed Pope.

13) Sites #18-22 and 34-45 - Electrical Update

- Kim would like to liaise with Brad and put out to tender; Brad has “ghosted” Kim.
- Rick will liaise with Brad, as service at road needs upgrade for waste water project

ACTION: Rick to liaise with Brad re: CLRC and connecting with Kim

14) Treasurer Shadow

Linda Fox (#41) contacted Lloyd following AGM2022 to indicate her interest in shadowing Lloyd; Linda is bookkeeper. Lloyd will invite Linda to work with he and Carolyn as the Finance Committee, and invite Linda to attend Board meetings as an observer.

Meeting ended at 8:30pm