

COWICHAN LAKE RECREATION COMMUNITY

Board Meeting (Virtual)
Wednesday, February 28 @ 6:00pm

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

Regrets: None

Guests:

DECISION ACTION RECORD

Rick joined the meeting at 6:35pm

Elaine left the meeting at 7:15pm

1) Agenda Review

Kim chaired the meeting prior to Rick joining the meeting at 6:35pm.

There were several additional agenda items:

- Water leak; lake irrigation; boat launch
- Communications
- Portfolio Assignments

2) Approve Minutes

Approval of the minutes was deferred to allow Directors additional review time.

ACTION: Michele to re-send and seek virtual approval.

- a) [2023 AGM Minutes](#)
- b) [230813 DAR](#)
- c) [230928 Written Resolution \(Signing Authorities\)](#)

3) Site 9 Update

Lloyd provided an overview of the Site 9 situation:

- If the unit is viable as a rental, CLRC would incur costs to address required remediation. If not, CLRC would incur costs to demolish/remove. As there is no likelihood of recovering any costs; the benefit to CLRC of regaining control of the site outweighs the loss. Directors felt that taking financial responsibility would enable timely decisions/actions that would ultimately benefit the Park.

ACTION: Michele to draft letter to Tenant re: confirmation of notice to end tenancy (Section 38(1) and Section 45); and, immediate access to assess viability of unit

- Directors noted that further consideration for transfer of title/ ownership and confirming status on Mobile Home Registry (registered/deregistered). Kim and Jay both have experience with these processes.
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There was some discussion about future use of Site 9 (single/subdivide; sell/rent), however Directors deferred any decisions pending further information. It was noted that subdivision/creating another Site would require the Board to consider dock/slip requirements.

4) **Site 13 Update**

Lloyd provided an overview of the Site 13 situation:

- CLRC filed a notice to end tenancy (Section 40(1): Cause; repeated late payment of rent) and Robert/Faith Powers (tenants) responded, requesting Dispute Resolution.
- Mary Thomas (Site 12) has been instrumental in gathering evidence for the CLRC response and liaising with the Residential Tenancy Branch (RTB). Lloyd and Michele are supporting Mary.
- The RTB Adjudication is scheduled for April 9.

It was noted that Richard Powers (occupant) does not appear to be living in the Site 13 unit, and Directors discussed the relevancy of this information in the RTB response.

- Richard is generally present for a short period on Saturdays only
- Cat appears to have been abandoned (or left to fend between visits)
- Would a letter from the Caretaker be helpful (indicating occupants infrequent use of site)?
- Can the occupant's alternate residence be identified?
- There was some discussion of insurance requirements (vacant periods), however it was noted that CLRC has no role in enforcing insurance policy requirements.

While legal counsel is not required for the RTB hearing, seeking feedback on the CLRC response package would be prudent. Rick and Lloyd will attend the hearing. Michele can be available as required. Mary would prefer to not be involved (good neighbour concerns), however will be available to consult as required.

ACTION: Lloyd/Rick to liaise with John McLeod re: CLRC dispute resolution package

ACTION: Michele to liaise with Mary to ensure package complete by March 4.

5) **Projects / Operations Concerns**

This item originally addressed a) Uplands Rd, however several other matters were raised during discussion and have been captured as follows:

- a) **Uplands Road** - Rick noted that Uplands Road has not been returned to previous condition post-WWTP. Grass needs to be restored on the sloped section between Sites 34-29 (approximately), which will address esthetic concerns (and therefore property values). Additionally, the excess gravel is a heat trap.
- b) **Sites 18-22** - Kim noted that this area has not been returned to previous condition post-WWTP. Pooling and various surfact materials need to be

addressed, again for esthetic and property value concerns. It was noted that the refuse retaining wall also needs to be address (what aspect?)

- c) **Water Leak** - Lloyd noted that, despite repeated attempts, there has been little response from MSR (Cole) to address the water leak. Identifying the leak location is critical prior to any landscape/remediation work. It was suggested that a hold be placed on the monthly maintenance fees (\$4000/month) until this issue is address.

ACTION: Rick to advise Mike (MSR) of water leak concerns and hold on maintenance fees pending resolution.

- d) **Lake Irrigation** - Given the need to irrigate any new lawns, and that SH are now relying on city water for irrigation, Directors discussed the need to pros/cons of reinstating the original lake irrigation system. While there may be some opportunity to reactivate the west (left) side of the Park, it will be somewhat more costly to get lake irrigation to the center and east (right) side of the Park. Additionally there is limited data to assess water use due to the two previous water leaks. It was noted that rules/policy may be required for water use at the Park given that all SH are assessed equally (water is not metered/site).

ACTION: Rick draft rules/guideline/policy re: water restrictions and water use at CLRC

ACTION: Lloyd will assess viability of reactivating lake irrigation for west side of Park

- e) **Boat Launch** - there is a large hole at the boat launch requires caution until repairs can be made

In summary, each of the above issues needs to be costed so that projects can be prioritized (including the electrical upgrade). Landscaping projects should also consider tree canopy preservation/replacement while ensuring WWTS is protected.

6) **Communications**

Directors brainstormed items for the “Notice of Season Opening”. Further additions should be sent to Elaine.

- Reminder of insurance requirements
- Care and attention when launching boats (due to hole at boat launch)
- Shareholder responsibilities:
 - Turn off water at source when leaving site for more than two days (and ensure water heater is off when water turned off
 - Leaves and debris on individual sites is the responsibility of the SH (not the Caretaker)
- Dock assignments

7) Caretaker Schedule of Work (SOW)/Task Schedule

Directors discussed Jim's performance and support during WWTP process, and agreed that a bonus was in order. It was noted that Jim has previously declined to sign a contract because it hasn't reflected the work he actually does.

Rick and Jay will review the task schedule and liaise with Jim about both his schedule of work and succession planning.

ACTION: Rick and Jay will review the task schedule and liaise with Jim about both his schedule of work and succession planning.

DECISION: Approve a \$2000 bonus in appreciation of additional work in 2023 (7/0/0).

8) Portfolio Assignments

Directors discussed the roles required for 2024 and agreed to the following:

- President - Rick
- VP Projects - Lloyd
- Treasurer - Linda
- Secretary - Michele
- Operations - Jay
- Insurance - Sue
- Marina & LIRFs - Kim (with support from Mike for LIRFs)
- Communications - Elaine

DECISION: Approve portfolio assignments for 2024 (7/0/0).

9) Next Meetings

As the meeting was running long and there were many calendar conflicts, this item will be addressed virtually.

Proposed Meeting Dates 2024

- February 28 - virtual
- Early Season - CLRC
 - May 26 or June 2
- Mid Season / Shareholder Info - CLRC
 - July 14 or July 21
- End Season - CLRC
 - Aug 25 or Sep 1
- Pre AGM - virtual
 - Nov 20/27
- AGM - Youbou or Duncan?
 - Dec 1 or Dec 8

Meeting adjourned at 7:45

Next Meeting: TBC