

Cowichan Lake Recreation Community (CLRC) Inc.

Annual General Meeting – December 1, 2019

Start Time: 10:00 a.m.

Finish Time: 11:30 a.m.

1. Welcome and Introductions

Item	Decision/Action
a. Rick Jeffery welcomed everyone to the meeting and introduced the Board Members.	

2. Attendance/Quorum

Item	Decision/Action
a. 31 Class A shares represented in person. b. 8 Class A shares represented by proxy.	AGM declared official.

3. Approval of 2017 AGM Minutes

Item	Decision/Action
a. Motion to approve the minutes of the Annual General Meeting of November 25, 2018 proposed by Holly Jeffery (Lot 30). b. Motion seconded by Laura Gordon (Lot 34). c. All in favour, none opposed.	Action: November 2018 AGM meeting minutes approved.

4. Welcome to New Shareholders

Item	Decision/Action
a. Rick welcomed the new shareholders of lots 28, 39, 41 and 57	

5. President's Report

5a. Priorities and Focus

Item	Decision/Action
a. Strong governance and processes b. Capital planning and funding	

<ul style="list-style-type: none"> c. Responsible fiscal management d. Resolving ownership of lands occupied beyond high water mark 	
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5b. Governance

Item	Decision/Action
<ul style="list-style-type: none"> a. Improving transparency and ensuring best practices and processes. b. Update Disclosure Agreement c. Streamlined LIRF process 	

5c. Capital Planning

Item	Decision/Action
<ul style="list-style-type: none"> a. Board session planned for winter 2020 to look at major project planning (for next 10 years) b. Considerations include: aging infrastructure, impact of raising weir, new projects, revenue and funding. c. New projects under consideration include: new workshop, space below caretaker suite, deck off caretaker suite, gates at entrance/exit, replacement of water lines. 	

5d. Revenue and Funding

Item	Decision/Action
<ul style="list-style-type: none"> a. Lot 17 sold and lowered b. Lots 4 and 10 available for sale (Subdividing Lot 4 will be considered. Lot owners will be consulted.) c. Pad Rentals: Lot 13 - for sale, Lot 9 – no change d. Contingency funding – (proposed in Treasurer’s report) 	

5e. Lands Beyond High Water Mark (HWM)

Item	Decision/Action
<ul style="list-style-type: none"> a. Legal survey of waterfront area completed in 2019 b. Parts of park (lots 42 – 45) extend beyond HWM c. Preliminary discussions held with TimberWest 	

<p>(TW)</p> <ul style="list-style-type: none"> d. TW proposing to raise weir to natural level of HWM. Position is no compensation required as not above HWM. e. Will initially operate with water level at weir 30 cm higher than current level and store water 1 month longer f. Implications to CLRC needs to be assessed g. Will take approx. 3 years to raise weir h. TW will adjust over a number of years, eventually to water level 70 cm higher than current level. Compensation issue will be addressed when water level higher than current HWM. 	
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5f. Special Recognition

Item	Decision/Action
<ul style="list-style-type: none"> a. Affairs of the park can not be effectively managed without the contributions of park volunteers. b. Special thanks to: work parties, Ken Burke, Jack Pagani, Board of Directors, Jim Bourne and Roy Bell. 	

5g. Major Park Projects This Past Year

Item	Decision/Action
<ul style="list-style-type: none"> a. Hydro upgrade of lots 23 to 34 b. Repair wall for lots 42 to 45 (\$45K, including c below) c. Foundation for completion of north fence d. House wall (\$12K) 	

5h. Maintenance Projects This Past Year

Item	Decision/Action
<ul style="list-style-type: none"> a. Sewage system issues – beach lots and Uplands Row (Shareholders responsible for ensuring only acceptable items are put into the park sewage system.) b. Repair and upgrade Uplands Row electrical shed c. Buttress wall in front of lots 57 and 58. 	

5i. Maintenance Projects for 2020

Item	Decision/Action
<ul style="list-style-type: none"> a. Stain north fence b. Strapping of wall in front of Lot 18 c. Lot 1 roadway drainage d. Piling extensions for swim dock e. Signage f. Lot 17 fence 	

Question: Who is responsible for fencing for lots 42 – 45? **Answer:** Lot owner responsibility

Question: There is rebar in the water in front of lots 42 – 45, who will address? **Action:** Jim Bourne will ensure these are ground down.

5j. Liability Insurance

Item	Decision/Action
<ul style="list-style-type: none"> a. All lot owners to provide for lots/units and all motorcraft. b. Insurance for lots/units must be submitted at the beginning of the season. c. Insurance for all motorcraft must be submitted prior to launching. d. Cooperation of all lot owners is required. The Board does not want to spend valuable time pursuing lot owners to provide, nor fining lot owners for non-compliance. 	

6. Rules and Regulations – Major Changes Proposed

Item	Decision/Action
<ul style="list-style-type: none"> a. Unless there is an emergency, no Board expenditure of greater than \$15,000 can occur without the support of the majority of the lot owners. 	<p>Action: Laura will update to state “Except in an emergency, any expenditures over \$15,000 will have to be approved at a Board meeting and shareholders will be advised the motion to spend the funds will be voted on by the members</p>

<ul style="list-style-type: none"> b. Units new to CLRC must be less than 15 years old and must be in good condition. (Note: A new process will be developed to assess the condition of older units. c. Septic System <ul style="list-style-type: none"> - Only water and toilet waste permitted in CLRC septic system - Lot owners with seasonal lots must ensure the septic outlet is appropriately capped with a screw on lid during winter months. - Black water tanks are to remain closed except when they are being emptied. d. Guest parking is primarily for guest use. Low owners may park only 1 of their vehicles in guest parking area. e. Liability Insurance <ul style="list-style-type: none"> - Lot/unit liability insurance must be provided by June 1 each year. - Motorcraft liability insurance must be provided prior to launching motorcraft. f. New owners will be required to sign a document indicating that they have read and understand the Rules and Regulations. g. The Dock and Moorage Policy applies to all lots (no exceptions). 	<p>present and a majority of those present will be required to pass the allocation of funds.” (Follow-up note: Rick to check with the bylaws to see if this is permitted.)</p> <p>Motion to approve Rules and Regulations changes proposed by Laura Gordon – Lot 34. Seconded by Colleen Burke – Lot 60. All in favour, non opposed. Action: Rules and Regulations changes approved.</p>
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7. Treasurer’s Report

Item	Decision/Action
<ul style="list-style-type: none"> a. Financial reports for 2018/2019 received late from accountants b. Revenues up slightly due to rental of Lot 17 c. Caretaker costs up slightly due to additional expenses d. Another undetected water leak. Able to have costs reduced from \$9K to \$1.5K 	<p>Action: Jim to take regular water meter readings</p>

<ul style="list-style-type: none"> e. Repairs and maintenance (\$19K) and septic pump outs (\$7,400) – hopefully an anomaly f. \$78K in bank does not include wall repair for lots 42 – 45 g. Strata fees increasing \$12.50 per month to build up contingency fund. 	<p>Motion to approve made by Michele Gibbs (Lot 52) and seconded by Mike Bourne (Lot 39). Action: Unanimous approval, motion carried.</p>
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8. Standard Resolutions

Item	Decision/Action
<ul style="list-style-type: none"> a. That the Annual Financial Statements of the Company, Statement of Profit and Loss, and Balance Sheet for the previous Fiscal Year be hereby approved and adopted b. That all acts, contracts, resolutions, proceedings, appointments, elections and payments made, done and taken by the Directors and Officers of the Company since the last meeting of the Shareholders referred to in the Reports of the Company be, and the same are hereby approved, ratified and confirmed. c. That BakerTilly be appointed Accountants of the Company until the next annual reference date at the remuneration to be fixed by the Directors, the Directors being hereby authorized to fix such remuneration. d. That pursuant to Section 203(2) of the Business Corporations Act, the Appointment of an Auditor for the Company is hereby waived and the necessity for an audit to be made of the financial affairs of the Company for the ensuing year is hereby dispensed with. e. That the 25th day of November, 2018 be selected as the annual reference date for the company for its current annual reference period. 	<p>Vote: All in favour, none opposed. Approved.</p> <ul style="list-style-type: none"> a) 1st – Ken Lidstone (Lot 32), 2nd – Sherri Bourne (Lot 11) b) 1st – Colleen Burke (Lot 60), 2nd – Tim Christie (Lot 44) c) 1st – Dave Seivewright (Lot 29), 2nd – Terry D’Archangelo (Lot 53) d) 1st – Sean Gibbs (Lot 52), 2nd – Heather Washington (Lot 24) e) 1st – Mike Burdon (Lot 39), 2nd – Holly Jeffery (Lot 30)

8. Election of Board Members

Item	Decision/Action
<ul style="list-style-type: none"> a. The current Board of Directors resigned. b. Jack Pagani and Ken Burke stepping down as Board members. c. Incumbents putting their name forward to remain on the Board included Lloyd Ferguson (Lot 7), Laura Smallwood (Lot 59), Susan Fox (Lot 15), Mike Bourne (Lot 11), Rick Jeffery (Lot 30), Shelley Milligan (Lot 18) and Lynn Ross (Lot 12). d. Lot owners new to the Board include George Hillier (Lot 5) and Chris Wipplinger (Lot 47). 	<p>Motion to approve made by Sherri Bourne (Lot 11) and seconded by Dave Seivewright (Lot 29).</p> <p>Action: Unanimous approval, motion carried.</p>

9. Other Business

Item	Decision/Action
<ul style="list-style-type: none"> a. Cleanup area behind the house b. More volunteers are needed to help out in work parties and emergencies. c. Suggested the park would benefit from providing parking for handicapped individuals d. Lots 4 and 10 – will work to have the old mobile home units removed by spring. e. Tim Christie (Lot 44) offered his thanks for addressing the lake wall issue. 	<p>Action: Jim to address</p> <p>Action: Board to address</p> <p>Action: Board to address</p>