

Minutes for CLRC Board Meeting April 19, 2020 (Draft)
Held on the beach with social distancing

Attendees

Shelley Milligan
George Hillier
Rick Jeffery

Sue Fox
Lloyd Ferguson

Absent

Mike Bourne

Guest

Jim Bourne – Caretaker

1) Review of February 8, Action Items

- a. **Action:** Lloyd to take Director Forms to lawyer **Complete**
- b. **Action:** Laura to work with George on updating of contract. **Complete**
- c. **Action:** George to work with Jim in marking lot 42 – 45 lot lines and installing post holes. **Complete**
- d. **Action:** Rick to send response to owner of Lot 45 indicating that the park will take care of Lot 42 perimeter fence, measure lots and install post holes. Shareholders to take care of own internal fences. **Complete**
- e. **Action:** Laura to review Rules and Regulations and ensure they state that lot owners of beach lots must remove their own internal fences at the end of each season and install at the start of a new season. **Complete**
- f. **Action:** Lloyd to investigate and provide clarification regarding charging GST upon the sale of a lot. **Complete**
- g. **Action:** Rick to obtain legal opinion on removal of trailers at owner's cost. Rick will contact Reid and Pope. **Complete – letter sent to D. Beausoleil**
Action: L. Ferguson to solicit an estimate for the cost of removing trailers from lot 4 and 10.
- h. **Action:** Mike to provide cost estimate on subdividing lots, plus list of pros/cons. Board will meet to discuss; recommendation will be presented to shareholders. **Ongoing – costs estimated at \$20,000. Subdivision requires consultation and is part of strategic capital plan**
- i. **Action:** Rick will check company bylaws to ensure expenditures can be voted on at a Board meeting is permitted. **Ongoing**
- j. **Action:** Mike B and Jim B to measure lot 17 (working off measurements from lots 52 and 53) **Complete**
- k. **Action:** Rick to lead development of Capital Plan. **Board has agreed to set up a committee led by R. Jeffery including 2-3 members of the Park to undertake a strategic capital plan for the Park for presentation at the AGM. Moved G. Hillier; Seconded S. Milligan; Approved unanimously.**

- l. **Action:** Mike to obtain 3 quotes on replacement of water lines. **Delayed due to COVID 19.**
- m. **Action:** Rick to contact professional for septic system assessment. **Delayed due to COVID 19.**
- n. **Action:** Lloyd to amend banking for a single signature cheque up to \$5,000. **Complete**

2) Park Opening during COVID19

- a. Opening date consistent with health authority orders and guidance.
Action- send email to owners advising Park is open and that current public health rules are in effect. The washrooms will remain closed until safe to reopen in accordance with health authority orders and guidance.
- b. Trailer and suite rentals
Action – Advise owners of rental units that they must inform renters that public health rules and guidelines are in effect for renters. Encourage rentals to be delayed during the COVID pandemic.
Action – rentals for the downstairs suite cancelled until further notice.

3) Board Membership

The Board discussed replacements for C. Wipplinger, Laura Smallwood and Lynn Ross who have resigned for personal reasons. Directors need to be elected by the owners. Replacement would require a special general meeting. At this time the Board agreed to continue the 2020 season with the remaining Directors. If during the season Board members were to be added a special general meeting would need to be held or an electronic vote would need to be arranged (need to check if this is permitted under the bylaws and Act).

S. Milligan will serve as Secretary for the remainder of the season.

Action - The Board will seek an owner to volunteer to assist S. Fox with the website.

4) Finance Update

Finances are in good shape with approximately \$140,000 in the bank. Financial statements are being prepared for distribution to the Board.

5) Caretaker Update

Combined with the Operational Planning Update

Special thanks to G. Hillier, K. Burke, M. Cerda and J. Bourne for finishing the perimeter fencing on lots 17 and 42.

Special thanks to D. Porter, K. Burke and M. Cerda for removal of the swim raft and log from the marina.

Special thanks to L. Ferguson and N. Fiocco for helping clean up the beach.

6) Operations Planning

- a. Operations Projects planned for 2020 include:
 - i. Staining North fence **Decision was made not to stain the fence as it is too late and has already started to turn grey.**

- ii. Wall lot 18 – Wall strapping and third buttress. **Will be completed soon.**
- iii. Lot 1 – Roadway drainage. **Deferred - to be included in potential water line replacement project.**
- iv. Repair of roads and lawn from water line repairs. **On caretaker list.**
- v. Piling Extensions for Swim dock **On caretaker list.**
- vi. Signage **Signs are installed**
- vii. Lot 17 perimeter fence **Complete**
- viii. Lot 42 perimeter fence **Complete**
- ix. Other – the following were added to the operations project list
 - Irrigation pump needs maintenance
 - Water line repairs are ongoing
 - Surplus power needs to be established to ensure there is power for the proposed new shop. Requires an electrician

7) Capital Projects

- a. Costing water line replacement. **Delayed due to COVID 19.**
- b. Costing sewerage systems. **Delayed due to COVID 19.**
- c. Capital Planning **Committee authorized see above.**

8) New Disclosure Statements

No action required

9) LIRF Approval Parameters

The Board adopted the following parameters for LIRF's that had been previously submitted but not approved:

- a passage of time of which duration should be a minimum of two years, or
- a distinct change in the physical environment affecting the proposed changes, or
- a change in the park rules and regulations affecting the LIRF application

The LIRF Committee Chair was requested to communicate all LIRF decisions to the Board to ensure efficient communication of decisions.

10) Subdivision of Lots 4, 9 and 10

This item will be included as part of the strategic capital plan. Further consultation with owners will be required. The Board agreed that there is no rush to sell lots at his time and this provides the time to make these decisions in the context of the future vision for the Park and funding future capital requirements and projects.

11) Other Business

The Board agreed to hold 4 meeting each year:

- A winter meeting (February) to review AGM items, appoint Officers and develop the priorities and direction for the upcoming season including operational and capital plans.
- Spring meeting (April) to start implementation of plans and get ready for the season.
- A Fall meeting (September) to review the season and prepare for the AGM.

- The AGM (October/November).

In addition, the Board will hold a Town Hall meeting, at the lake, during the summer operational period to communicate ongoing items and solicit owner feedback. Most importantly the Board committees will continue to conduct their business, on behalf of the Board, which requires ongoing interface with the owners around operational and strategic issues.

Action – Arrange and hold a Summer Townhall meeting at the lake.

It was recommended that several social events be held over the summer (i.e Canada Day, etc.) to facilitate community spirit and provide fun events for owners to participate in. These are subject to the ongoing public health orders and guidelines due to COVID19.

12) Next Meeting

A date will be set in September for the next Board meeting and emailed to the owners.

Action – Board to set September Board meeting date and email to owners.