

Board Meeting August 4, 2019

Attendance:

In Person: Lloyd Ferguson, Sue Fox, Rick Jeffery, Mike Bourne, Ken Burke, Jack Pagani, Laura Smallwood, Lynn Ross

Absent: Shelley Milligan

Start Time: 10 a.m. End Time: 12:00 p.m.

1) Approval of April 7, 2019 Meeting Minutes

Moved: Lloyd Seconded: Rick All approved

2) Caretaker Update

- a. Liability Insurance - 2 outstanding, follow up required.
- b. Recurring Septic Issues:
 - i. 50+ Caretaker hours and many volunteer hours to date. Plus costs for equipment rentals and septic companies/plumbers.
 - ii. Need to send regular reminders to lot owners. Stay vigilant. Our 3" pipes clog easily. Nothing but water and toilet waste to be put into our septic system. Cleaning/baby wipes seems to be a common problem.
 - iii. Plumber coming on Tuesday, August 6. Lots 23 – 45 will have no septic service until then, at the earliest. **Action:** Jim to talk to lot owner/renter in lots 23 and 33 to ensure they are aware of the situation.
 - iv. Earlier communication to those affected was requested.
 - v. Jodi Dagg volunteered to help Theresa Hillier hand out notices to lot owners.
- c. Caretaker Rounds – Our caretaker, Jim Bourne, will make his nighttime rounds at 10:45, reminding everyone of 11 p.m. quiet time.
- d. Park Maintenance – When park maintenance is required, Jim Bourne is permitted on any lot at any time. No notice is required. **Action:** Laura to send note to lot owners.

3) Finance Update

- a. Currently have \$93K in bank
- b. Accounts Receivable in good shape.
- c. Experiencing a bit of an invoice lag.

4) Operations Update

- a. Wall lots 57 and 58 – Complete. Owner to fence. **Action:** Laura to remove from agenda.

- b. Wall lot 18 – Will fix remaining older buttress in fall. Straps have been made and hope to mount next weekend.
- c. Fences –
 - i. Fence along Uplands Row needs power washing and staining. **Action:** Mike Bourne to lead. Put up temporary parking signs. Send out work party notice when ready.
 - ii. Lot 41 to water – waiting decision on wall.
 - iii. Lot 53 – lot owner will complete. **Action:** Jack to speak with Terry.
- d. Signs –
 - i. **Action:** Jack arranging for signs for:
 1. Parking for lots 47 and 48;
 2. Please Stop At Office;
 3. Emergency Exit;
 4. Garbage;
 5. Lot #'s for boat slips, and
 6. Washroom.
 - ii. **Action:** Jack to talk to lot owners Lot 20 regarding “Private Parking” sign.
 - iii. Seadoos:
 1. Spots are assigned by Jack.
 2. Those with spots are grandfathered on a “use or lose it” basis. Those who are not using their Seadoo spots will lose their spot, making it available for another lot owner to use.
- e. D’Arcy Lubin Issue – **Action:** In progress, Rick leading

5) Future Projects

- a. **Action:** Jack and Ken to provide cost estimates on:
 - i. Gates at Entrance/Exit;
 - ii. Workshop;
 - iii. Space below Caretaker’s suite; and
 - iv. Deck off Caretaker’s suite.
- b. Approved – installation of fence along lot #9 allowing access to washroom under main house. **Action:** Jim Bourne to speak with Lois Eddy.

6) Infrastructure Update

- a. Wall Lots 42 – 45
 - i. Highly likely a portion of these lots are not on our property.
 - ii. Have not been able to retain the services of a surveyor.
 - iii. **Action:** Rick to meet with Timber West/Mosaic week of August 13 for preliminary discussion regarding access agreement.

- iv. May be able to extend Fisheries window (dependent on Timber West) but highly unlikely that the wall will be addressed this fall.
- b. Electrical Upgrade
 - i. Lloyd has pulled all invoices. **Action:** Laura, Jack, Lloyd and Ken to review all documentation and invoices and make recommendation regarding allocation of costs.

7) Lot 4

- a. No date yet for movement of unit. **Action:** Jack to continue to work with mobile homeowner on movement of unit.
- b. **Action:** Rick to speak with lawyer re: appropriate next steps to remove unit.

8) Lot 10

- a. See Lot 4 above.

9) Lot 13

- a. Renter removed sign from window.
- b. No change in status regarding possible sale of unit.

10) Lot 17

- a. The Board was notified that previous offer to purchase still stands. The Board is considering the offer and possible conditions.
- b. **Action:** Laura to send notice to shareholders advising them of offer and asking if any other shareholders are interested in purchasing.

11) LIRF Process

- a. Status of LIRF's received
 - i. Approved
 - Lot 43 - Moss Replace boat
 - Lot 30 - Jeffery Replace deck
 - Lot 26 - Bordon Replace fence
 - Lot 20 - Chadwick Replace ground cover
 - Lot 6 - Cella Construct carport
 - Lot 33 - Salvador Moor Seadoo
 - Lot 27 - Lidgate Pontoon boat
 - Lot 11 - Bourne Unit replacement

12) Rules and Regulations

- a. **Action:** Laura to send out note requesting suggested changes to the CLRC Rules and Regulations. Compile suggestions and schedule meeting toward end of August to discuss lot owner feedback.
- b. Lots 42 - 45 - Need to determine which rules apply to these 4 lots. Are the docks common property or limited common property? Where is the

documentation? **Action:** Tim Christie to speak with Mark Roberts and provide background documentation (i.e. purchase agreement) to Rick.

- c. Lot 33 rentals:
 - i. Issues with rule violations 2 weekends ago (boat parked in wrong slip, dog on dock).
 - ii. Lot 33 is permitted short term rentals (less than 30 days) provided they are able to “well manage” the rental of the lot.
 - iii. Laura confirmed that she had spoken with the lot owner who was not aware there had been a problem. The lot owner confirmed that they provide a PDF copy of the rules to all of their renters.
 - iv. Lynn Ross (Lot 12) advised that they meet/greet every renter and ensure that they are aware of the rules.
 - v. The Board confirmed that renting of the lot is the lot owner’s responsibility.
 - vi. “Well managed” means that the lot owner will lose their rental privilege upon receiving 3 complaints. The first complaint will result in an email/letter, the second complaint will result in a email/letter or fine and the third complaint will result in the removal of the lot owner’s rental privilege.
 - vii. **Action:** Laura to send email/letter to lot owner informing them of problem.
 - viii. **It is important that all lot owners recognize that letters/emails from the Board Secretary are from the Board, not the individual.**

13) Update of Disclosure Agreement

- a. The Board approved the expenditure of \$2K to update our Disclosure Agreement for Share Transfers. **Action:** Rick to contact lawyer.

14) Beach Parking

- a. Splitting lot 53 into 2 lots has caused a parking problem for lots 50 - 53.
- b. Parking in front of Lot 56 to be considered. **Action:** Jack to investigate and propose solution.

15) Review of Action Items

- a. Laura contacted CVRD planning to discuss the potential impact of reducing the number of mobile homes. Was informed by CVRD Planning (Emily on June 26) that CLRC is zoned as C4 – Transit Commercial Zone. We are considered a campground with 1 permanent living usage building permitted. The mobile homes are grandfathered as non-conforming but permitted provided there is not a gap in permanent living usage of greater than 6 months. Emily stated that she would investigate this further and call back to confirm. **Action:** Laura to follow-up.

16) Shareholder Items

- a. Dangerous trees on neighboring lot along Uplands Row. **Action:** Jim to contact neighbor.

17) Next Meeting

Sunday, September 1 at 10 a.m.