

## Board Meeting February 8, 2020

Attendance:

In Person: Rick Jeffery, Lloyd Ferguson, Sue Fox, Mike Bourne, Shelley Milligan, Lynn Ross, George Hillier, Chris Wipplinger, Laura Smallwood

Start Time: 10 a.m.                      End Time: 12:25 p.m.

### 1) Roles and Responsibilities

- a. Roles and responsibilities for Board members as follows:
  - i. President – Rick Jeffery
  - ii. Secretary – Laura Smallwood
    1. Includes email and contact list
  - iii. Treasurer – Lloyd Ferguson
  - iv. Operations – George Hillier (Chris Wipplinger to assist)
    1. Includes Caretaker expense review and garbage pick-up contract
  - v. Infrastructure – Mike Bourne
    1. LIRF Committee (including management of docks) includes Mike Bourne, Shelley Milligan, Sue Fox and Chris Wipplinger
  - vi. Website Maintenance – Lynn Ross
- b. Appropriate Director forms completed. **Action:** Lloyd to take to lawyer.
- c. Email addresses for Chris ([cwipp1969@gmail.com](mailto:cwipp1969@gmail.com)) and George ([hillierg26@gmail.com](mailto:hillierg26@gmail.com)).

### 2) Caretaker Contract

- a. Current contract expires April 30, 2020.
- b. **Action:** Laura to send current contract to Board members for review. Board members to forward all proposed changes to George.
- c. Regular monitoring of water meter needs to be added. Potential additions to park start-up and shut-down tasks.
- d. **Action:** Laura to work with George on updating of contract.
- e. George, Chris and Laura to meet with Jim to discuss changes and facilitate contract signing.

### 3) Response to Lot Owner of Lot 45 Regarding Fence Replacement

- a. It is the responsibility of the park to provide perimeter fencing, ensure the lot lines are properly measured and post holes dug.
- b. **Action:** George to work with Jim in marking lot 42 – 45 lot lines and installing post holes.
- c. **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.

- d. **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.

#### 4) GST Clarification

- a. **Action:** Lloyd to investigate and provide clarification regarding charging GST upon the sale of a lot.

#### 5) Hydro Upgrade Cost Recovery

- a. The Board recognizes that Lots 23 to 34 each paid \$2,000 toward upgrading their lots to 50 amp service. The Board also recognizes that they do not have the details necessary to determine the true cost of the 30 amp service upgrade vs the 50 amp service upgrade, making it difficult to request additional monies from Lots 23 – 34.
- b. Mike moved that the Board not pursue additional funds from Lots 23 to 34 due to lack of the necessary details. Seconded: Lloyd Ferguson. In Favor – 5, Opposed – 2.
- c. Next steps are to determine how much excess power the park has to sell to other lot owners and recoup some of the additional costs.
- d. Any future projects will be done with a clear understanding of the baseline costs to provide services which are a park responsibility vs additional costs for additional levels of services requested by Lot owners.

#### 6) Operations Planning

- a. Operations Projects planned for 2020 include:
  - i. Staining North fence
  - ii. Wall lot 18 – Wall strapping and third buttress
  - iii. Lot 1 – Roadway drainage
  - iv. Piling Extensions for Swim dock
  - v. Signage
  - vi. Lot 17 perimeter fence
  - vii. Lot 42 perimeter fence

#### 7) Lots 4 and 10

- a. **Action:** Rick to obtain legal opinion on removal of trailers at owner's cost. Rick will contact Reid and Pope.
- b. Subdivision of Lot 4
  - i. Can not be done without changing wall at front of lot.
  - ii. **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.

#### 8) Rules and Regulations

- i. At the AGM in December 2019, the following rule change was agreed to: “Except in an emergency, any expenditures over 15,000 will have to be approved at a Board meeting and the shareholders will be advised the motion to spend the funds will be voted on by the members present and a majority of those present will be required to pass the allocation of funds.”
- ii. **Action:** Rick will check company bylaws to ensure this is permitted.

#### 9) Lot 17

- a. **Action:** George and Jim to measure lot 17 (working off measurements from lots 52 and 53).

#### 10) Capital Planning

- a. **Action:** Rick to lead development of Capital Plan.
- b. **Action:** Mike to obtain 3 quotes on replacement of water lines.
- c. **Action:** Rick to contact professional for septic system assessment.

#### 11) Other Business

- a. Lloyd received 2020 Assessment – very few changes. Little rationale was provided regarding assessment values. Lot improvements (e.g. park models) do play a contributing factor.
- b. **Action:** Lloyd to amend banking for a single signature cheque up to \$5,000. Lloyd to provide picture or scanned document to President or Secretary for approval prior to issuing cheque. Motioned: Lynn, Seconded: George, Approved: all
- c. **Action:** Lloyd to investigate pre-authorized debits for strata fees. A number of lot owners have not provided post-dated cheques. Rules clearly state that these cheques are to be provided within 1 month of the AGM.
- d. Financial statement for Sep 30, 2019 received.

#### 12) Next Meeting

Sunday, 19 April 2020 at 10:00 a.m.