

Board Meeting March 25, 2018

Attendance:

In Person: Mike Dix, Brenda Rafter, Lloyd Ferguson, Susan Fox, Ken Burke, Laura Smallwood

Absent: Jack Pagani

Start Time: 10:05 a.m. End Time: 1:35 p.m.

1) Approval of minutes from Board Meeting on January 14, 2018

Approved.

2) Caretaker Update

- a. Tree trimming at front of park completed. Large trucks no longer brushing branches.
- b. Washroom mold an issue. Insulation and heat the only solution. Needs to be kept at a minimum 18 degree temperature. First step is to close in gaps and insulate, plus installing baseboard heater and dehumidifier. Monitor heating costs to see if further steps are required. Cost estimated at approx. \$1,000. **Action:** Jim to contract out and oversee.
- c. Swim and boat docks. Hinges are being made for swim dock. Cost estimated at approx. \$8,000 for 5 new pilings. Can we pull out or cut down old pilings and re-purpose for wall in front of lots 44 & 45? **Action:** Jim to contract out and oversee.
- d. Add caretaker to email distribution lists. **Action:** Lloyd to add Jim to lot owner email distribution list plus create a Board email distribution list that includes Jim.
- e. 1 truck load of pea gravel needed for beach area. **Action:** Jim to order

3) Financial Update

- a. \$134,580 in bank, approx. \$6,875 in Accounts Receivable
- b. Many lot owners have still not provided quarterly postdated cheques. A lot of time spent chasing down those who are late in paying plus time spent in numerous trip to bank as cheques are sporadically received. **Action:** Lloyd to send another note to lot owners to provide quarterly postdated cheques. **Action:** Laura to update rules stating quarterly postdated cheques for each calendar year must be provided in advance (at the AGM or within 1 month after the AGM). Fines will be levied for non-compliance.

4) Project Updates

#	Project Name	Project Lead	Update
1	Electrical Upgrade Washroom Row	Ken	Electrical quote of \$21,740 just received. Additional costs for Hydro and trenching. The wiring in this area is a safety issue and must be done.

			<p>To ensure minimal trenching and disruption, the connection to the new power source will be at the front corner of each lot. Some units may need power extensions plus connectors that reduce power from 50 amp to 30 amp.</p> <p>A connection is needed from the roadway to the electrical room. The sidewalk on the upper side of the washroom will be the location and may need to be replaced.</p> <p>The Board will subsidize the Hydro costs with the lot owners of the 12 lots bearing the remainder of the cost (\$2K per lot). Action: Ken to develop design and send note to lot owners. The majority of lot owners must be in agreement and the money paid up front.</p> <p>Lot owners must agree soon in order for this to be completed this year.</p>
2	Lot 42 – 45 Wall	Ken (with Mike)	<p>Lake needs to be at least 2' lower before permanent correction can be made. This would need to be coordinated with the pump down of the lake at which point the lot owners on lots 42 – 45 would need to immediately vacate their lot so work can be done.</p> <p>Temporary solution (potentially 5 yrs) is to leave lots 42 & 43 as is and repair the foundation of the wall in front of lots 44 & 45 with rip-rap and gravel, and retaining logs in front to hold it in place until a permanent solution can be implemented. Action: Ken to call Mitchell's and get estimate of cost. (Is a permit needed?)</p> <p>Action: Jim to measure lot 42 to ensure lot dimensions are correct.</p>
3	Detailed Design for Protective Roof Structure	Jack & Laura	Action: Draft design specification document for inclusion in LIRF documentation. Requires Board approval.
5	North Fence Replacement	Jack	No existing holes, defer to next year.

6	Bottle Deposits	Susan	Find a local charitable organization to take – In progress
7	D’Arcy Lubin issues	Mike	Action: Jim/Roy to notify D’Arcy that he has 1 week to remove his dock from our piling.
8	Lot 53 Boundary Fence	Mike	Fence from water to boundary block needs to be replaced. Action: Jim to contract out and oversee installation of 6’ solid board wood fence. (Lot 17 portion will be done next year.)
9	Park Road/Area Naming	Brenda	In progress
10	Fire Pit/Central Gathering Area Point	Jack (with Ken)	In progress
11	Main House (Basement/Deck changes)	Ken	Defer to next year
12	Replace Garage	Ken	Defer to next year
13	Asphalt/Drainage at Lot 59/Speed Bumps	Jack	Action: Jack to get quotes on 5 speed bumps (2 at entrance, 2 at exit and 1 opposite wall at Lot 7) plus small berm for Lot 59
14	Golf Cart	Jack	Purchase and fix golf cart for caretaker use. Approved for \$1200 expenditure.

5) Lot 10

Need to review all options (remove, re-do and sell, community space, etc.) and develop a plan

Action: Mike to project manage and obtain 3 quotes

6) LIRF Update

- a. Lot 18 replacement of rotting shed. Same dimensions as previous shed and have neighbour’s support. Approved
- b. Lot 15 new gazebo. Circulated to lot owners. No issues. Approved
- c. Lot 6 extend bedroom. Existing footprint is grandfathered. Increase in living space. Not approved
- d. Inquiry regarding pouring stamped cement pad. All decks/patios must be capable of being disassembled for easy access to services. Not approved
- e. Inquiry regarding enclosing sunroom. Would require a rule change and lot owner’s approval. Not approved
- f. No LIRFs received from Lot 4 for new gazebo and curtains on deck.
Action: Renter to be contacted and informed that LIRFs are required.
- g. All LIRF requests must be in hardcopy or printable electronic form.

7) Lot Owner Responsibilities

- a. Board member’s and Caretaker’s time is valuable. Would appreciate it if lot owners:
 - i. Read and understand the Rules and Regulations
 - ii. Read and understand the LIRF process
 - iii. Follow the Rules and Regulations (we continue to have issues with dogs on the beach, dogs not on leashes, speeding in the park, unsecured items on the beach, etc.)

- iv. Properly winterize units to avoid water leaks
- v. Do not use city water for irrigation (cost to other lot owners)
- vi. Provide quarterly postdated operating fee cheques

8) Any Other Business

- a. Jim received information from Randy Prettie on septic pump outs.
Action: Jim to lift all septic tank lids and provide assessment
- b. Garbage start up for beginning of season. **Action:** Lloyd to follow-up

9) In Camera: Caretaker Contract

- a. Additional tasks to be added to the caretaker's responsibilities.
- b. Agreed to increase in salary to \$2000 per month
- c. **Action:** Laura to update caretaker contract and circulate to the Board for review/approval.

Meeting adjourned