

Board Meeting September 1, 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: Lynn All approved

Rick met with lawyer and was informed that they will only deal with our transactional issues. Referred to another lawyer to discuss Lot 42 – 45 Limited Common Property concerns, Lot 13 and Lots 4 and 10.

2) Caretaker Update

- a. Septic issues seem to be resolved.
- b. Liability Insurance - follow up required.
 - i. Lot 6 – Sent 3 emails and fine notification. Lot/unit insurance received. Fine payment still outstanding. **Action:** Laura to send follow-up email.
 - ii. Lot 23 – Sent 3 emails and fine notification. Lot/unit insurance provided, however, not insured for \$1M as per rules. Increase in fine. **Action:** Laura to send follow-up email.
 - iii. Lot 24 – Sent 3 emails and fine notification. Boat insurance not received. Increase in fine. **Action:** Laura to send follow-up email.
 - iv. Lot 33 – Sent 3 emails and fine notification. Lot/unit insurance not received. Communication received from lot owner acknowledging oversight and committed to providing this week. Fine payment still outstanding. **Action:** Laura to send follow-up email.
 - v. Lot 38 – Communication from lot owner indicating information was previously provided and records were incorrect (provided emails sent on July 25). No further action.
 - vi. Lot 42 - Communication from lot owner indicating information was previously provided and records were incorrect. No further action required.
 - vii. Lot 53 – Sent 1 email and fine notification. Lot owner sent information twice previously but caretaker was unable to open. Committed to Shelley to provide by Sunday, September 1.

- viii. Additional fines levied will be in the amount of \$100 per week until the information is provided and the fines paid.
- ix. **Action:** Laura to update Rules and Regulations with stronger language indicating that proof of \$1M lot/liability insurance must be provided at the beginning of each season and proof of \$1M motorcraft insurance must be provided before motorcraft can be launched.

3) Finance Update

- a. Currently have \$93.6K in bank
- b. New accountant has lumped all Expenses together making it difficult to track/separate Operations expenditures from Infrastructure expenditures.

4) Operations Update

- a. Wall lot 18 – In progress. Straps still need to be put on.
- b. Fences –
 - i. Fence along Uplands Row needs power washing and staining.
Action: Mike Bourne to lead.
 - ii. Uplands Row Hydro Shed – **Action:** Jim to lead repair work. Mike Bourne and Ken to assist.
- c. Signs –
 - i. In Progress.
- d. D’Arcy Lubin Issue – **Action:** Rick will address next year.

5) Future Projects

- a. **Action:** Jack and Ken to provide cost estimates on:
 - i. Gates at Entrance/Exit;
 - ii. Workshop (Ken waiting for estimates from Windsor Plywood on 20’ X 30’ heated workshop and Brad on 100 amp service);
 - iii. Space below Caretaker’s suite; and
 - iv. Deck off Caretaker’s suite.
- b. In winter, Board will work on a Capital Plan that includes these items plus others (includes priority and pricing). Advise lot owners at AGM.

6) Infrastructure Update

- a. Wall Lots 42 – 45
 - i. Notification sent advising all interested parties that we want to do this repair work (approx. 6 week lead time).
 - ii. Rick is meeting with TimberWest/Mosaic this week to obtain consent to do the work.
 - iii. TimberWest needs Works Description and maps. **Action:** Jim Bourne will work with Rick.
 - iv. Need revised estimate from Mitchell’s that includes:

1. Lots 42 – 45 wall
2. Removal of some cement blocks in front of Lot 55 (2 ½ lengths)
3. Wall for garage
4. Cost to lower lot 17 (added after meeting with Bob Bridger, see item 8 below)
- v. Owners of lots 42 – 45 need to be off the beach by end of September.
- b. Allocation of Uplands Row Electrical Upgrade Costs
 - i. In progress.

7) Lot 4 and 10

- a. No date yet for movement of unit. **Action:** Laura to draft letter advising owner of storage charge of \$500 per month per lot starting September 15 and failure to remove soon will result in us moving the units at owner's cost.
- b. Owner took possession on March 22, 2019 (transfer date).

8) Lot 17 (In Camera)

- a. The Board agreed unanimously (1st – Ken, Seconded – Jack) to accept Bob Bridger's offer to purchase lot 17 with the following conditions:
 - i. The lot must be lowered at the purchaser's cost.
 - ii. The bricks and fill will be donated to CLRC.
 - iii. The unit will have 1 parking spot.
- b. **Action:** Board to confirm with owners of Lots 52 and 53 that they have no issue with the lowering of lot 17.
- c. **Action:** Laura to speak with Bob advising him of acceptance of the offer and the conditions. (Note: Laura met with Bob who requested a quote on price to lower lot.)

9) LIRF Process

- a. Status of LIRF's received
 - i. Approved
 - Lot 52 – boat replacement
 - Lot 51 – trailer replacement
 - Lot 2 – boat replacement
 - ii. Rescinded
 - Lot 11 – proposed lot changes (will be resubmitted)

10) Rules and Regulations

- a. Meeting on Saturday, 24 August with interested lot owners to review proposed changes.
- b. Board agreed to leave wording regarding Rentals as is.

- c. **Action:** Laura to update Rules and Regulations document with proposed changes and distribute to lot owners. To be voted on at AGM.

11) Update of Disclosure Agreement

- a. The Board approved the new Disclosure Agreement drafted by the lawyers (First – Lynn, seconded – Sue) subject to confirming with lawyers that it does not need to be approved at the AGM. **Action:** Rick to confirm.

12) Beach Parking

- a. Proposed that Lot 53 use new parking space created beside Lot 45 next season (assuming wall is fixed). **Action:** Jack to show Terry location of parking spot and get approval.

13) Review of Action Items

- a. Outstanding
 - i. **Action:** Jim to contact neighbor regarding dangerous tree(s) along Uplands Row.
 - ii. **Action:** Laura to followup with CVRD re: permanent living usage.

14) AGM Meeting Date

- a. Sunday, 1 December 2019 at 10:00 a.m. in the Youbou Hall
- b. **Action:** Sue to book hall.
- c. **Action:** Ken to give projector/screen to Lloyd to determine if it can be used.

15) Next Board Meeting

Sunday, October 6, 2019 at 10:00 a.m.