

Minutes of Board Meeting, CLRC Inc.

January 15, 2017 @11:00

Held at 990 Nicholson St, Victoria

Present in Person: Donna Spence, Lloyd Ferguson, Ken Burke, Randy Prettie, Laurel Houniet.

Present via Phone: Mike Dix (11:10), Jack Pagani (11:40)

Financial Position: Approximately \$170,000 in the bank, with a contingent liability of \$24,000. Property Taxes discussion Re: proposal to allocate tax by Unit. General agreement on such, but question about when to implement (next or this fiscal). Laurel/Lloyd to calculate once we receive our tax bill, and to report back to Board.

Winter Shutdown 2016: Discussion about pro's and con's of the winter shutdown. Identified need for a detailed activity list and schedule, to better execute the shutdown. Discussion about who to use (Roy, Norm, shareholders, contractor, or onsite caretaker model?) If onsite caretaker, where to live? Main house upper and lower suite discussed as options. Laurel to follow up with Mike Bourne Re: his brother. Randy to take measurements, do sketch and provide to Board. Ken willing to be project manager. Design options and costs TBD, and then to be voted on by Board. Jack to contact Angie to see if she is available for summer maintenance contract. Laurel to follow up with Sherri B. to ensure the suite is not rented this year (and also to check on rental status of Unit 17).

Winter Maintenance: General agreement that onsite presence needs to be improved. Casual role of Roy not a permanent solution. House

washrooms are being cleaned once per week under Angie's watch, which appears to be working out OK. Options discussed for improving onsite presence; general agreement that ideally need someone living onsite.

Electrical Upgrade at Units 54-59: Revised pricing and scope of work will be confirmed this week with Brad, the electrician. Dennis McLeod has agreed to continue as project manager, despite having sold his Unit. Laura Smallwood to coordinate with him on providing submission for final Board approval. Potential move of the electrical shed was discussed, but not justifiable at current time.

Size of RV for Unit #2: Mike talked about his decision as LIRF coordinator, to deny the application. Extensive discussion about CVRD zoning, current R&R's, consistency, and VIHA septic requirements. The applicant apparently approached the CVRD independently. No appeal has been requested of the Board from the applicant to date.

Pad Rent Increase: The annual rent increase was discussed, and decided to be the 3.7 % standard increase published by the Residential Tenancy Branch. Lloyd to handle the paperwork, in conjunction with Laurel. Notices to be served to renters/posted on their doors on Units 4, 9, 10, and 13 within the next 10 days, and to also email the Powers (Unit 13) as a courtesy.

Next Board Meeting: Thursday, February 16, 2017 at 4:30 P.M. (Laurel's office boardroom on Cedar Hill-x; Ken and Jack to phone in).