COWICHAN LAKE RECREATION COMMUNITY (CLRC)
Virtual Board Meeting
Tuesday, March 22, 2022

Attending: Rick Jeffery (Chair), Kim Chadwick, Elaine Dagg-Jackson, Lloyd Ferguson, Sue Fox, George Hillier, Michele Gibbs (minutes)

## DECISION ACTION RECORD

### 1) Welcome & Agenda Review

### 2) Approve Minutes

a) 21.11.30 DAR – defer to next meeting (22.04.10)
b) 22.02.02 DAR – defer to next meeting (22.04.10)

### 3) Action Register

a) Lloyd & Rick are working with Bank on financing options (see #4 below)
b) Special Meeting anticipated for Sunday, April 24 (see #4 below)
c) Rick will meet with Jim shortly re: caretaker responsibilities and succession planning

### 4) Waste Water Project Update

- Waste Water Plant now to be sited behind Lot 15 (see 220322-04a), however will require roadwork not included in original estimate. Estimates have increased (anticipated, given the economy) to $1.375M not including paving work.
- Lloyd & Rick are meeting with Bank re: financing estimates for Shareholder presentation.
- Financial summary:
  - Project Estimate $1,400,000
  - Sell one or both of Lot 4a & 4b ($275k+ each)
    less ~$40k development costs $500,000
  - Cash on hand (leaving $50k on hand) $350,000
  - Financing Required (sale of 4a & 4b) $550,000
  - Financing Required (sale of one lot only) $850,000
- Options for Shareholder consideration:
  - Sell one or both of Lot 4a & 4b
    *Board recommendation to sell both; CLRC retains Lots 9 & 13 (a & b) for future sale.*
  - Financing or special levy (~$10k/Lot)
    Financing, but allow Shareholders to pay out their portion as a lump sum.
    *Financing period options proposed at 10 and 20 years.*
  - Shareholders gave clear direction at the AGM that the project should be done in a single phase; the option to multi-phase will not be presented.
- Pre-emptive offer has been received for Lot 4 (a or b?). Given the recreational property values at this time, it was felt that the sale must be opened to all interested parties.

**ACTION:** Consult real estate professional to confirm Lot value

DRAFT

**ACTION:** Consider requirement for Shareholders to pay out financing obligation on sale of Lot, rather than new owners assuming.

**ACTION:** Kim will seek additional quote information ASAP; Rick to provide most current info.

**ACTION:** Sue to book Youbou Hall for Sunday, April 24

5) **Lot 54 – Location of Propane Tank**

See email chain (220322-05).

- Current storage location does not meet minimum set-back requirements (22', s/b 25')
- Hydro will not proceed without relocation of tank
- After discussion, recommendation is to propose sharing relocation costs as a goodwill gesture

**ACTION:** Rick to liaise with Lot 54 (Bob Bridger)

6) **Marina**

See marina site map (220322-06).

- The marina can accommodate all current Lots (one slip per lot). Slips are not currently allocated to:
  - Lot 8 – CLRC/Caretaker
  - Lot 9 – CLRC/Rented
  - Lot 13 – CLRC/Rented (will become two in future – 13a & 13b)
  - Lot 16 – Lot no longer exists
- Seadoo dock space is approved by LIRF, and three new seadoo requests were approved last year. Options for seadoo docking were discussed, including asking those with two units to moor side/side.

**ACTION:** Advise Shareholders there is no further space available for seadoo docking. No further LIRFs should be approved (advise Mike B?)

- Retain visitor slip
- Request by Lot 7 for temporary use of vacant slip. There is a slip available and there are no current requests for slip use, other than the approved seadoo requests which can be accommodated along main dock. As this is a request for temporary use, and there are no other requests, the Board will allow.

**ACTION:** Elaine/Michele to draft quarterly Shareholder Communication

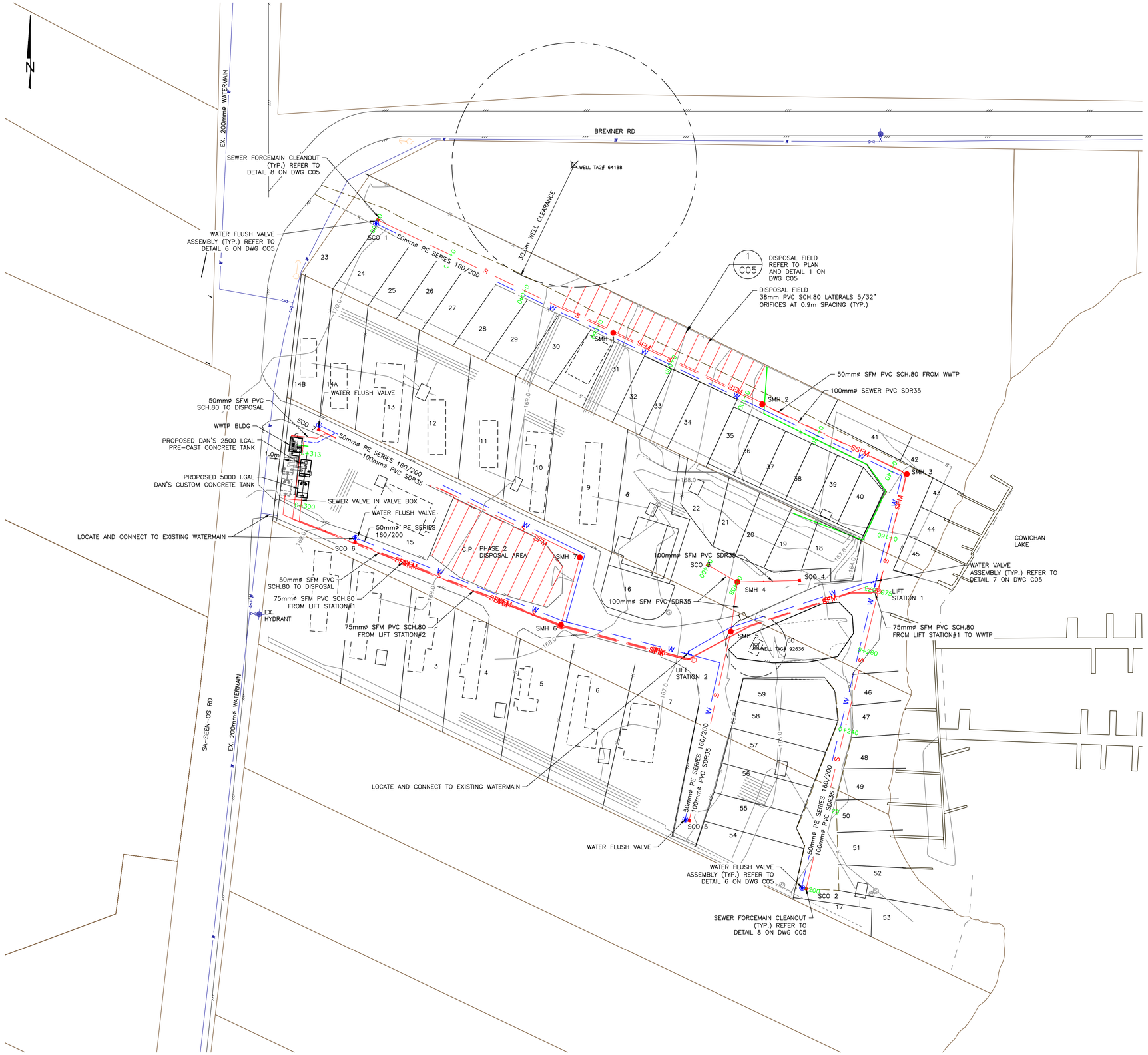
7) **Meeting Dates**

- April 10 – Board Meeting **in-person** (including Lot 18 site visit re: common area purchase)
- April 24 – Special General Meeting

**ACTION:** Michele to propose quarterly Board Meeting dates (June/Sept/Dec)

Meeting adjourned at 8:45pm

DRAFT




## SITE PLAN
SCALE: 1:500

## LOCATION PLAN
SCALE: 1:10000

1:500 0 10 30m

PRELIMINARY – FOR DISCUSSION PURPOSES ONLY
MARCH 2022

APPROVING AUTHORITY

Innovative Engineering Solutions
PERMIT TO PRACTICE #1001876

BC 1 CALL — CALL BEFORE YOU DIG!
1-800-474-6886
or by CALL1LAN #6886
Vancouver Area: 257-7940
CALL AT LEAST TWO FULL WORKING DAYS BEFORE YOU PLAN TO DIG

| NO. | DATE | BY | REVISIONS | ENG |
|---|---|---|---|---|
| 1 | | | | |

| NO. | DATE | BY | ISSUED | ENG |
|---|---|---|---|---|
| 1. | 2022.03.10. | A.M. | PRELIMINARY FOR DISCUSSION | X.X. |

PROJECT:
8389 SA-SEEN-OS CAMPGROUND

DESCRIPTION:
SITE PLAN

MSR SOLUTIONS INC.
INNOVATIVE ENGINEERING SERVICES
125 – 662 GOLDSTREAM AVENUE, VICTORIA B.C.
V9B 0N8
OFFICE: (250) 479 – 5164
FAX: 888.277.2816
info@msrsolutions.ca
www.msrsolutions.ca

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| DESIGN BY: M.S. | DATE: 2022.01.03. |
| DRAWN BY: A.M. | DATE: 2022.01.03. |
| CHECKED BY: S.K. | DATE: 2022.03.10. |
| APPROVED BY: X.X. | DATE: YYYY.MM.DD. |

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|---|---|---|---|
| HORZ. SCALE: | 1:500 | DRAWING No.: | C01 |
| VERT. SCALE: | 1:500 | PROJ No.: | 21-658 |
| SHEET | 1 OF | VERSION No.: | 1 |

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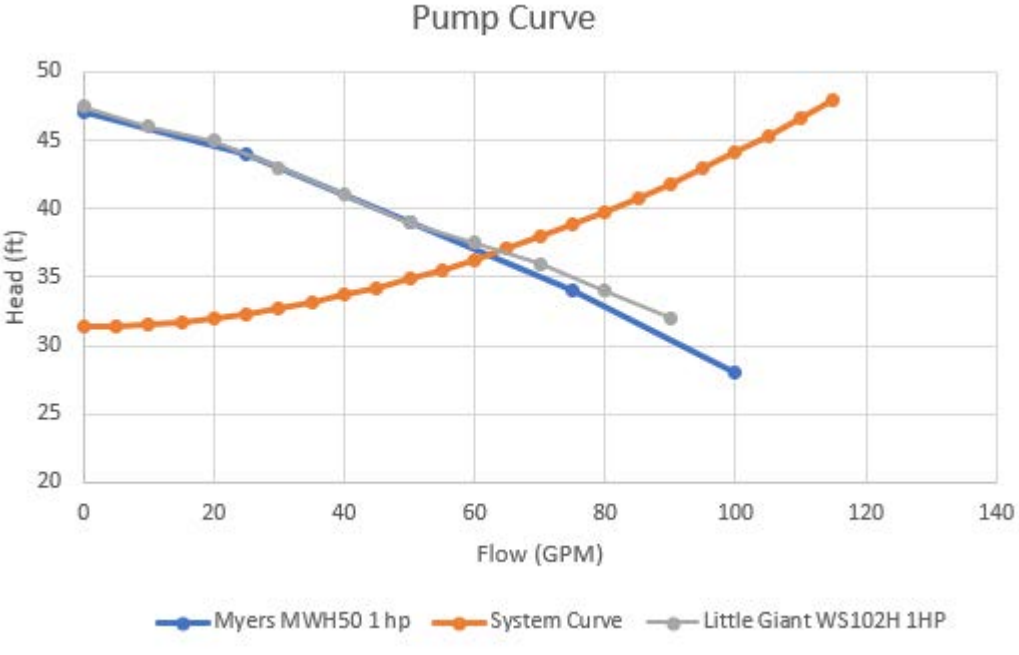
Pump Curve
50
45
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Head (ft)
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40
60
80
100
120
140
Flow (GPM)
Myers MWH50 1 hp
System Curve
Little Giant WS102H 1HP

| | |
|---|---|
| **From:** | Bob Bridger |
| **To:** | "Lloyd Ferguson" |
| **Cc:** | "Rick Jeffery"; "Ken Burke"; jb.ronsdrywall@gmail.com; "Elaine Jackson"; "George Hillier"; "Kim Chadwick"; "Michele Gibbs"; "Sue Fox" |
| **Subject:** | RE: Propane Tank |
| **Date:** | March 22, 2022 12:29:59 PM |

This is an update for your meeting.

I am withdrawing my request to locate the tank on common property.

I have found a suitable location 25 feet away from the post. We can locate it against the retaining wall approximately 4 ft. out from the front of the shed now being constructed. Regarding Lloyd's concerns it is not a roadway. It is private property.

The next issue is that I do not believe I should incur any expense to move this tank.

The first step is to dig a 2 ft. wide trench that is 2 ft. deep from the new location to the corner of my unit. The channel will need to be filled with a 6 inch layer of sand. The gas fitter will then run the lines from the tank to the unit. The tank is almost full of propane and very heavy. While the machinery to dig the trench is on site, we could use it to move the tank.

I don't know if there are sewer lines or water lines to be concerned about.

I believe we have a backhoe in the park now doing other work.

The gas fitter is a friend. He will make every effort to complete the work as soon as the trench is made.

Please advise me of your thoughts.

Bob

Bob Bridger Owner - Operator
Canadian Tire Associate Store #466
2929 Green Road, Duncan, BC V9L 0C1
T: 250.748.0161 Ext. 230
C: 250.701.3722

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**From:** Lloyd Ferguson <lloyd@totemtravel.ca>
**Sent:** Tuesday, March 22, 2022 7:49 AM
**To:** Bob Bridger <bobbridger@shaw.ca>

**Cc:** 'Rick Jeffery' <rick@rickjeffery.ca>; 'Ken Burke' <kc_burke@hotmail.com>; jb.ronsdrywall@gmail.com; 'Elaine Jackson' <EDaggJackson@gmail.com>; 'George Hillier' <hillierg26@gmail.com>; 'Kim Chadwick' <tkchad@shaw.ca>; 'Michele Gibbs' <cowichanlakerv@gmail.com>; 'Sue Fox' <Suefox@shaw.ca>
**Subject:** RE: Propane Tank

Hi Bob
The Board is meeting virtually this evening and this is on the agenda. I'd be curious to know what the code says regarding safety and locating propane tanks on a roadway.
Regards,
Lloyd

On Mar. 21, 2022 15:51, Bob Bridger <bobbridger@shaw.ca> wrote:

> Hi Folks,
>
> I am meeting my gas guy at the lot tomorrow. We will go over my options for the tank move. My first choice is by the shed approximately 10 feet away from the lot line on common area.
>
> Would appreciate an answer as soon as possible.
>
> Bob
>
> Bob Bridger Owner - Operator
> Canadian Tire Associate Store #466
> 2929 Green Road, Duncan, BC V9L 0C1
> T: 250.748.0161 Ext. 230
> C: 250.701.3722
>
> ---
>
> **From:** Rick Jeffery <rick@rickjeffery.ca>

**Sent:** Friday, March 18, 2022 3:05 PM
**To:** Ken Burke <kc_burke@hotmail.com>
**Cc:** Bob Bridger <bobbridger@shaw.ca>; jb.ronsdrywall@gmail.com; Elaine Jackson <EDaggJackson@gmail.com>; George Hillier <hillierg26@gmail.com>; Kim Chadwick <tkchad@shaw.ca>; Lloyd Ferguson <Lloyd@totemtravel.ca>; Michele Gibbs <cowichanlakerv@gmail.com>; Sue Fox <Suefox@shaw.ca>
**Subject:** Re: Propane Tank

Yep

Sent from my iPhone

> On Mar 18, 2022, at 12:51 PM, Ken Burke <kc_burke@hotmail.com> wrote:
>
> Hello all, even though I am no longer a board member I think it would be wise to deal with this sooner than later. Still work to be done with this project and I'm guessing that unit will be starting to roll in in six weeks or less.
>
> Ken
>
> ---
>
> **From:** Rick Jeffery <rick@rickjeffery.ca>
> **Sent:** March 18, 2022 12:45 PM
> **To:** Bob Bridger <bobbridger@shaw.ca>
> **Cc:** 'Ken Burke' <kc_burke@hotmail.com>; jb.ronsdrywall@gmail.com <jb.ronsdrywall@gmail.com>; 'Elaine Jackson' <EDaggJackson@gmail.com>; 'George Hillier' <hillierg26@gmail.com>; 'Kim Chadwick' <tkchad@shaw.ca>; 'Lloyd Ferguson' <Lloyd@TotemTravel.ca>; 'Michele Gibbs' <cowichanlakerv@gmail.com>; 'Sue Fox' <suefox@shaw.ca>
> **Subject:** RE: Propane Tank
>
> Bob:
>
> We will consider it at our next Board call which should be next week. As you can appreciate the use of common property is a sensitive issue and can be precedent setting. However, as you know, we try to make sure everyone has the greatest enjoyment and use of the Park.
>
> ---
>
> **From:** Bob Bridger <bobbridger@shaw.ca>
> **Sent:** Friday, March 18, 2022 12:38 PM
> **To:** Rick Jeffery <rick@rickjeffery.ca>

**Cc:** 'Ken Burke' <kc_burke@hotmail.com>; jb.ronsdrywall@gmail.com; 'Elaine Jackson' <EDaggJackson@gmail.com>; 'George Hillier' <hillierg26@gmail.com>; 'Kim Chadwick' <tkchad@shaw.ca>; 'Lloyd Ferguson' <Lloyd@TotemTravel.ca>; 'Michele Gibbs' <cowichanlakerv@gmail.com>; 'Sue Fox' <suefox@shaw.ca>
**Subject:** RE: Propane Tank

Hi Rick,

This is unfortunate but I will deal with it. I will call today to set up a move as quickly as possible. Please understand gas technicians are not always available. I will advise when it can be attended to.

I am anticipating limitations for options of a new location. Rules governing location of propane tanks are also present. I don't believe I can move the tank within 10 feet of my unit. There is not a location, at the back of the lot, available that is 25 ft. away from the post. If I move it lakeside I don't know if they can fill it from that distance. Obviously, I also would not want it lakeside.

The easiest solution is to move it next to the present hydro shed just off the property line of my lot. It could be moved adjacent to the wall of the shed and the cement wall. This is common property, but it would not cause any inconvenience to the park. The gas line would run along the cement wall to the fence, and down the fence to my unit. Will the board consider this?

Please advise,

Regards,

Bob

Bob Bridger Owner - Operator
Canadian Tire Associate Store #466
2929 Green Road, Duncan, BC V9L 0C1
T: 250.748.0161 Ext. 230
C: 250.701.3722

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**From:** Rick Jeffery <rick@rickjeffery.ca>
**Sent:** Friday, March 18, 2022 8:04 AM
**To:** '#54 Bob Bridger' <BobBridger@shaw.ca>
**Cc:** Ken Burke <kc_burke@hotmail.com>; jb.ronsdrywall@gmail.com; Elaine Jackson <EDaggJackson@gmail.com>; George Hillier <hillierg26@gmail.com>; Kim Chadwick <tkchad@shaw.ca>; Lloyd Ferguson <Lloyd@TotemTravel.ca>; Michele Gibbs <cowichanlakerv@gmail.com>; Sue Fox <suefox@shaw.ca>
**Subject:** FW: Propane Tank

Bob:

In the course of installing the new hydro service Hydro has advised us that your propane tanks must be 25 feet from the power pole and transformer. This is a safety issue for all of us. They advise they will not procced with the installation of the service until the tank is moved. While unfortunate in the end it is best for the safety of all of us. So we are requesting that you make arrangements to relocate the tank at least 25 feet from the pole. Let me know if you want to discuss further.

Regards

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**From:** Jim Bourne <jb.ronsdrywall@gmail.com>
**Sent:** Thursday, March 17, 2022 9:53 PM
**To:** Rick Jeffery <rick@rickjeffery.ca>
**Subject:** Propane Tank

Bob Bridgers tank has to be moved permanently to a location at least 25 feet from the telephone poles. Safety issue.

Jim Bourne

| 2 | 46 |
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